



**Georgia Department of Human Services**  
**Application for Qualified Contractors**  
**Event Name: Drug Screening Collection Services**

## 1. Introduction

### 1.1. Services

The Georgia Department of Human Services (hereinafter, "the State Entity") is soliciting statements of qualifications from suppliers interested in providing **Drug Screening Collection Services**. This Application for Qualified Contractors ("Application") is intended to identify responsible suppliers who meet or exceed the identified requirements contained herein. This Application will not result in contract award. Instead, this Application will establish a list of one or more qualified suppliers who could be awarded a contract from the State Entity based on the need for services.

The Division of Family and Children Services (DFCS) investigates child abuse; finds foster homes for abused and neglected children and provides numerous support services and innovative programs to help troubled families.

DFCS uses specimen collection services for alcohol and drug screenings to make informed and insightful decisions regarding the safety of children. Drug use can impact a parent's ability to provide a safe and stable environment for their children. Alcohol and Drug Screening collections is one of the critical tools in determining appropriate actions and interventions for Georgia families.

DFCS utilizes contracted service providers for drug screening collection services throughout each DFCS regional area within the State of Georgia. The DFCS regions are:

**Region 1:** Catoosa, Chattooga, Dade, Fannin, Gilmer, Gordon, Murray, Pickens, Walker, Whitfield, Cherokee

**Region 2:** Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White

**Region 3:** Bartow, Douglas, Floyd, Haralson, Paulding, Polk

**Region 4:** Butts, Carroll, Coweta, Fayette, Heard, Lamar, Meriwether, Pike, Spalding, Troup, Upson, Henry

**Region 5:** Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Newton, Oconee, Oglethorpe, Walton, Rockdale

**Region 6:** Baldwin, Bibb, Crawford, Houston, Jasper, Jones, Monroe, Peach, Putnam, Twiggs, Wilkinson

**Region 7:** Burke, Columbia, Glascock, Hancock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Washington, Wilkes

**Region 8:** Chattahoochee, Clay, Crisp, Dooly, Harris, Macon, Marion, Muscogee, Quitman, Randolph, Schley, Stewart, Sumter, Talbot, Taylor Webster

**Region 9:** Appling, Bleckley, Candler, Dodge, Emanuel, Evans, Jeff Davis, Johnson, Laurens, Montgomery, Pulaski, Tattall, Telfair, Toombs, Treutlen, Wayne, Wheeler, Wilcox

**Region 10:** Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth

**Region 11:** Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner, Ware

**Region 12:** Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh

**Region 13:** Clayton, Cobb, Gwinnett

**Region 14:** DeKalb, Fulton

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Additional information regarding the DFCS regions may be referenced through the following link:

<http://dfcs.dhs.georgia.gov/county-offices>

After the pre- selection process has been completed, the successful candidate(s) will be invited to participate in training to become certified to conduct collection. Upon completion of the mandated training, contracts for services will be finalized

Service Providers responding to this application should be aware that the Department will not entertain direct cost charges for items needed to perform the work required. It is expected that all firms submitting qualifications, will be prepared to conduct the work and to include the necessary work materials within the below, re-imbursement rates.

Services Provided	Rates
Drug Screen Collection: Hair Follicle	65.00
Drug Screen Collection: Urine	45.00
Drug Screen Collection: Oral Fluid	45.00
Drug Screen Collection Only - Court Appearance & Testimony	35.00/hr
Drug Screen Collection Only – Missed Appointments	25.00/missed appointment
Drug Screen Collection Only - Drug Screen Refusal	25.00/appointment
Drug Screen Collection Only - Drug Screen Mileage	0.545 (or at the State Approved Rate)

### 1.2. Overview of the Application Process

The application is a prequalification process. The objective of the Application is to identify one or more responsible suppliers who meet the State Entity's qualification requirements to provide the goods and/or services outlined in this Application to the State Entity. This Application process will be conducted to gather and evaluate responses from suppliers. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this Application, the results of the Application process will be publicly announced in DFCS website.

### 1.3. Schedule of Events

The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the Application process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the Application will be publicly posted prior to the closing date of this Application. After the close of the Application, the State Entity reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.

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Description	Date	Time
Release of Application	10/19/18	2:00 p.m. ET
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.5.	10/31/18	5:00 p.m. ET
Responses to Written Questions	11/02/18	5:00 p.m. ET
Suppliers' Responses Due/Close Date and Time	10/18/2019	5:00 p.m. ET
End of Round # 1*	12/03/18	5:00 p.m. ET
Evaluation Completed (on or about)	On-going	N/A
Published Application Results (i.e. list of qualified suppliers)	On-going	N/A

\*Applications sent after the end of the Round will be processed in a future Round.

### 1.4. Point of Contact

**LaWanda Proctor**

**lawanda.proctor@dhs.ga.gov**

### 1.5. Qualification Period

Suppliers identified as pre-qualified suppliers pursuant to this Application will be qualified for a period of 5 years subject to the following limitations: (1) the State Entity may require the supplier to submit additional information/materials from time to time to ensure the supplier continues to meet the qualification requirements and (2) no supplier that is subsequently suspended or debarred by the Georgia Department of Administrative Services ("DOAS") will be eligible to submit an application during the suspension/debarment period. The State Entity reserves the right at its discretion to qualify additional suppliers for the same goods/services by posting a new Application.

## 2. Instructions to Suppliers

By submitting a response to the Application, the supplier is acknowledging that the supplier:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

### 2.1. General Information and Instructions

#### 2.1.1. Restrictions on Communicating with Staff

From the issue date of this Application until the results are announced (or the Application is officially cancelled), suppliers are not allowed to communicate for any reason with any State staff except through the Point of Contact named herein, or as defined in this Application or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise.

#### 2.1.2. Submitting Questions

All questions concerning this Application must be submitted in writing via email to the Point of Contact identified in Section 1.5 "Point of Contact" of this Application. No questions other than written will be accepted. No response other than written will be binding upon the State. All suppliers must submit questions by the deadline identified in the Schedule of Events for submitting

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questions. Suppliers are cautioned that the State Entity may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this Application must be submitted in the following format:

Company Name

Question #1 Question, *Citation of relevant section of the Application*

Question #2 Question, *Citation of relevant section of the Application*

### **2.1.3. State's Right to Request Additional Information - Supplier Responsibility**

Prior to finalizing the list of qualified service providers, the State Entity must be assured that the selected supplier has all of the resources to successfully perform under any future contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of the State Entity, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the application review process, the State Entity is unable to assure itself of the supplier's qualifications and resources, the State Entity has the option of requesting from the supplier any information deemed necessary to determine the supplier's responsibility. If such information is required, the supplier will be so notified and will be permitted approximately seven (7) business days to submit the information requested.

### **2.1.4. Failing to Comply with Submission Instructions**

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the Application will not be considered. The Application period is for a year, but will be divided into Rounds. Each deadline for a Round is to be posted in the revised section 1.3. Applications sent after the end of the Round will be processed in a future Round. Responses must be complete in all respects, as required in each section of this Application.

### **2.1.5. Rejection of Supplier's Response; State's Right to Waive Immaterial Deviation**

The State Entity reserves the right to reject any or all responses, to waive any irregularity or informality in a supplier's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State of Georgia. It is also within the right of the State Entity to reject responses **that do not contain all elements and information requested in this Application**. A response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the Application requirements, which determination will be made by the State Entity on a case-by-case basis.

### **2.1.6. State's Right to Amend and/or Cancel the Application**

The State Entity reserves the right to amend this Application. Any revisions must be made in writing prior to the Application closing date and time. By submitting a response, the supplier shall be deemed to have accepted all terms and agreed to all requirements of the Application (including any revisions/additions made in writing prior to the close of the Application whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the supplier's response. **THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED APPLICATION AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER'S RESPONSE PRIOR TO THE CLOSE OF THE APPLICATION.** Suppliers are encouraged to frequently check the Application for additional information. Finally, the State Entity reserves the right to cancel this Application at any time.

### **2.1.7. ADA Guidelines**

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Suppliers should contact the Point of Contact at least one day in advance if they require special arrangements when attending the Bidders/Offerors Conference (if any). The Georgia Relay Center

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at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

## 2.2. Submittal Instructions

### Submittal Instructions

Listed below are key action items related to this Application. The Schedule of Events in Section 1.4 identifies the dates and time for these key action items. This portion of the Application provides high-level instructions regarding the process for reviewing the Application, preparing a response to the Application and submitting a response to the Application.

#### 2.2.1. Application Released

The release of the Application is formally communicated through a public announcement posted to the Georgia Procurement Registry, which is accessible online as follows:

[http://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

Since this is an Application process, the public announcement WILL BE ELIMINATED from the Georgia Procurement Registry, but the Application itself will continue to be done through email as specified below until further notice in the following DFCS website:

<https://dfcs.georgia.gov/becoming-contracted-support-services-supplier>

To be eligible for consideration, the supplier must download all the required documents from the following link: <https://dfcs.georgia.gov/becoming-contracted-support-services-supplier> and submit its electronic response prior to the close date and time of this Application to the following email: [dfcs.sscontracts@dhs.ga.gov](mailto:dfcs.sscontracts@dhs.ga.gov)

#### 2.2.2. Application Review

The Application consists of this document, entitled “The State Entity Application Document”, and any and all information included in the Application, as posted online on the link:

<https://dfcs.georgia.gov/becoming-contracted-support-services-supplier>, including any and all documents provided by the State Entity as attachments to the Application. Access and review the Application by completing the following steps:

1. Go to following link:  
<https://dfcs.georgia.gov/becoming-contracted-support-services-supplier>
2. Download the related files pertaining to Drug Screen Collection.
4. Once you have downloaded the files, you are ready to begin reviewing the Application and its attachments.
7. The supplier should save attachments to its personal computer to allow the supplier to prepare responses to the attached files.

Please carefully review all information contained in the Application, including all documents available as attachments or available through links. Any difficulty accessing the Application or opening provided links or documents should be reported immediately to the Point of Contact (See Section 1.5).

#### 2.2.3. Preparing a Response

When preparing files to be a part of the supplier’s electronic response, the supplier must consider the following instructions:

1. Use the provided worksheets to prepare your response. Enter your responses directly into the worksheet.
2. Answer each question in sufficient detail for review while using judgment with regards to the length of response.

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3. Proofread your response and make sure it is accurate and readily understandable.
4. Label any and all files using the corresponding section numbers of the Application or any other logical name so that the State Entity can easily organize and navigate the supplier's response.
5. Use caution in creating electronic files. If the State Entity is unable to open an electronic file due to a virus or because the file has become corrupted, the supplier's response may be considered incomplete and disqualified from further consideration.
6. Use commonly accepted software programs to create electronic files. The State Entity has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad, Microsoft Excel, portable document format file (PDF), and plain text files with the file extension noted in parentheses (.txt). Unless the Application specifically requests the use of another type of software or file format than those listed above, please contact the Point of Contact prior to utilizing another type of software and/or file format. In the event the State Entity is unable to open an electronic file because the State Entity does not have ready access to the software utilized by the supplier, the supplier's response may be considered incomplete and disqualified from further consideration.

### 2.2.4. Reviewing the Application Prior to Submission

Each supplier is responsible for ensuring all questions have been answered appropriately and that all necessary documents are completed and attached. Prior to submitting the response, please review the following checklist:

1. Please review and confirm that all questions have been answered appropriately. Please ensure that the correct response has been provided.
2. Please review and confirm that the most competitive response has been provided.
3. Please confirm that all necessary are attached.

### 2.2.5. Submitting the Completed Response

Complete the following steps to submit your response:

1. Once the completed response has been reviewed by the supplier, Applicants should send their responses to the following email address using the email subject below:

Response email:

[dfcs.sscontracts@dhs.ga.gov](mailto:dfcs.sscontracts@dhs.ga.gov)

Email Subject:

**Drug Screening Collection Services application response - *Applicant's Name***

Please ensure you review your response carefully prior to submission to ensure it is correct and complete.

## 3. Application Qualification Factors

This section contains the detailed technical requirements and related services for Drug Screening Collection Services. Suppliers are required to download, complete and then upload the Worksheets identified below. Except as otherwise indicated, all requested forms and documents must be submitted electronically via the sourcing tool as an uploaded document to the supplier's response. These worksheets together with any and all other documents submitted in response to this Application will be considered the supplier's response.

The State Entity has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. The State Entity will not tailor these needs to fit a particular solution a supplier may have available; rather, the supplier shall propose to meet the State Entity's needs as defined in this Application. All claims shall be subject to demonstration. Suppliers are cautioned that conditional responses, based upon assumptions, may be deemed non-responsive.

### 3.1. Qualifications - Introduction

All of the specifications, requirements and/or service levels identified in this Application are minimum performance criteria and/or qualification factors that the State Entity will use to identify qualified suppliers. Each supplier must indicate its willingness and ability to satisfy these requirements in the appropriate worksheets.

### 3.2. Supplier's General Information

Each supplier must complete all of the requested information in the electronic purchasing system entitled **Supplier's General Information Worksheet** for inclusion with their response.

### 3.3. Supplier's General Information Worksheet

As specified with each requirement listed in the **Service Provider Qualification Profile**, the supplier must indicate whether its response meets the individual requirements by marking either a "YES" or "NO" in the response block provided. A Pass/Fail evaluation will be utilized for all mandatory requirements. Ordinarily, to be considered responsive, responsible and eligible for consideration, all questions identified as mandatory must be marked "YES" to pass. There may be rare instances in which a response of "NO" is the correct and logical response in order to meet the mandatory requirement (e.g. responding "NO" that the supplier does not possess any conflicts of interest). Otherwise, any mandatory questions marked "NO" will fail the technical requirements and will result in disqualification of the supplier's response.

As specified with each requirement listed in the **Service Provider Qualification Profile**, the supplier must indicate whether it will meet the individual requirement (if any) and provide a supporting narrative (if required). To be considered responsive, responsible and eligible for consideration, any and all requirements must be met. There may be rare instances in which an item within the Service Provider Qualification Profile does not create an individual requirement which must be met, but, instead, merely requires a response. All requirements must be met by the supplier. Failure to meet any requirements may result in disqualification of the supplier's response. The narrative description, along with any required supporting materials, will be reviewed points in accordance with Section 5 "Evaluation and Published Results."

### 3.4. Additional Information

As noted in Section 2.2.2 "Application Review", please access and review all of the attachments provided by the State Entity within the Application process. If supplemental materials are requested by the State Entity to be submitted by the supplier as part of its response, the supplier should upload these additional materials as noted in Section 2.2.5 "Submitting the Completed Response".

## 4. Cost/Pricing

The purpose of this Application is to prequalify suppliers to participate in future contracts. Therefore, NO PRICING is requested.

## 5. Published Results

All timely responses will be reviewed in accordance with the following steps. The objective of the application review process is to identify qualified suppliers based on the identified requirements. The State Entity will announce the results of the Application as described further in this section.

### 5.1. Preliminary Review

First, the responses will be reviewed by the Point of Contact to determine compliance with the following requirements:



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1. Response was submitted by deadline in accordance with Section 2
2. Response is complete and contains all required documents

### **5.2. Evaluating Application Qualification Factors (Section 3)**

If the supplier's response passes the Administrative/Preliminary Review, the supplier's responses to Section 3 "Application Qualification Factors" will be evaluated.

#### **5.2.1. Review of Application**

The Application Review Team will review each supplier's response in detail to determine its compliance with Application requirements. Responses will be evaluated on a pass/fail basis. If a supplier fails to meet an Application requirement, the State Entity will determine if there is cause for rejection of the response.

### **5.3. Selection of Qualified Suppliers**

All responsible suppliers submitting timely responses that have passed all Application requirements will be identified as pre-qualified suppliers.

### **5.4. Public Announcement – List of Pre-Qualified Suppliers**

The preliminary results of the evaluation will be announced through the following DFCS website:

<https://dfcs.georgia.gov/becoming-contracted-support-services-supplier>. This list will identify the suppliers determined to be qualified. ALL SUPPLIERS SHOULD FREQUENTLY CHECK THE DFCS WEBSITE FOR NOTICE OF THIS LIST.

## **6. List of Application Attachments**

The following documents make up this Application. Please see Section 2.2.2 "Application Review" for instructions about how to access the following documents. Any difficulty emailing or accessing the following documents should be immediately reported to the Point of Contact.

- A. State Entity Application (this document)
- B. Service Provider Qualification Profile (Must be completed for consideration)
- C. Organizational Chart (Must be completed for consideration)
- D. Historical Service Trends
- E. Sample Service Authorization Form (For informational use only)
- F. Drug Screening Collection Only Requirements
- G. Security Immigration Affidavit
- H. Tax Compliance Form
- I. VENDOR MGMT FORM
- J. W-9 Form
- K. Business Associate Agreement (For informational use only)