AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)

Rating

Page 1 of Pages 47

2. CONTRACT (Proc. inst. ident.) NO.
NBCWOD00002

3. EFFECTIVE DATE
10/22/1999

4. REQUISITION/PURCHASE REQUEST PROJECT NO.
See Lines

5. ISSUED BY CODE 00003

Dept of the Interior - National Business Center
Div of Acquisition Services - Washington
1849 Cst NW MS 1324

Washington, DC 20240-

6. ADMINISTERED BY (If other than Item 5) CODE

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)

Pharmchem Laboratories, Inc.

1505A O'Brien Drive
Menlo Park, CA 94025-

8. DELIVERY FOB Origin ✓ Other (See below)

9. DISCOUNT FOR PROMPT PAYMENT
10 days %
20 days %
30 days %
days %

10. SUBMIT INVOICES (4 Copies unless otherwise specified) TO THE ADDRESS SHOWN IN: ITEM 12

CODE • FACILITY CODE

11. SHIP TO/MARK FOR CODE

No Shipping Information

12. PAYMENT WILL BE MADE BY CODE FnMS

Dept of the Interior - National Business Center
Financial Management Services
1849 Cst. MS 1313

Washington, DC 20240-

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
☐ 10 U.S.C. 2304(c) ( ) ☐ 41 U.S.C. 253(c) ( )

14. ACCOUNTING AND APPROPRIATION DATA
No Funding Information

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	SEE LINE ITEM DETAIL				

15G. TOTAL AMOUNT OF CONTRACT 0.00

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. CONTRACTOR'S NEGOTIATED AGREEMENT *(Contractor is required to sign this document and return _____ copies to issuing office)* Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as attached or incorporated by reference herein.

(Attachments are listed herein.)

18. ✓ AWARD *(Contractor is not required to sign this document.)* Your offer on Solicitation Number NBCW0R00002/1 including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER *(Type or print)*
E.M. LISON VP CUSTOMER SERVICE

20A. NAME OF CONTRACTING OFFICER
Latetia M. Henderson

19B. NAME OF CONTRACTOR
BY E.M. LISON
(Signature of person authorized to sign)

19C. DATE SIGNED
10/26/99

20B. UNITED STATES OF AMERICA
By Latetia M. Henderson
(Signature of Contracting Officer)

20C. DATE SIGNED
10/27/99

Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0001	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$34.100	$ 0.00
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
	NOTE: BASE YEAR PERIOD OF PERFORMANCE: LINE ITEM NUMBER 1 THROUGH 10 (BASE YEAR MINIMUM: $310,770)					
0002	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$29.000	$ 0.00
	(Preparing and Shipping)					
0003	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$35.000	$ 0.00
	(Drug and Alcohol)					
0004	Testimony (Estimated Quantity: 40 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$100.000	$ 0.00
	(Collection Contractor)					
	? MRO					
0005	Negative Result (Estimated Quantity: 28,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$2.300	$ 0.00
	(MEDICAL REVIEW OFFICER (MRO))					

Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0006	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$36.000	$ 0.00
0007	MRO: Combined Price (Estimated Quantity: 28,250 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$3.000	$ 0.00
	(For Positive or Negative Results)					
0008	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$100.000	$ 0.00
0009	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$70.000	$ 0.00
0010	International Collections (Estimated Quantity: 1,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$50.000	$ 0.00
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					

Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0011	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$33.050	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) NOTE: OPTION YEAR I PERIOD OF PERFORMANCE: LINE ITEM 11 THROUGH 20 (OPTION YEAR I MINIMUM: $303,420)					
0012	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$29.000	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
0013	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$35.000	$ 0.00 OPTION PERIOD
	(Drug and Alcohol)					
0014	Testimony (Estimated Quantity: 40 Hours)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$100.000	$ 0.00 OPTION PERIOD
	(Collection Contractor)					

Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0015	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$2.300	$ 0.00 OPTION PERIOD
0016	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$36.000	$ 0.00 OPTION PERIOD
0017	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$3.000	$ 0.00 OPTION PERIOD
0018	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$100.000	$ 0.00 OPTION PERIOD
0019	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$70.000	$ 0.00 OPTION PERIOD

o Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0020	International Collection (Estimated Quantity: 1,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$50.000	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
0021	Nationwide Collections (Estimated Quantity: 35,000)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$33.380	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) NOTE: OPTION YEAR II PERIOD OF PERFORMANCE: LINE ITEM 21 THROUGH 30 (OPTION YEAR II MINIMUM: $306,434)					
0022	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$29.290	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
0023	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$35.350	$ 0.00 OPTION PERIOD
	(Drug and Alcohol)					

Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0024	Testimony (Estimated Quantity: 40 Hours) (Collection Contractor)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$101.000	$ 0.00 OPTION PERIOD
0025	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$2.320	$ 0.00 OPTION PERIOD
0026	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$36.360	$ 0.00 OPTION PERIOD
0027	MRO: Combined Price (Estimated Quantity: 28,250) (For Positive or Negative Results)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$3.030	$ 0.00 OPTION PERIOD
0028	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$101.000	$ 0.00 OPTION PERIOD

Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0029	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$70.700	$ 0.00 OPTION PERIOD
0030	International Collections (Estimated Quantity: 1,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$50.500	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
0031	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$33.880	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) NOTE: OPTION YEAR III PERIOD OF PERFORMANCE: LINE ITEM 31 THROUGH 40 (OPTION YEAR III MINIMUM: $311,025)					
0032	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$29.730	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					

No Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0033	On-site Collection (Estimated Quantity: 3,200 Hours) (Drug and Alcohol)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$35.880	$ 0.00 OPTION PERIOD
0034	Testimony (Estimated Quantity: 40 Hours) (Collection Contractor)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$102.520	$ 0.00 OPTION PERIOD
0035	MRO: Negative Result (Estimated Quantity: 28000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$2.350	$ 0.00 OPTION PERIOD
0036	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	~~$36.910~~ 46.14	$ 0.00 OPTION PERIOD
0037	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$3.080	$ 0.00 OPTION PERIOD

No Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0038	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$102.520	$ 0.00 OPTION PERIOD
0039	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$71.760	$ 0.00 OPTION PERIOD
0040	International Collections (Estimated Quantity: 1,000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$51.260	$ 0.00 OPTION PERIOD

(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)

0041	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$34.390	$ 0.00 OPTION PERIOD

(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)

NOTE: OPTION YEAR IV PERIOD OF PERFORMANCE: LINE ITEM 41 THROUGH 50 (OPTION YEAR IV MINIMUM: $315,753)

o Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0042	Quality Control Specimens (Estimated Quantity: 1,050 Each) (Preparing and Shipping)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$30.180	$ 0.00 OPTION PERIOD
0043	On-site Collection (Estimated Quantity: 3,200 Hours) (Drug and Alcohol)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$36.420	$ 0.00 OPTION PERIOD
0044	Testimony (Estimated Quantity: 40 Hours) (Collection Contractor)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$104.060	$ 0.00 OPTION PERIOD
0045	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$2.390	$ 0.00 OPTION PERIOD
0046	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	~~$37.460~~ 46.83	$ 0.00 OPTION PERIOD

o Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0047	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$3.130	$ 0.00 OPTION PERIOD
0048	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$104.060	$ 0.00 OPTION PERIOD
0049	Expedited ("STAT") Services (Estimated Quantity: 25 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$72.840	$ 0.00 OPTION PERIOD

No Funding Information

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0050	International Collections (Estimated Quantity: 1,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$52.030	$ 0.00 OPTION PERIOD

(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)

Total Cost: $0.00

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF WORK

1. PREAMBLE

This contract is issued by the Department of the Interior (DOI). Orders against the contract resulting may be issued by other Federal agencies, referred to as participating agencies or Government, which shall be identified at the time of contract award. The DOI reserves the right to add or delete agencies via modification subsequent to contract award.

The Contractor is not authorized to honor any delivery order placed against this contract from any Federal agency without advance approval from the DOI Contracting Officer's Technical Representative (COTR).

2. REQUIRED SERVICES

General

The Government conducts drug testing under the Health and Human Services (HHS) program to detect the presence of marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) and to deter illegal drug use by their employees. The six types of HHS drug tests are: applicant & random (employees in drug testing designated positions), reasonable suspicion, accident & unsafe practice, voluntary, and follow-up.

The Government also conducts drug and alcohol testing under all of the Department of Transportation (DOT) program modes (including FHWA, FRA, etc.). The six types of DOT (FHWA) tests are: pre-employment, random, reasonable suspicion, post accident, return-to-duty, and follow-up. The DOT (FRA) tests are: pre-employment, random, reasonable suspicion, reasonable cause, post accident, return-to-duty, and follow-up.

Note: The DOI and other Federal Agencies reserve the right to perform drug and alcohol collections in-house (collections performed by agency personnel). Federal agencies shall be able to enter in-house donor collection information on the Contractor automated drug testing system (see SECTION J, Attachment 1).

The Contractor shall provide all labor and materials necessary for the collection of urine specimens and breath alcohol collections for all types of drug and alcohol testing under the HHS and DOT programs. Also, the Contractor shall provide to the Government all labor, materials, and equipment except that provided herein as "Government Furnished," necessary for the collection and transportation of the specimens from the contractor collection sites to the Government Contract Drug Testing Laboratory.

The Contractor shall be required to perform and comply with all applicable provisions of the HHS, Substance Abuse and Mental Health Services Administration (SAMHSA), "Mandatory Guidelines for Federal Workplace Drug Testing Programs" as published in Volume 63 of the Federal Register on November 13, 1998; effective December 1, 1998 (59 FR 29908); and the Omnibus Transportation Employee Testing Act of 1991 (OTETA), in accordance with DOT procedures including: 49 CFR Parts 40, 199, 219, 382, 391, 392, and 395; and 14 CFR Parts 61, 63, 65, 121, and 135, as applicable, which govern various transportation industries and the collection/testing processes. The guidelines and procedures may be routinely updated for the purpose of providing additional guidance. The Contractor shall be required to comply with current guidelines and procedures, and updates as furnished by the COTR. To the extent that any of the requirements in this contract are inconsistent with any of those specified in the Mandatory Guidelines promulgated by the HHS, DOT procedures, or other pertinent regulations from governing Federal agencies, or any subsequent amendment thereto, such HHS Guidelines and DOT procedures or amendment shall supersede the requirements specified in this contract, but only to the extent of the inconsistency.

Drug Testing of Contract Employees

Not later than the contract award date, the Contractor shall establish an internal drug testing program to ensure that: (a) its employees involved in the processing and reporting of drug test collections for urine specimens are drug-free; (b) such testing is done according to current HHS guidelines and DOT regulations.

Automated Data Processing

The Contractor shall be able to provide and perform all of the Automated Drug Testing System requirements provided in SECTION J, Attachment 1.

The Contractor shall prepare and maintain a written emergency backup and contingency plan, for their automated drug testing system for tracking test requests and results and data electronically being received from the laboratory and Medical Review Officer (MRO) contractors, to describe how system down time will be prevented or immediately corrected. The written plan shall describe the procedures and methods utilized to prevent and minimize down time for the automated drug testing system, and list operational alternatives to immediately correct down time incidents.

The Contractor automated drug testing system shall be Year 2000 compliant.

Note: Agencies will be solely responsible for their interpretation of HHS guidelines and DOT regulations concerning electronically transmitted results.

3. PERSONNEL SECURITY REQUIREMENTS

A. The Contractor shall keep all information in the strictest of confidence and take measures to protect it from unauthorized modification or destruction, said information being the sole property of the Government. The Contractor shall not publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form nor authorize or permit others to do so. The Contractor shall take measures to restrict access to this information, while in their possession, to only those employees needing such information to perform the work provided herein. The Contractor shall immediately notify, telephonically and in writing, the COTR of any event determined or suspected to become a breach of the requirement.

B. The drug testing records are covered under the Privacy Act and are considered sensitive information. Contractor personnel with direct access to the automated drug testing system for this contract shall be required to undergo a National Agency Check and Inquiries (NACI) investigation, conducted by the Defense Security Service or U. S. Office of Personnel Management (or their designated representatives). The NACI shall be initiated within 14 days of placement for newly hired employees. The NACI shall be completed and favorably adjudicated by the DOI Employee and Public Services Division. The COTR shall resolve any disputes. The DOI will provide the necessary forms and bear the cost of the investigations.

C. The above contractor personnel shall submit the following forms for each employee, with access to DOI information, to the COTR:

1. One Standard Form (SF) 85, Revised December 1990, Questionnaire for Non-Sensitive Positions.

2. One SF-87 (REV. 4-84), Fingerprint Card. (Note: Fingerprint cards may be completed by local law enforcement agencies).

3. SF-171 (REV.6/88), Application for Federal Employment, with only items 6, 19, 28, 36 and 38 through 44 completed.

Note: All Forms shall be signed and dated by the subject of the investigation. All Forms shall be legibly printed or typed.

D. Employees that do not receive favorable investigation adjudications shall not be authorized to information under this contract.

E. The Contractor shall be responsible for thoroughly reviewing all forms submitted to ensure accuracy and completion. The Contractor shall provide the COTR with a weekly status report in electronic format (E-mail, ASCII, automated drug testing system, etc.).

The specifications and requirements of the solicitation apply to all Federal agencies, however, some agencies may require unique services and these services shall be available to all agencies, including but not limited to the ones explained below:

4. LINE ITEMS 0001, 0003, 0010, OPTION ITEMS 00011, 0013, 0020, 0021, 0023, 0030, 0031, 0033, 0040, 0041, 0043, 0050

The Contractor shall provide collection services for all types of HHS and DOT drug and alcohol testing in the United States and its territories within 20 miles of the Government employee or applicant. If there is no medical facility within 20 miles of the employee or

applicant then, as requested by the Federal Agency, the contractor shall attempt to establish a new site at the closest facility to the employee or applicant.

International Collections

The Contractor shall have the ability to perform collections in major international city locations worldwide.

All collections for employees and applicants shall be accomplished in a physician's office, hospital, medical clinic, Government facilities selected by the Federal agency, or similar setting, as determined solely by the COTR.

Collections in public establishments or personal residences are not authorized. An exception to this rule shall be approved by the appropriate Federal agency COTR before the collection is made.

The collection facility and staff shall be flexible to accommodate employees whose tour of duty is different than normal duty hours, e. g., 3:00 p.m. - 11:00 p.m. or 11:00 p.m. - 7:00 a.m. This may involve rescheduling staff hours earlier or later on specific collection days to provide services at the beginning of the evening shift (3:00 p.m.) or at the end of the night shift (7:00 a.m.).

Agency employees may elect to have a second specimen collected at the same time as the agency specimen and have it submitted by the specimen collector at the employee's expense to an HHS certified laboratory of their choice in accordance with the procedures specified in the HHS Guidelines.

Other unique requirements may include providing collections for all shifts in a 24 hour period, and on weekends.

The Contractor shall establish a 1-800 telephone number hotline to provide reasonable suspicion testing and post accident/unsafe practice testing in accordance with HHS and DOT regulations. This service shall be available 24 hours per day, 7 days per week, 365 days per year.

The Contractor shall maintain all electronic and hard copy records under the previous contract (3 years for negatives, indefinitely for positives).

The Contractor shall call the 50 most frequently used clinics per month to verify the currency of their information (including telephone number, address, point of contact, drug and/or alcohol testing). This information shall be documented and available to the COTR upon request (hard copy and electronic).

The Contractor shall call the 50 most frequently used clinics per month in order to persuade them to use visoneer paperport scanners to send CC Forms via electronic mail as attachments. This information shall be documented and available to the COTR upon request (hard copy and electronic).

The Contractor shall calibrate Evidential Breath Testers(EBT's) (Draeger) for the DOI and other Federal agencies.

Notification to Contractor of Required Specimen Collection

The COTR, appropriate Agency Drug Program Manager (DPM), or Federal agency designee(s) will provide the contractor with manual and electronic requests (e.g., names, social security numbers, telephone numbers, and the proposed collection city and state of agency employees and applicants) in order to schedule urine drug and alcohol test collections. The Contractor shall be able to receive drug and alcohol test requests electronically via an automated data processing system (e.g., personal computer using Internet browser application) via the Internet using an Internet based application, manually by facsimile machine, and by telephone. The Contractor shall input all requests received by any method.

Federal agencies shall be able to request a Contractor drug and alcohol test collection (under the HHS and DOT programs) in any one of three ways listed below.

1) For Applicant and Pre-Employment Testing

By providing the required donor information to the Contractor and having the Contractor call the donor to schedule the drug test or alcohol collection. In these cases the contractor shall: make the first telephone call to the donor within 24 hours, the second telephone call within 36 hours, and the third telephone call within 48 hours of receiving the drug test request. Normally, each of the 3 attempted telephone calls should be made over a 2 day period, at different times of the day, in order to increase the opportunity for reaching applicants/employees with varying schedules. However, 2 telephone calls may be made on the same day if one call is to the work

number and the other to the home number. If only one telephone number (work or home) is provided, then the Contractor shall make only one telephone call per day for each of the 2 days. During peak or high volume periods, the COTR may allow the time frames for calling applicants/employees to be slightly increased. However, any change in call time periods shall be approved in advance by the COTR. The Contractor shall ship the specimen kit and Drug Testing Custody and Control Form (CC Form) on the same day the donor is notified of the required collection. The Contractor shall telephone the agency DPM on the same day if the Contractor is unable to contact the donor after 3 attempts.

2) For Drug and Alcohol Tests

By providing the required donor information and collection site code to the Contractor and having the Contractor automatically ship the specimen kit, CC Form, and Breath Alcohol (BA)Testing Form to the collection site. Kits and forms shall be shipped on the same day for drug and alcohol test requests received by the contractor before 3 p.m. (eastern time). In these cases, the Federal agency will be responsible for notifying the donor of the collection process.

3) For Drug and Alcohol Testing on site

By providing the required donor information to the Contractor with the notation that an on-site specimen collection is needed. In these cases, the Contractor shall contact the requestor to schedule the on-site collection within 24 hours of receiving the request. The Contractor shall schedule on-site collections within one week of the agency request. On-site collections will be requested by the Federal agency a minimum of one week prior to the collection.

Collection Process

The Contractor shall provide each applicant/employee with a standard explanation concerning the collection process, to include the following information at a minimum: collection site address and basic directions; telephone number; point of contact; present photo ID; call collection site prior to going in order to ensure the kit and form have been received and clinic schedule can accommodate applicant/employee for test; report for drug or alcohol test collection within 48 hours of receipt of contractor notification; applicant/employee shall obtain permission from Agency DPM in order to change the scheduled collection date; immediately call the Contractor at the 1-800 telephone number or Agency DPM if there are any problems; drink fluids prior to going to collection site. The Contractor shall also verify the donor's name and social security number prior to completing the CC Form.

In order to reduce the chance of errors in completing the CC Form, the Contractor shall complete the following Steps on the CC Form prior to shipping with the specimen kit to the collection site including: Steps 1, 5, 6. Also, the Contractor shall provide written instructions/procedures for the accurate completion of the CC Form to collection site personnel in advance of the collection.
In order to reduce the chance of errors in completing the BA Form, the Contractor shall complete the following Steps on the BA Form prior to shipping to the collection site including: Step 1 (A,C,D). Also, the Contractor shall provide written instructions/procedures for the accurate completion of the BA Form to collection site personnel in advance of collection.

The Contractor shall be responsible for ensuring their collection site personnel are fully knowledgeable concerning the accurate completion of the CC Form and BA Form. Highlighting or a cover sheet with boxes over the areas on the CC Form and BA Form to be completed by collection site personnel may prove useful. Further, the Contractor shall have an Internet site listing the appropriate HHS and DOT drug and alcohol collection procedures, and showing examples of properly completed CC Forms and BA Forms. In addition, the Contractor shall provide to the collection sites preprinted overnight express airbills (currently FEDEX) with the Government Contractor Drug Testing Laboratory address, in order to reduce shipping errors.

Agencies requiring prescheduled collections will provide the collection site locations and times a minimum of one week prior to the commencement of each collection. The maximum number of collections to be performed per test day will be approximately 200; the maximum number of collection site locations to be utilized per collection day will be approximately 100.

5. LINE ITEM 0003, OPTION ITEMS 0013, 0023, 0033, 0043

On-site collections shall be charged a one hour minimum for the first hour. This hourly charge will begin at the time the Contractor is scheduled to arrive (and does arrive) at the on-site location. After the first one hour minimum, the time charges will be assessed in one-half hour increments. Arrival and departure times shall be directed and set by the Agency DPM. Any arrival and departure time changes shall be approved in advance by the Agency DPM.

For emergency requests (e.g., reasonable suspicion, reasonable cause, post accident and unsafe practice testing, and any other reasons deemed necessary by the Agency DPM) the collection shall be completed within 24 hours of notification. Such requests may occur at

any time or day of the week at any location, and generally will be made via telephone, followed by a written confirmation. The Contractor shall provide service and response via an electronic pager system using a 1-800 telephone number. The Contractor shall be immediately available during business hours, after hours, weekends and holidays. The Contractor response time shall not exceed 30 minutes from the time of the page.

The Contractor shall ensure that several collection sites or on-site collectors are open and/or available to perform collections in the Washington-Metropolitan Area (one each in MD and VA within 20 miles of Washington, DC; and one in Washington, DC, on several days per week in the evenings (4:00 p.m. to 8:00 p.m.), and one weekend day (Saturday and/or Sunday) 10:00 a.m. to 2:00 p.m. The Contractor shall identify these clinics and/or collector names, addresses, telephone numbers, points of contact and hours of operation.

The Contractor shall establish a toll free 1-800 telephone number and customer service representatives to facilitate the contacting and scheduling of Government employees and applicants for urine collections, and to assist the COTR, Agency DPM and other representatives in resolving questions or problems. Adequate backup personnel shall be available to assist the customer service representatives during busy periods. The customer service representatives shall be available, at a minimum, during regular business hours from 8:30 a.m. to 5:00 p.m. (eastern time), Monday through Friday. The 1-800 telephone number shall ring directly to an actual Government customer service representative. There will be no submenu of choices, no delays, no transfers, no voicemail during regular business hours. The Contractor customer service manager and representatives, and Information Systems Manager (IS) and IS staff representatives, at a minimum, shall have the ability to communicate with the COTR, Agency DPM, other agency representatives, laboratory contractor, and MRO contractor using a mutually acceptable electronic mail system. All questions will be resolved by the COTR. The customer service representatives shall also have telephone voicemail for after-hours.

The Contractor customer service manager and representatives shall return telephone calls to the COTR, agency DPM, other agency representative, laboratory contractor, and MRO contractor within one hour, on average, from the time the call is made to the Contractor customer service manager and representatives.

The Contractor shall establish a full time knowledgeable IS manager and IS staff representatives to resolve questions and problems concerning the development, operation and management of the automated drug testing system. The Contractor IS manager and representatives shall return telephone calls to the COTR, Agency DPM, other agency representative, laboratory contractor, and MRO Contractor within one hour, on average, from the time the call is made to the Contractor IS manager or representatives.

The Contractor customer service manager and representatives, and/or IS manager or representatives shall immediately notify the COTR, laboratory contractor and MRO contractor if the Contractor automated drug testing system is down for any reason (not operational).

The Contractor shall require its collection sites to send a donor signed copy of the CC Form to the Contractor by facsimile machine on the same day the specimen is collected. Collection sites without facsimile machines shall send the donor signed CC Forms to the Contractor by U.S. mail on the same day the specimen is collected. This requirement shall be noted on the instructional information provided with the collection kit and forms to the collection site. The Contractor shall have a system or method to track and ensure CC Forms are being faxed by the clinics.

The Contractor shall strongly promote and recommend collection sites establish Internet service via Internet protocol providers and utilize scanners (similar to visioneer paperport scanners) to scan and transmit copies of the completed CC Forms and BA Forms as an E-mail attachment to the Contractor on the same day as collections are performed. The visioneer viewing software is free.

The Contractor shall affix a red color label (no smaller than 2-1/2 inches by 5 inches) on the outside of the FedEx pak envelope (or future Government overnight vendor); and another one of the same red labels on the outside of the kit/box/specimen container; and staple a red color sheet of paper (8-1/2 inches by 11 inches) to the front of the protocol procedure information sent with each kit and CC Form to the clinic; and both the label and sheet of paper shall contain the following information (letter size no smaller than 1/4 inch tall):

- FEDERAL GOVERNMENT DRUG TESTING

- U.S. GOVERNMENT PROPERTY
  (Do Not Destroy)

IMMEDIATELY CALL " Insert Contractor Name"
UPON RECEIPT AT 1-800-111-1111 (Insert #)

- QUESTIONS/PROBLEMS: CALL "Insert Contractor Name"

The Contractor shall call the clinics no later than the morning of the second day after the specimen was shipped via overnight FedEx in order to ensure the kit/CC Form has been received, and to verify the clinic address, telephone number and point of contact. The Contractor shall immediately make any corrections of clinic information in the automated drug testing system. The Contractor shall immediately resend the kit/forms when the clinic address has changed and/or the clinic is unable to locate the kit/form.

The Contractor automated drug testing system shall allow the clinics to logon to the contractor internet application and record that they have received the kit/form and to make clinic information changes (including the clinic name, address, telephone number, point of contact, ability to do breath alccohol collections, etc.). See Attachment 1 on automated drug testing system.

A. Collection Site Specifications

The collection site is the location for specific Agency employees and applicants to present themselves for the purpose of providing their urine specimens under controlled conditions. The Contractor shall assume primary responsibility for assuring collection site requirements are maintained at all times in accordance with HHS Guidelines. In this regard the Contractor shall, as a minimum, assure:

(1) The collection site possess all necessary personnel, materials, equipment, facilities, and supervision to provide collection, security, storage, and transportation of urine specimens to the designated Government Contract Drug Testing Laboratory;

(2) The collection site has restroom facilities which are clean, well-lighted, and sufficiently secure to prevent compromise during the collection of urine specimens;

(3) Any collection site dedicated solely to urine collection is secure at all times. In cases where a site cannot be dedicated solely for the purpose of urine collection, the Contractor shall assure the portion of the facility being used for collection is secured during urine collection operations. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored; and

(4) The collection site possess all necessary personnel, materials, equipment, facilities, and supervision to perform breath alcohol tests; and

(5) The COTR is immediately notified if a site fails to meet the above requirements.

(6) The Contractor shall periodically conduct both scheduled and unscheduled visits to collection sites to ensure collections are being conducted in accordance with guidelines and contract requirements.

B. Collection Site Designation

The collection sites shall be located in the United States and its territories within 20 miles of the Government employee or applicant. However, if there is no medical facility within 20 miles of the employee or applicant then the closest facility to the applicant shall be utilized. In an instance such as this, the 20-mile rule can be waived at the Government's discretion; however, the Contractor shall demonstrate a good faith effort to comply with the rule. The Contractor shall have an existing network of collection sites, at a minimum of 1000 different city locations throughout the United States and its territories. The Contractor shall provide a list of at least 250 addresses in their existing network sorted by city and state, as an example. Collections will normally be made in local physicians offices, hospitals and medical clinics. The Contractor may be asked to come on-site to Federal facilities to perform collections (the Government will provide all space and facilities). In these cases, the Agency reserves the right to make such requests. There exists the possibility the COTR believes additional collection sites may be necessary or an existing site may be unacceptable and therefore a replacement will be necessary.

International Collections

The Contractor shall also have an existing network of international collection sites, at a minimum of 100 different major city locations throughout the world, on each continent and in both hemispheres. The Contractor shall provide a list of at least 50 addresses in their existing network sorted by city and country as an example. The Contractor may be asked to come on-site to Federal facilities to perform collections (the Government will provide all space and facilities). In these cases, the Agency reserves the right to make such requests.

C. Collection Requirements

Drug Testing

To ensure chain of custody and specimen control are maintained, the Contractor shall follow the procedures as specified in the HHS Drug Testing Guidelines and DOT regulations as summarized below. These procedures shall be subject to future revision and clarification to assure continued conformance to the HHS Guidelines, DOT regulations, and to appropriate Agency program policy requirements.

(a) Since, as a general rule, the sex of the Agency employee or applicant (hereafter referred to as the "individual") providing the specimen will not be available until shortly before the actual collection, collectors of both genders shall be available at the collection site.

(clinic)

(b) The Contractor shall adhere strictly to the collection schedule established by the Agency. The collection process shall generally be scheduled by the Agency within two hours of the start or close of a work shift. Inability to adhere to the schedule shall be reported immediately to the appropriate Agency DPM.

(c) Upon the individual's arrival at the collection site, the collector shall request the individual undergoing testing to present some type of photo identification. If the individual does not have proper identification, the collection site person shall contact the Agency supervisor of the individual, the coordinator of the Agency drug testing program, or any other Agency official who can positively identify the individual. This shall be noted on the CC Form. If the individual's identity cannot be established, the collection site person shall not proceed with the collection. The collector shall notify the appropriate COTR, Agency DPM, or designee immediately of any failure to provide proper identification. Acceptable forms of identification include:

(i) employee identification with photo;
(ii) driver's license with photo; or
(iii) school identification card with photo.

(d) If the individual fails to appear at the assigned time, the collector shall contact the appropriate COTR or designee to obtain guidance on the action to be taken.

(e) The collector shall require the individual to remove any unnecessary outer garments (e.g., coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate his or her urine specimen. Also, all personal belongings (e.g., purse, briefcase etc.) shall remain with the outer garments. The individual may, however, retain his or her wallet. The collector shall note any unusual behavior or appearance on the chain of custody form.

(f) The individual shall be instructed to wash and dry his or her hands prior to urination. After washing hands, he or she shall remain in the presence of the collector and not have access to water fountains, faucets, soap dispensers, cleaning agents, or any other materials which could be used to adulterate the specimen.

(g) At the collection site, toilet bluing agents shall be placed in the toilet tanks, wherever possible, so the reservoir of water in the toilet bowl always remains blue. There should not be any other sources of water (e.g., shower, sink, etc.) in the enclosure where urination occurs.

(h) The individual may provide his or her specimen in the privacy of a stall, or otherwise partitioned area that allows for individual privacy. The collector shall note on the chain of custody form any unusual behavior by the individual undergoing testing.

(i) In the exceptional event where a designated collection site is not accessible and where there is a requirement for immediate specimen collection, a public restroom may be used according to the following procedures: A same-sex collection site person shall accompany the individual undergoing testing into the public restroom which must be secured during the collection procedure. Toilet bluing shall be placed into the bowl. The collection site person shall remain in the restroom, but outside the stall until the specimen has been handed over to the collection site person. The individual may then flush the toilet and should then observe the collection site person complete the chain of custody procedure.

(j) Upon receiving the single specimen from the individual, the collector shall determine whether it contains at least 30 milliliters of urine. If the volume is less the 30 milliliters, the specimen is discarded and a second specimen shall be collected. The donor may be given a reasonable amount of liquid to drink for this purpose (e.g., an 8oz glass of water every 30 minutes, but not to exceed a maximum of 24oz). The individual should be given a reasonable period of time (approximately 2 hours) to provide a specimen and asked to drink fluids to facilitate urination. The individual shall remain at the collection site until a specimen of sufficient quantity is obtained. If at the end of the waiting period (approximately 2 hours), the individual still cannot provide a specimen of sufficient

quantity, this inability shall be reported immediately to the COTR, agency DPM, agency designee, or appropriate Agency authority to obtain guidance on the action to be taken.

(k) After the specimen has been provided and submitted to the collector, the individual shall be allowed to wash his or her hands.

(l) Immediately after collection, and in the presence of the individual giving the specimen, the collector shall measure the temperature of the specimen (taking care to avoid cross contamination of specimens), conduct an inspection to assess the specimen's color, and identify any signs of contaminants. Any unusual findings resulting from the inspection shall be included on the chain of custody form. The time from urination to delivery of the sample for temperature measurement is critical and in no case shall exceed 4 minutes. If the temperature of the specimen is outside the range of 32-38C/90-100F, this gives rise to reasonable suspicion of adulteration/substitution. Another specimen shall be collected as soon as possible under the direct observation of a same-sex collection site person and both specimens forwarded to the laboratory. The COTR, Agency DPM, designee or appropriate agency authority shall select the observer if there is no collection site person1 of the same gender available. Any specimen suspected to be adulterated should always be forwarded for testing. An individual may volunteer to have his or her oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen.

(m) Collection under direct observation shall never be made except with specific authorization from the COTR, Agency DPM or designee. Generally, direct observation will be authorized only when: (1) Agency orders testing for reasonable suspicion, (2) the contractor has reasonable suspicion that the specimen has been or may be adulterated/substituted/tampered with (In these cases, the contractor shall immediately contact the COTR, Agency DPM, or designee or other authorized official to discuss appropriate action.), or (3) in accident/unsafe practice testing.

(n) Both the individual being tested and the collector shall keep the specimen in view at all times prior to its being sealed and labeled. If the specimen is transferred from a specimen container to a specimen bottle, the collector shall request the individual to observe the transfer of the specimen and the placement of the tamper proof seal over the bottle cap and down the sides of the bottle. The collector shall place the identification label securely on the bottle.

(o) The identification label shall contain the date, collector signature, donor specimen number, donor social security number, and donor's initials, and any other identifying information provided or required by the agency.

(p) The collector and donor shall accurately complete and sign the appropriate chain of custody form. CC Forms shall be distributed as required.

(q) The urine specimen and appropriate copies of the CC Form shall be immediately shipped on the same day as the collection by overnight express to the Government Contract Drug Testing Laboratory. If the specimen is not able to immediately be prepared for shipment, it shall be appropriately safeguarded during the temporary storage and shipped no later than 24 hours from the time of the collection.

(r) The Contractor shall send written collection procedures (drugs and breath alcohol) with each kit sent to a clinic or onsite collector. Instructions shall also be posted on the Contractor Internet homepage (with examples of properly completed drug forms and breath alcohol forms). The Contractor shall maintain a written and electronic log of all problems encountered with clinics and onsite collectors performing collections. The logs shall include: type of problem (e.g., no forms, affidavit required, etc.), date, clinic number, point of contact, telephone number, corrective action taken. These logs shall be made available to the COTR upon request.

(s) Split specimens may be required by an agency under the HHS program, and are required under the DOT program. Split specimen collection procedures for both the HHS and DOT programs are detailed below.

(1) The donor shall urinate into either a specimen bottle or specimen container. The collection site person pours the urine into two specimen bottles (labeled Bottle A and Bottle B). A minimum of 45 mL of urine is required when using a split specimen procedure (i.e., 30 mL for Bottle A and 15 mL for Bottle B).

(2) The Bottle A specimen, containing a minimum of 30 mL of urine, is to be used for the drug test. If there is no additional urine available for the second specimen bottle (Bottle B), the first specimen Bottle (Bottle A) shall nevertheless be processed for testing.

(3) A minimum of 15 mL of urine shall be poured into the second specimen bottle (Bottle B).

(4) All requirements outlined above for single specimen collections shall be followed for split specimen collections (on Bottle A and Bottle B) including the requirements that a copy of the chain of custody form accompany each bottle.

(5) The collection site shall send the split specimens (Bottle A and Bottle B) at the same time to the same contractor drug testing laboratory.

D. Breath Alcohol Testing

The Contractor shall follow the procedures as specified in the DOT's Alcohol Testing Procedures Rule: 49 CFR Part 40 as summarized below. These procedures shall be subject to future revision and clarification to assure continued conformance to the DOT procedures and regulations, and to appropriate agency program policy requirements.

(1). For Screening Result Less Than 0.020 (0.000 - 0.019 BAC):

a. DONOR provides breath sample at local clinic, hospital, doctor office, or onsite facility; and Breath Alcohol Technician - BAT uses secure room (ensures aural and visual privacy - one person at a time).

b. BAT ensures the following are completed before performing a breath alcohol test (document accuracy and calibration): 30 day accuracy check of Evidential Breath Tester (EBT); EBT calibrated within last 6 months.

c. DONOR must provide valid photo identification.

d. BAT completes Step 1 of the Breath Alcohol Testing Form.

e. DONOR reads, signs and dates Step 2 of the Breath Alcohol Testing Form.

f. BAT turns on the EBT and conducts air blank on the EBT; and shows 0.000 BAC result on EBT to DONOR (must be done before every test).

g. BAT shows and advises DONOR of the unique sequential number displayed on the EBT; AND BAT prints this sequential number under a Screening Test in Step 3 of the Breath Alcohol Testing Form.

h. DONOR chooses mouthpiece, then hands to BAT who attaches mouthpiece on EBT.

i. BAT instructs DONOR on how to provide breath sample: Take a very deep breath; blow forcefully into mouthpiece for at least 6 seconds or until EBT indicates that an adequate amount of breath has been obtained (green light goes out and tone stops).

j. BAT shows DONOR screening test result displayed on the EBT.

k. BAT prints result using EBT printer; and reviews printed result with DONOR.

l. BAT attaches printed result to back of each copy of the Breath Alcohol Testing Form in the screening test result block (upper left hand corner).

m. BAT completes, signs and dates Step 3 of the Breath Alcohol Testing Form.

n. DONOR signs Step 4 of the Breath Alcohol Testing Form.

o. BAT gives DONOR Copy 2 of the Breath Alcohol Testing Form.

p. BAT gives Employer representative Copy 1 of the Breath Alcohol Testing Form.

(2). For Screening Result of 0.020 or Greater:

a. BAT shows DONOR screening test result displayed on the EBT.

b. BAT prints screening test result using EBT printer; and reviews printed result with DONOR.

c. BAT attaches printed result to back of each copy of the Breath Alcohol Testing Form in the screening test result block (upper left hand corner).

d. BAT explains to DONOR that because screening result was 0.020 or greater, the DONOR must: take a confirmation test not less than 15 minutes and within 30 minutes from the screening test; not eat, drink, place objects in mouth, belch; not leave testing area.

e. BAT conducts an air blank on EBT; and shows result on EBT to DONOR (must be done before every test). Air blank must read 0.000 BAC.

f. BAT shows and advises DONOR of the unique sequential number displayed on the EBT.

g. DONOR chooses mouthpiece, then hands to BAT who attaches mouthpiece on EBT.

h. BAT instructs DONOR on how to provide breath sample: take a very deep breath; blow forcefully into mouthpiece for at least 6 seconds or until EBT indicates that an adequate amount of breath has been obtained (green light goes out and the tone stops).

i. BAT shows DONOR confirmation result displayed on the EBT.

j. BAT prints confirmation result using EBT printer; and reviews printed result with DONOR.

k. BAT affixes printed result to back of each copy of the Breath Alcohol Testing Form in the confirmation test result block (upper right hand corner).

l. BAT completes, signs and dates Step 3 of the Breath Alcohol Testing Form.

m. DONOR signs Step 4 of the Breath Alcohol Testing Form.

n. BAT gives DONOR Copy 2 of the Breath Alcohol Testing Form.

(3). <u>If Confirmation Test Result is 0.020 BAC or Greater</u>:

a. BAT reiterates to the DONOR that he/she agreed not to drive or perform a safety-sensitive function by signing Step 4 of the Breath Alcohol Testing Form.

b. BAT immediately notifies (telephonically, in person, etc.) agency (employer) representative of the DONOR final alcohol test result.

E. <u>Collection Control Requirements</u>

(1) In order to assure the urine specimen taken from an individual is properly identified and not accidently confused with any other specimen, strict chain of custody procedures shall always be used by the Contractor when collecting and transferring the specimen. While performing any part of the chain of custody procedures, the Contractor shall assure the urine specimen and CC Forms are always under the total control of the collection site person. If the involved collection site person must leave his or her work station momentarily, the specimen and CC Form shall be taken with him or her or must be secured. After the collection site person returns to the work station, the custody process shall continue. If the collection site person is leaving for an extended period of time, the specimen shall be packaged for mailing before he or she leaves the site.

(2) The Contractor shall assure in cases where specimen are provided without direct observation, that collectors always have the container or specimen bottle within sight before and after the individual has urinated. The container shall be tightly capped, properly sealed, and labeled.

(3) The proper CC Forms shall be utilized for the purpose of maintaining control and accountability from initial collection to final disposition of all specimens. These CC Forms shall always accompany the specimens. The CC Forms will identify specimens through use of information which matches label items, and a sequential number assigned to each urine specimen obtained. With each transfer of possession, the CC Form shall be signed and dated by the Agency employee or applicant releasing the specimen and by contract employees accepting the specimen. The purpose of each transfer shall be noted on the CC Form. Every effort shall be made to minimize the number of persons handling the specimens in order to maximize the overall security of the specimens.

(4) Periodically, the Contractor shall be subject to pre and post award quality control inspections and evaluations conducted by the DOI on behalf of the Agencies and/or by agency DPMs. These inspections and evaluations may be unannounced. The Contractor shall be able to demonstrate at all times the effectiveness and reliability of its collection process.

(5) The Contractor shall establish a system to track and resolve specimens requiring an affidavit, specimens with fatal flaws and specimens where either the lab or MRO CC Form is missing. The system shall include preparing and reviewing a written list on a daily basis with the lab and MRO contractors as necessary.

Once the Contractor has received one piece of the case information, the Contractor shall resolve which of the missing pieces is needed to complete and close the case. If one piece but not all of the necessary pieces have been received, the Contractor shall call to obtain the required missing piece(s). The pieces of the case include: lab has electronically reported receiving the specimen, the lab has electronically reported the result, the lab CC Form is received, the MRO CC Form is received. The COTR shall be provided, upon request, with a hard copy and electronic copy (E-mail, ASCII, automated drug testing system, etc.) of the information for all Federal agencies riding the contract. Each Federal agency shall also be provided, upon request, the data for their own agency.

(6) The Contractor shall call the collector scheduled to perform on-site collections on the day before the on-site collection is to be performed, in order to remind the collector.

(7) The Contractor shall review daily with the COTR the specimens requiring affidavits, fatal flaws, CC Forms missing, and on-site collections. The Contractor shall provide the COTR with an electronic copy of this information (E-mail, ASCII, automated drug testing system, etc.). Each Federal agency shall also be provided the data for their own agency.

F. Transportation Requirements

(1) After collection of urine specimens, the Contractor shall arrange to ship the specimens to the Government Contract Drug Testing Laboratory on the same day the collection is performed, wherever possible. The specimen shall be placed in appropriate containers (cardboard shipping boxes or containers) and securely sealed to eliminate the possibility of tampering. Collectors shall sign and put the date across the tape sealing the container and shall ensure that the chain of custody documentation is included in each sealed container. An outer mailing wrapper shall be placed around each sealed container. Specimens shall be shipped to the Government Contract Drug Testing Laboratory by overnight express, wherever available. When not available, the U.S. Postal Service Overnight Express Mail shall be used.

(2) Specimens shall, in all cases, be shipped to the Government Contract Drug Testing Laboratory within 24 hours of collection.

(3) The ship-to address for the Government Contract Drug Testing Laboratory is as follows: (Note: Government Contract Drug Testing Laboratory may change.)

NWT, Inc.
1141 East 3900 South
Salt Lake City, UT 84124

G. Reports and Records

(1) The Contractor shall provide each Agency DPM or COTR with statistical reports (hard copy) on all collections and MRO results containing specific details on employees and applicants tested in accordance with HHS Guidelines and DOT regulations. The reports shall include specimen number, type of test, drug and/or alcohol test, on-site collections, no shows, Quality Controls (QC's), last and first name, social security number, collection date, collection city and state, clinic number, HHS or DOT test, and cost. The information shall be sorted numerically by specimen number. The statistical reports shall be submitted no later than the fifth of the month following the month during which collection was conducted. The COTR shall also be provided the information electronically (E-mail, ASCII, automated drug testing system, etc.) upon request. Each Federal agency shall also be provided the data for their own agency.

(2) The Contractor shall establish and maintain a properly secured filing system for all data and records performed under this contract. Records relating to this contract shall be segregated from other records kept by the Contractor for a minimum of 3 years for negative test results and indefinitely for positive test results, or according to the latest version of HHS guidelines, DOT regulations, or records retention schedule promulgated by the National Archives. The Contractor shall have the ability to sort and provide CC Forms by agency, upon request.

Records resulting from the testing of Government employees or applicants for employment are covered by Privacy Act Systems of Records Notices OPM/GOVT-10 and OPM/GOVT-5 respectively. Destruction of records shall follow regulations issued by the Archivist of the United States (44 U.S.C. 3302). Records shall be destroyed by pulping, macerating, shredding or by otherwise definitively destroying the information contained in the records in accordance with 36 CFR 1228.58. Destruction shall be witnessed

by a contractor employee. Electronic records shall be destroyed in accordance with Federal regulations, as approved in advance by the COTR.

(3) Filing System (Records)

All records the Contractor maintains in the Secure Filing System, and all other records (including financial records) that disclose the identity of any participating Agency employee shall be treated in a MEDICALLY CONFIDENTIAL MANNER. The Contractor shall protect all such records from disclosure except in accordance with the paragraph on "Availability (Records)."

(4) All records, hard copy and electronic, are subject to the Privacy Act, 5 USC 552a, and other applicable laws and regulations, and shall be maintained and used with the highest regard for employee privacy.

(5) Availability (Records)

The Contractor shall not release any records or information relating to participating Agency programs or employees without the advance written approval of the agency COTR/DPM.

The Contractor shall agree to make available its staff members to discuss the collection of a specimen, breath alcohol test, or MRO result with participating Agencies. Disclosure of records and discussions with staff members under this paragraph shall be on an "unrestricted communications" basis. The Government agrees to provide any necessary consents in accordance with the Privacy Act.

(6) Inspection and Examination

The Contractor shall maintain for inspection and examination by the COTR/DPM all records associated with the collection and MRO results during performance of the contract in accordance with the time periods specified in paragraph G(2) above. At the conclusion of the contract, the Contractor shall release all records to the Government or its designated representative within 30 days after completion of the contract. This shall include a hard copy and electronic copy (E-mail, ASCII, automated drug testing system, etc.).

(7) The Contractor shall receive and store prior collection and MRO records. Security and storage shall be in a manner similar to that for records under this contract.

(8) Records Custodian Designation

The Contractor shall designate in writing a custodian of the records of all collections conducted and MRO results under this contract. A copy of the written designation shall be provided to the Contracting Officer and respective agency COTR/DPM. The custodian shall be responsible for maintaining the contractor's records of all aspects of collections conducted and MRO results under this contract. The custodian shall attach a signed and dated certificate to the chain of custody documents, stating as follows:

"I certify that I am the custodian of the participating Agencies' urine collection, breath alcohol and MRO records of (name of contractor), the attached documents were prepared in the normal course of business of the contractor, the documents state the collection information on the items listed therein, and copies of the documents are in my custody."

(signed)

(typed name and position)

(date)

(9) Affidavit. The laboratory, collection contractor and/or MRO may determine an affidavit is required to correct administrative errors on the CC Form, before the specimen is analyzed or result is reported. Once the Contractor has been notified or identifies a specimen requires an affidavit, the Contractor shall:

within 12 hours prepare and fax (wherever possible) the affidavit on the same day the contractor requests an affidavit to the actual collector of the specimen;

instruct the collector to sign, date and fax (wherever possible) the affidavit back to the Contractor on the same day the contractor requests the affidavit;

- follow up with the collector on a daily basis to ensure the affidavit has been faxed; and

- fax (wherever possible) the completed affidavit to the laboratory and/or MRO on the same day the collector receives the affidavit.

Note: The affidavit shall be sent and returned by facsimile machine or as an E-mail scanned document or other same day electronic method wherever possible by the Contractor and the collector, and/or MRO and the laboratory.

H. Materials

(1) The Contractor shall provide HHS and DOT mandated CC Forms that display a currently valid Office of Management and Budget (OMB) control number. The Contractor shall use the OMB approved Federal Drug Testing Custody and Control Form. The bar code labels/numbers shall be mutually agreed upon by the collection and laboratory contractors in order to avoid duplicate numbers. The COTR shall resolve any disputes. The DOI Contractor Officer shall be able to designate the use of a different CC Form as deemed necessary by the DOI. The CC Form shall be shipped with a RED COLOR COVER SHEET OF PAPER. This will help clinics identify Federal agency drug tests.

(2) The Contractor shall as requested, provide all labor, materials, and equipment, except that provided as government furnished, necessary to perform the collection of specimens and breath alcohol tests. The specimen kit shall be provided in a manner to ensure the contents are drug-free (e.g., sealed in plastic), and include at a minimum: a plastic bottle; plastic transfer bag with adhesive seal; and cardboard specimen shipping box. THE BOX SHALL BE RED IN COLOR. The red color will help clinics identify Federal agency drug tests. The bottles and containers for the specimens shall be adequate to ensure acceptance by private overnight carrier services and the U.S. Mail, and safe arrival at destination. The specimen bottles shall be constructed so as to contain at least 60 milliters of fluid. A temperature strip shall be affixed to the outside of the urine specimen bottle and shall be able to provide readings from 90 to 100 degrees Fahrenheit. The Contractor shall provide OMB approved U.S. Department of Transportation (DOT) Breath Alcohol Testing Forms as necessary.

The Contractor shall ensure their collection sites are able to provide urine transfer containers for females ("catch cups" to facilitate specimen collection), upon request by the donor.

Except as provided above, the Contractor shall provide all other material, including the bluing agent, necessary for the on-site collection and transportation of the specimens to the point of conveyance to the designated Government Contract Drug Testing Laboratory.

I. Scanning

The Contractor shall have an automated system to scan and track bar code labels. The automated system shall be able to read the bar codes on the chain of custody form and specimen bottle seal.

6. LINE ITEM 0002, OPTION ITEMS 0012, 0022, 0032, 0042

The contractor shall develop a methodology to distribute Quality Control (QC) specimens to the Government Contract Drug Testing Laboratory from locations throughout the United States so the testing laboratory will not be able to identify these specimens as QC specimens.

Quality Control Requirements

(1) The Contractor shall provide QC specimens and design an acceptable methodology whereby QC specimens are distributed throughout the United States and shipped to the Agency Contract Drug Testing Laboratory as blind performance QC specimens. Approximately 20 percent of the QC specimens shall be spiked with determined concentrations (above cutoff levels) of drugs of interest (marijuana, cocaine, opiates, amphetamines, and phencyclidine). Approximately 80 percent of the QC specimens shall be blank, e.g., certified to contain no drugs. In terms of aggregate numbers, approximately 3 percent of the specimens shipped shall be QC specimens. To determine the number of QC specimens, the Contractor shall utilize the previous month's collections as the base number and ship 10 percent of that number as QC specimens for the following month up to a maximum of 100 per Quarter.

(2) All QC specimens utilized in this process shall be confirmed as positive/negative via Gas Chromatography/Mass Spectrometry (GC/MS). Data on the QC specimens shall include: specimen number, location specimen shipped from, whether it is positive or negative and if positive the substance and the concentration level will be provided in a secure manner to the appropriate Agency DPM at least 2 working days before the QC specimen is shipped to the testing laboratory. The offeror shall agree to maintain complete records on all QC specimens by date, substance as well as the other data referenced above in accordance with paragraph G(2).

7. LINE ITEM 0009, OPTION ITEMS 0019, 0029, 0039, 0049

The Contractor shall be able to provide an Expedited ("STAT") Service, where the specimen is collected, analyzed and result reported within 24 hours from the time of collection. The Expedited Service shall only be required in Washington, D.C. The Contractor shall have an agreement in place with a local SAMHSA certified laboratory and a local Medical Review Officer. The MRO shall meet the requirements contained in SECTION J, Attachment 2).

8. LINE ITEMS 0004, 0008, OPTION ITEMS 0014, 0018, 0024, 0028, 0034, 0038, 0044, 0048

Contractor Testimony. The Contractor shall make contract personnel available, whenever requested in writing by the Agency DPM, to provide testimony and documentation as required in support of any administrative and/or court action. Travel and per diem costs are above and beyond the testimony rate established in SECTION B. Travel and per diem rates will be based on Government regulations and schedules.

Note: The DOI had less than 5 incidences of testimony required in FY 1998 and FY 1999.

9. LINE ITEM 0005 0006, 0007, OPTION ITEMS 0015, 0016, 0017, 0025, 0026, 0027, 0035, 0036, 0037, 0045, 0046, 0047

Medical Review Officer. The Contractor shall be able to provide and perform all of the MRO requirements provided in SECTION J, Attachment 2.

SECTION D -- PACKAGING AND MARKING

D.1 PACKAGING AND MARKING

SECTION D - PRESERVATION, PACKING AND MARKING

1. **Preservation, Packing and Marking**

Preservation, packaging, and packing for all items delivered hereunder shall be in accordance with commercial practice and adequate to insure acceptance by common carrier and safe arrival at destination. The Contractor shall place the contract number on or adjacent to the exterior shipping label.

2. **Packing - Individual Specimens**

The bottles and containers used in the collection and shipment of urine specimens shall be sealed so as to prevent spillage or tampering during transport once the specimens have been collected.

3. **Packaging**

Preservation, packaging, and packing for all items delivered hereunder shall be in accordance with commercial practice, and adequate to insure protection from possible damage resulting from improper handling, inclement weather, water damage, excessive heat or cold and to insure acceptance by common carrier for safe arrival at destination.

. **Marking**

Each individual sample shall be labeled with the specimen number, the name of the collector and date obtained.

SECTION E -- INSPECTION AND ACCEPTANCE

E.1 52.246-04 INSPECTION OF SERVICES- FIXED PRICE AUGUST 1996

(a) Definitions: "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may--

(1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and
(2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may--

(1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or
(2) terminate the contract for default.

E.2 INSPECTION AND ACCEPTANCE

Inspection and Acceptance

(a) Inspection. Inspection of the items required hereunder shall be performed by the COTR.

(b) Acceptance. Acceptance of items shall be by the Contracting Officer based on all required considerations, including the recommendations of the COTR.

Post-Award Inspections

The Government reserves the right to conduct post-award inspections of the Contractor's facilities and/or to require other evidence of technical, managerial, financial, and similar abilities to perform the work described in these specifications. These inspections may include visits to subcontractor facilities on an unannounced basis.

SECTION F -- DELIVERIES OR PERFORMANCE

F.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

Clause	Title	Date
52.242-15	Stop-Work Order	August 1989
52.242-17	Government Delay Of Work	April 1984

F.2 DELIVERIES OR PERFORMANCE

PERIOD OF PERFORMANCE

THE PERIOD OF PERFORMANCE UNDER THIS CONTRACT SHALL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2000. AT THE GOVERNMENT'S OPTION, PERFORMANCE FOR SUCCEEDING YEARS SHALL BEGIN AS FOLLOWS:

OPTION YEAR I: October 1, 2000, through September 30, 2001

OPTION YEAR II: October 1, 2001, through September 30, 2002

OPTION YEAR III: October 1, 2002 through September 30, 2003

OPTION YEAR IV: October 1, 2003 through September 30, 2004

PLACE OF DELIVERY

(a) All specimens collected shall be shipped on the same day the collection is performed, wherever possible. In all cases specimens shall be shipped within 24 hours of collection by overnight express to the following Government Contract Drug Testing Laboratory:

NWT, Inc.
1141 East 3900 South
Salt Lake City, UT 84124

(b) The contractor shall:

(1) (i) Pack and mark the shipment to comply with contract specificatins; or

(ii) In the absence of specifications, prepare the shipment in conformance with carrier requirements;

(2) Prepare and distribute commercial bills of lading;

(3) Deliver the shipment in good order and condition to the point of delivery specified above or as otherwise specified in delivery orders;

(4) Be responsible for any loss and/or damage to the goods occurring before receipt of the shipment at the delivery point specified;

(5) Furnish a delivery schedule and designate the mode of delivering carrier; and

(6) Pay and bear all charges to the specified point of delivery.

F.3 AWARD/IMPLEMENTATION DATES

The contractor shall provide/perform all services as required by the statement of work the day of contract award, except those concerning the automated drug testing system, as contained in SECTION J, Attachment 1.

On date of award the Contractor shall be able to transmit and receive drug test request records and information by facsimile machine and E-mail.

On 2/1/2000, the contractor shall be able to provide and perform all services as stated in the "Requirements of the Automated Drug Testing System Software" (DTS), SECTION J, Attachment 1. The Contractor shall meet the times set forth in the implementation time line for development of the DTS. The COTR shall make the final decision concerning whether the development stages, times and content have been met by the Contractor.

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 CONTRACT ADMINISTRATION DATA

G.1 CONTRACTING OFFICER (CO)

The Contracting Officer has the overall responsibility for the administration of this contract. He/she alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules; make final decisions on disputes; terminate the contract for convenience or default; issue final decisions regarding contract questions or matters under dispute. The Contracting Officer may delegate certain other responsibilities to other authorized representatives.

G.2 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

(a) Richard E. Hipkins is hereby designated as the Contracting Officer's Technical Representative. The COTR may be changed at any time by the Government without prior notice to the contractor but notification of the change, including the name and address of the successor COTR, will be promptly provided to the Contractor by the Contracting Officer in writing. The COTR is located at the U.S. Department of the Interior, 1849 C Street, NW, Mail Stop - 1366 Washington, D. C. 20240. His telephone number is 202-208-5638.

(b) The responsibilities and limitations of the COTR are as follows:

(1) The COTR is responsible for the technical aspects of the project and technical liaison with the contractor. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.

(2) The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the contract price, terms or conditions. Any contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the express prior authorization of the Contracting Officer. The COTR may designate assistant COTR(s) to act for him by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the contractor.

G.3 TECHNICAL DIRECTION

(a) The performance of work required herein shall be subject to the technical direction of the COTR or of his designee or designees.

(b) As used herein, "Technical direction" is direction to the contractor which requires pursuit of certain lines of inquiry, fills in details, or otherwise serves to accomplish the contractual statement of work.

(c) The technical direction to be valid:

(1) must be issued in writing consistent with the general scope of work set forth in this contract,

(2) may not constitute new assignment of work or changes to the express terms, conditions, or specifications incorporated into this contract, and

(3) shall not constitute a basis of extension of the contract delivery schedule.

G.4 GOVERNMENT BILL PAYING POLICY

(a) Interest on Overdue Payments

(b) The Prompt Payment Act, Public Law 97-177 (96 Stat. 85, 31 U.S.C. 1801) is applicable to payments under this contract and requires the payment to the contractor of interest on overdue payments and improperly taken discounts.

(2) Determinations of interest due will be made in accordance with the provisions of the Prompt Payment Act and Office of Management and Budget Circular A-125.

(b) Payment Due Date

(1) Payments under this contract will be due on the 30th calendar day after the date of actual receipt of a proper invoice in the Office designated to receive the invoice. To constitute a proper invoice, the invoice must be submitted in accordance with the format, content and instructions as described in Paragraph (c) below.

(2) The date of the check issued in payment or the date of wire transfer through the Treasury Financial Communications System shall be considered to be the date payment is made.

(c) Invoice Requirements

Invoices shall be submitted in an original and two (2) copies to the Government office designated in this contract. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

(1) Name of the business concern and invoice date,

(2) contract number,

(3) description of services, unit prices, quantity of services actually completed or rendered and total cost,

(4) payment terms,

(5) name (where applicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent; and,

(6) other substantiating documentation or information as required by the contract.

(7) The contractor shall enter the following statement on the reverse side of the invoice:

"I certify to the best of my knowledge and belief that the services shown on the invoice have been performed and are accepted."

Date

Contracting Officer's Technical Representative (COTR)

(8) Invoices for final payment shall be marked "FINAL INVOICE."

(d) Method of Payment

(1) Payments under this contract will be made by **Direct Deposit** through the Treasury Financial Communications System.

G5. FAR 52.232-38 Submission of Electronic Funds Transfer Information with Offer (May 1999)

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b) (1) and (j) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration.

(1) The solicitation number (or other procurement identification number).

(2) The offeror's name and remittance address, as stated in the offer.

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.

(5) The offeror's account number and the type of account (checking savings, or lockbox).

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the offeror's financial agent.

(7) If applicable, the offeror shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the offeror's financial agent is not directly on-line to the Fedwire and, therefore, not the receiver of the wire transfer payment.

(End of provision)

G.6 FAR 52.232-34 Payment by Electronic Funds Transfer -- Other than Central Contractor Registration (May 1999)

(a) Method of Payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a) (2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either --

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend payment due dates until such time as the Government makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory Submission of Contractor's EFT Information.

(1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office") with its offer. If not otherwise specified in this contract, the payment office is the designated office for receipt of the Contractor's EFT information. If more than one designated office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT Payment.

The government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210. A ACH Vendor/Miscellaneous Payment Enrollment Form in SECTION J, Attachment 3, is provided for Contractor's completion and must be included in Contractor's offer.

(d) Suspension of Payment.

(1) The Government is not required to make any payment under this contract until after receipt, by the designated office, of the correct EFT payment information from the contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by the payment office. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor's request for suspension shall extend the due date for prompt payment by the number of days of the suspension.

(e) Liability for Uncompleted or Erroneous Transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government uses the Contractor's EFT information incorrectly, the Government remains responsible for --

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and
(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and --

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and Prompt Payment.

A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and Assignment of Claims.

If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to the designated office, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for Change of EFT Information by Financial Agent.

The Government is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) Payment Information.

The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most conventient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(j) EFT Information. The Contractor shall provide the following information to the designated office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement indentification number).

(2) The Contractor's name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

(5) The Contractor's account number and the type of account (checking, saving, or lockbox).

(6) If applicable, the Fedwire Transfer system Telegraphic abbreviation of the Contractor's financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

(End of clause)

G. 7 SUBMISSION OF INVOICES FOR DOI ONLY

Invoices shall not be accepted on more frequent intervals than once a month.

Invoices shall be submitted for review to the COTR and the Contracting Officer for approval. At the same time, invoices shall be forwarded to the following address:

U.S. Department of the Interior
National Business Center
Financial Management Services
1849 C Street, N. W., Mail Stop - 1313
Washington, D. C. 20240

G. 8 DOCUMENTATION REQUIRED TO BE SUBMITTED TO THE DOI CONTRACTING OFFICER AND AGENCY DPM

The Contractor shall provide to the DOI Contracting Officer a consolidated hard copy report of services rendered broken down by Agency; number of drug and alcohol collections (separated by HHS or DOT program); total costs incurred; and amount. Each Agency DPM shall be provided a report of their respective agency testing information. The amounts invoiced are broken down as actual HHS or DOT collections, specimen number, quality control specimens submitted, no show charges, number of hours and tests charged for on-site collections, last and first name, social security number, collection city and state, clinic number, reports prepared and number of testimonies provided.

This report shall be due to the DOI Contracting Officer, and respective Agency DPM as appropriate, by the 15th of the month following the month being reported on. The listing shall also reference the DOI contract number. Note: It is the Contractor's responsibility to reconcile the information being submitted to the DOI Contracting Officer, with the respective Agency DPM or COTR prior to it being submitted to DOI. The COTR shall also be provided the information electronically (E-mail, ASCII, automated drug testing system, etc.) upon request. Each agency shall also be provided the data for their own agency.

The report for the DOI shall be mailed to the following address:

U.S. Department of the Interior
National Business Center
Division of Acquisition Services
Attn: Contracting Officer
1849 C Street, NW, MS-1324
Washington, D. C. 20240

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 SPECIAL CONTRACT REQUIREMENTS

H.1 CONTRACT TYPE: REQUIREMENTS CONTRACT

The quantities listed in SECTION B of the solicitation and any resulting contract are realistic estimated quantities only. Failure of the Government to purchase such quantities described in the Schedule will not entitle the contractor to any equitable adjustment in price.

H.2 ORGANIZATIONAL CONFLICT OF INTEREST

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) The Contractor agrees that if an actual or potential organizational conflict of interest is disclosed after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

(c) Remedies - The Contracting Officer may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, debar the Contractor from government contracting, or pursue such other remedies as may be permitted by law or this contract.

(d) The Contractor further agrees to insert provisions which shall conform substantially to the language of this clause, including this paragraph (d), in any subcontract or consultant agreement hereunder.

H.3 AUTHORITY FOR AGENCIES OTHER THAN THE DEPARTMENT OF THE INTERIOR

The agencies added by modifications to the contract will have the authority to use the Department of the Interior's (DOI) contract for the collection of urine specimens in accordance with subpart 17.5 of the Federal Acquisition Regulations (FAR). The Government reserves the right to add additional agencies to the list via modification to the contract. However, no agency will be entitled to use the contract without obtaining approval from the DOI Contracting Officer and preparing the required Determinations and Finding in accordance with 17.502 and 17.503 of the FAR. The Contractor shall not honor any orders placed under this contract from any agency not identified prior to receiving written modification from the DOI Contracting Officer. This is not to be construed to mean that this is a mandatory contract for use by agencies other than DOI. Each agency may award its own contract.

H.4 USING AGENCY RESPONSIBILITIES

Unless otherwise specified, agencies using this contract have primary responsibility for placing its own orders directly with the contractor; making payments to the contractor; performing all contract administration duties relative to the delivery orders including accepting or rejecting services performed, initiating default proceedings on delivery orders in accordance with the terms of the contract, resolving disputes, and performing any other contract administration duties required under orders and the contract.

Any unresolvable issues shall be referred to the DOI Contracting Officer. However, prior to any decisions being rendered, agencies shall provide the DOI Contracting Officer with all pertinent correspondence, specifications, records, etc., relative to the issue along with recommendations.

No final decision shall be requested of the DOI Contracting Officer until the Contractor has presented its position in writing to the agency and has requested final decision of the DOI Contracting Officer. Upon request of the DOI Contracting Officer or the Contractor, agencies shall make all arrangements for a meeting to discuss the issues and be prepared to present its position.

Additionally, each agency is responsible for working with the Contractor to reconcile the monthly report required to be submitted to the DOI Contracting Officer by the Contractor.

H.5 ORDERS ISSUED BY AGENCIES OTHER THAN DEPARTMENT OF THE INTERIOR

Orders issued under this contract shall be placed by each agencies respective Contracting Officer. Each order shall be issued on Standard Form 30, Modification of Contract/Amendment of Solicitation. Orders will cite the DOI Contract Number.

Each order shall specify the period of the order, i.e., from date of award through September 30, 2000, the estimated number of specimens to be collected for the period of the order, invoicing procedures, technical representative or designee, and any other special instructions to the Contractor.

All work performed on an order under the contract shall be priced in accordance with the unit prices stated in Section B of the solicitation/contract.

All user agencies shall require the Contractor to complete a release of claims form upon termination or close-out of the order.

Only the DOI Contracting Officer can issue modifications to the basic contract document. If any agency feels that modification to the contract document is necessary, the DOI Contracting Officer shall be contacted to make changes upon mutual agreement. Only the Department of the Interior Contracting Officer is authorized to make changes to the unit prices, make changes to the statement of work, or make any other changes that are not within the scope of the basic contract.

H.6 SECURITY REQUIREMENTS

The Contractor shall not duplicate, retain, or distribute in any form or manner, any material generated during the performance of the contract, no public release is authorized without the express written consent of the Contracting Officer.

The degree to which locks, doors, walls, storage facilities, testing laboratories, and buildings must be resistant to unauthorized entry, tampering and compromise, keyed locks must be "tamper-proof" and all cipher locks should be subject to periodic combination changes. All testing and storage areas shall have limited access. In properly established accession, storage and testing facilities, the construction and physical security protection must be designed either to prevent or detect attempted, forced or surreptitious entry.

H.7 COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable laws and regulations having the force of law which deals with or relates to performance hereunder of the employment by the Contractor of the employees necessary for such performance, and shall procure such permits, licenses and other required authorizations from the United States and from state and local authorities as may be necessary in connection with beginning or carrying on to completion of the contract work, and shall at all times comply with all United States, state and local laws in any was affecting the contract work.

H.8 NOTIFICATION TO THE GOVERNMENT OF DELAYS

In the event the Contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the conract delivery schedule or dates, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately notify the Contracting Officer and the COTR, in writing, giving pertinent details; provided, however, that this data shall not be construed as a waiver by the Government of any delivery schedule or dates or of any rights or remedies provided by law or under the contract.

H.9 KEY PERSONNEL

(a) The Contractor shall assign to this contract the following key personnel:

NAME	TITLE
1. Elizabeth Lison	VP Customer Service - Project Manager
2. Henry Wright	Sr Customer Service Representative
3. Deborah Aufiero	Customer Service Representative

4. Pramoda Shetty — IS Analyst & Project Lead
5. Vijay Yadav — IS Analyst & Project Lead
6. Jerry Lee — Information Services Manager
7. Baburaj Parakkal — DTS System Administrator
8. Linda Evans, MD, MPH — Medical Review Officer
9. Steven Oppenheim, MD — Medical Review Officer
10. John Plander, MD — Medical Review Officer
11. David Katsuyama, MD — Medical Review Officer
12. Varsha Baichwal — Manager Specimen Collections

(b) During the first 90 days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, the complete resumes for the proposed substitutions, and any additional information requested by the Contracting Officer. Proposed substitutions should have completed qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information on the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

H.10 SECTION B: ESTIMATED QUANTITIES

The Contractor is responsible for not exceeding the estimated quantities in SECTION B of this contract. If exceed, the Contractor will not be reimursed for its services by the Government.

H.11 NOTE: Courier services may, upon request, authorize the contractor to utilize government rates for services under this contract.

H.12 NOTE: The Contractor's proposal dated September 24, 1999, is hereby incorporated by reference.

SECTION I -- CONTRACT CLAUSES

I.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

Clause	Title	Date
52.203-03	Gratuities	April 1984
52.203-05	Covenant Against Contingent Fees	April 1984
52.203-06	Restrictions On Subcontractor Sales To The Government	July 1995
52.203-07	Anti-Kickback Procedures	July 1995
52.203-08	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	January 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	January 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	June 1997
52.204-02	Security Requirements	August 1996
52.204-04	Printing/Copying Double-Sided on Recycled Paper	June 1996
52.209-06	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	July 1995
52.215-02	Audit and Records--Negotiation	June 1999
52.215-08	Order of Precedence--Uniform Contract Format	October 1997
52.215-19	Notification of Ownership Changes	October 1997
52.217-06	Option For Increased Quantity	March 1989
52.217-08	Option To Extend Services	August 1989
52.217-09	Option To Extend The Term Of The Contract	March 1989
52.219-08	Utilization of Small Business Concerns	October 1999
52.219-09	Small Business Subcontracting Plan	October 1999
52.219-14	Limitations On Subcontracting	December 1996
52.219-25	Small Disadvantaged Business Participation Program - Disadvantaged Status Reporting	October 1999
52.222-01	Notice To The Government Of Labor Disputes	February 1997
52.222-03	Convict Labor	August 1996
52.222-04	Contract Work Hours and Safety Standards Act - Overtime Compensation	July 1995
52.222-20	Walsh-Healy Public Contracts Act	December 1996
52.222-26 Alt I	Equal Opportunity - Alternate I	February 1999
52.222-35	Affirmative Action For Disabled Veterans and Veterans of the Vietnam Era	April 1998
52.222-36	Affirmative Action For Workers with Disabilities	June 1998
52.222-37	Employment Reports On Disabled Veterans and Veterans of the Vietnam Era	January 1999
52.222-41	Service Contract Act Of 1965, As Amended	May 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price	May 1989

	Adjustment (Multiple Year And Option Contracts)	
52.222-49	Service Contract Act -- Place Of Performance Unknown	May 1989
52.223-02	Clean Air And Water	April 1984
52.223-03	Hazardous Material Identification And Material Safety Data	January 1997
52.223-05	Pollution Prevention and Right-to-Know Information	April 1998
52.223-06	Drug Free Workplace	January 1997
52.223-10	Waste Reduction Program	October 1997
52.223-14	Toxic Chemical Release Reporting	October 1996
52.224-01	Privacy Act Notification	April 1984
52.224-02	Privacy Act	April 1984
52.225-09	Buy American Act - Trade Agreements - Balance of Payments Program	January 1996
52.226-01	Utilization Of Indian Organizations And Indian-Owned Economic Enterprises	May 1999
52.227-01	Authorization and Consent	July 1995
52.227-14	Rights in Data--General	June 1987
52.227-19	Commercial Computer Software- Restricted Rights	June 1987
52.228-05	Insurance - Work On A Government Installation	January 1997
52.229-03	Federal, State And Local Taxes	January 1991
52.229-05	Taxes--Contracts Performed In U S Possessions Or Puerto Rico	April 1984
52.232-01	Payments	April 1984
52.232-08	Discounts For Prompt Payment	May 1997
52.232-11	Extras	April 1984
52.232-17	Interest	June 1996
52.232-18	Availability Of Funds	April 1984
52.232-23	Assignment Of Claims	January 1986
52.232-25	Prompt Payment	June 1997
52.232-34	Payment by Electronic Funds Transfer--Other than Central Contractor Registration	May 1999
52.232-37	Multiple Payment Arrangements	May 1999
52.233-01	Disputes	December 1998
52.233-03	Protest After Award	August 1996
52.237-02	Protection Of Government Buildings, Equipment, And Vegetation	April 1984
52.237-03	Continuity Of Services	January 1991
52.239-01	Privacy or Security Safeguards	August 1996
52.242-13	Bankruptcy	July 1995
52.243-01 Alt I	Changes--Fixed Price Alternate I	April 1984
52.243-07	Notification Of Changes	April 1984
52.244-05	Competition In Subcontracting	December 1996
52.244-06	Subcontracts for Commercial Items and Commercial Components	October 1998
52.246-20	Warranty Of Services	April 1984
52.246-25	Limitation If Liability--Services	February 1997
52.249-04	Termination For Convenience Of The Government (Services) (Short Form)	April 1984
52.249-08	Default (Fixed-Price Supply and Service)	April 1984
52.252-02	Clauses Incorporated By Reference	February 1998
52.252-06	Authorized Deviations In Clauses	April 1984
52.253-01	Computer Generated Forms	January 1991

I.2 52.202-01 DEFINITIONS OCTOBER 1995

(a) "Head of the agency" (also called "agency head") or "Secretary" means the Secretary (or Attorney General, Administrator, Governor, Chairperson, or other chief official, as appropriate) of the agency, including any deputy or assistant chief official of the agency; and the term "authorized representative" means any person, persons, or board (other than the Contracting Officer) authorized to act for the head of the agency or Secretary.

(b) "Commercial component" means any component that is a commercial item.

(c) "Commercial item" means--

(1) Any item, other than real property, that is of a type customarily used for nongovernmental purposes and that--

(i) Has been sold, leased, or licensed to the general public; or

(ii) Has been offered for sale, lease, or license to the general public;

(2) Any item that evolved from an item described in paragraph (c)(1) of this clause through advances in technology or performance and that is not yet available in the commercial marketplace, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a Government solicitation;

(3) Any item that would satisfy a criterion expressed in paragraphs (c)(1) or (c)(2) of this clause, but for--

(i) Modifications of a type customarily available in the commercial marketplace; or

(ii) Minor modifications of a type not customarily available in the commercial marketplace made to meet Federal Government requirements. "Minor" modifications means modifications that do not significantly alter the nongovernmental function or essential physical characteristics of an item or component, or change the purpose of a process. Factors to be considered in determining whether a modification is minor include the value and size of the modification and the comparative value and size of the final product. Dollar values and percentages may be used as guideposts, but are not conclusive evidence that a modification is minor;

(4) Any combination of items meeting the requirements of paragraphs (c)(1), (2), (3), or (5) of this clause that are of a type customarily combined and sold in combination to the general public;

(5) Installation services, maintenance services, repair services, training services, and other services if such services are procured for support of an item referred to in paragraphs (c)(1), (2), (3), or (4) of this clause, and if the source of such services--

(i) Offers such services to the general public and the Federal Government contemporaneously and under similar terms and conditions; and

(ii) Offers to use the same work force for providing the Federal Government with such services as the source uses for providing such services to the general public;

(6) Services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific service performed;

(7) Any item, combination of items, or service referred to in subparagraphs (c)(1) through (c)(6), notwithstanding the fact that the item, combination of items, or service is transferred between or among separate divisions, subsidiaries, or affiliates of a Contractor; or

(8) A nondevelopmental item, if the procuring agency determines the item was developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple State and local Governments.

(d) "Component" means any item supplied to the Federal Government as part of an end item or of another component.

(e) "Nondevelopmental item" means--

(1) Any previously developed item of supply used exclusively for governmental purposes by a Federal agency, a State or local government, or a foreign government with which the United States has a mutual defense cooperation agreement;

(2) Any item described in paragraph (e)(1) of this definition that requires only minor modification or modifications of a type customarily available in the commercial marketplace in order to meet the requirements of the procuring department or agency; or
(3) Any item of supply being produced that does not meet the requirements of paragraph (e)(1) or (e)(2) solely because the item is not yet in use.

(f) "Contracting Officer" means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

(g) Except as otherwise provided in this contract, the term "subcontracts" includes, but is not limited to, purchase orders and changes and modifications to purchase orders under this contract.

SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT 1: REQUIREMENTS OF THE AUTOMATED DRUG TESTING SYSTEM SOFTWARE

ATTACHMENT 2: REQUIREMENTS FOR A MEDICAL REVIEW OFFICER

Attachment 1

REQUIREMENTS OF THE AUTOMATED DRUG TESTING SYSTEM SOFTWARE

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XXI. Glossary

I. Overview

Drug and alcohol testing is required by Executive Order 12564 and the Omnibus Transportation Employee Testing Act of 1991 for applicants to and employees of drug testing designated positions (TDPs), commercial drivers license positions (CDL), and railroad operations (RO) positions. The employees and applicants can be located in hundreds of different cities throughout the United States and its territories. Currently, requests for drug and alcohol tests and the reporting of the results can be achieved using an automated Drug Testing System (DTS) process (DOS application and internet based application) that permits electronic transfer of drug and alcohol test requests and results between the Federal offices, the collection contractor, the laboratory contractor, and the Medical Review Officer (MRO). There is also a manual process with communication achieved by fax, E-mail, and telephone. The collection contractor shall develop and provide the DTS internet based application in accordance with the minimum specifications below.

II. Benefits

The DTS will streamline the process for submitting requests, expedite the posting of results, reduce data entry errors from request forms, and provide the current status for all drug and alcohol tests. The automated DTS will be a major improvement over the present DOS system, as well as a significant enhancement to the present internet based application.

III. Participants

1. Federal Government

   a. Department of Interior (DOI)

      Drug Program Coordination Staff (DOI-DPCS)
      DOI Bureaus
      DOI Regions
      DOI States (Districts)

   b. Other Federal Agencies that have been added on to the D O I contract. These agencies have their own unique administrative structure.

2. Collection Contractor

3. Laboratory Contractor

4. Medical Review Officer (MRO) - Each Federal agency may have a different MRO.

DOS &
internet based

IV. Components of the DTS

The DTS will be comprised of 4 distinct sets of software and will be utilized by 4 different user groups:

Federal offices

Collection Contractor

Laboratory Contractor (This software shall be provided by the Laboratory Contractor)

MRO (This software shall be provided by the MRO)

For the most part, the communication between the user groups will be an internet based application using a star structure with the collection contractor at the hub. The other 3 user groups will exchange information with the collection contractor. The collection contractor shall maintain the full database and the other 3 user groups will send data to and have data available from the collection contractor. The communication between each set of user groups shall be via an internet based application described below.

V. DTS Database Requirements

Although the specifications below were originally developed by the DOI COTR for a DOS system, and later for a basic version of an internet based application, the new system created shall be an enhanced internet based application able to operate on internet browser application software including and/or similar to, Microsoft Internet Explorer (version 3.0) and Netscape Navigator (version 3.0), as well as all later versions.

The DTS shall be named <u>DRUGS</u> (Drug Request User Group System).

The COTR shall solely determine whether the DTS requirments have been met.

Requirements for the new DTS enhanced internet based application shall include:

1. The Contractor shall have an existing automated drug and alcohol testing system. The existing system shall be capable of becoming a final internet based application by 2/1/00.

A copy of the current DOS application is available to prospective bidders upon request.

2. Internet server speed from the time an item is selected until the user receives a correct response shall not exceed 10 seconds, on average. The speed presumes a user with a pentium1 processor, 66 mhz, with local area network connectivity via a T1 line, and no more than 50 users on the line at the same time. The Government application will be the only application running on the

Contractor internet server and the Contractor T1 connection will be used soley for the Government internet application connection, unless advance written approval is received from the COTR .

3. Any applications and systems under this contract shall be Y2K compliant (software and hardware).

4. The Contractor shall provide network management using the Redundant Array of Independent Disks (RAID) level 5 solution. This shall be Hardware RAID, not Software RAID. The level 5 dedicated drives shall allow parity to be striped among all of the drives in the array, so failure of a single drive will not bring down or threaten the redundancy of the remaining drives. This shall allow the application to be available to all users at all times.

5. The DTS shall utilize a hotswappable spare hard drive.

6. The DTS shall have a tape backup, with offsite storage.

7. Develop and document a backup system or method to ensure current internet system is always 100% operational; there shall be no down time unless there is an extraordinary emergency situation, as determined soley by the COTR.

8. Ensure automatic update of internet data and database, so the database donor records and files are updated no less than every 15 minutes. These internet records shall be updated automatically without requiring the user to click the update status button on the main menu (updated no less than every 15 minutes). The clinic data shall be updated no less than once every 24 hours, and the MRO records updated no less than every hour.

9. Fully supported and maintained site and service of internet server, application and data (9 hours per day, 8am to 5pm EST, 5 days per week, m-f, except Government holidays). The server(s), application and data shall be checked no less than every 1/2 hour, on average, during normal business hours.

10. Immediate notification to COTR of system, server, application, data, and/or provider problems (within 1/2 hour, on average). The COTR and agency DPM calls shall be returned within 1/2 hour, on average. Maintain a daily server/system/application/provider problem log, and at least weekly review of log by IS manager (available in hard copy and electronic ASCII file to COTR, upon request).

11a. Reports provided to agencies, upon request, containing data required to complete HHS and/or DOT reports. Reports provided to agencies no more than 2 weeks after request received. Reports provided by hard copy or electronically in ASCII file format.

11.b. For the HHS annual report type, the data shall provide the information required on the HHS annual report questions, including: Part II, 7b. (Number of QC specimens reported negative, positive, total); Part IV, 5a. (Total number of

tests with results); 5i. (Total number of negatives); 5j. (Total number of positives); Part V (total number who are positive - by drugs; refused; adulterated; substituted; dilute; by test type). This report shall be able to list the actual cases that are being reported positive, including, name, ssn, result date, drug(s) positive for, etc.

12. Provide access to intenet application manual on main menu. Unlimited free telphonic training on use and troubleshooting of internet based application for users, agency DPMs and COTR.

system training

13. Provide Wordperfect and/or electonic ASCII file of internet based application users (reported by unit number and agency with fields including: unit number, agency levels, name, telephone number, etc.).

14. The Contractor shall convert one year (FY99; 10/1/98 through 9/31/99) of drug and alcohol testing records to the new DTS.

15. The Contractor shall provide access to a file on the DTS containing the overnight airbill tracking information for each donor specimen kit and CC Form shipped (including tracking number, date shipped, location shipped), searchable by donor last name or social security number. There shall also be a hypertext link to the homepage of the overnight company for internet tracking of airbills.

16. The DTS shall be able to electronically import and receive Quality Control (QC) test and result information from a 3rd party vendor (including at a minumum all of the fields for a QC case record and a drug test record).

17. The Contractor shall provide on the DTS first URL page a hypertext link for email to the DOI COTR, and the DOI COTR homepage. The first URL page shall also list the COTR's telephone number, fax number, and mailing address.

18. The Contractor shall provide a hypertext link from their front page to written collection procedures for the HHS and DOT drug and alcohol testing programs; a copy of completed Federal Drug Testing Custody and Control Forms (CC Form) and Breath Alcohol (BA) Form, and a blank affidavit.

19. The DTS shall allow user agencies to have laboratory result records electronically imported immediately and directly into the DTS for their respective user unit ID numbers. Each agency DPM shall be responsible for ensuring they are in compliance with HHS and DOT regulations.

view results

20. The DTS shall allow each agency the choice whether to show or block test results in any or all of their units under their organization levels.

21. The DTS shall allow agencies to import data from their payroll/personnel systems to schedule blocks of tests (one or more) to be performed at the same location. The DTS shall automatically populate multiple fields including: test type, HHS test, clinic, requestor, etc.

22. The DTS shall allow users to enter records in the following field order, and pressing the tab key shall place the cursor in the next field: ssn, last name, first name, sex (m/f), requested test (drug, alcohol, both), home telephone, work telephone, clinic ID, test type, DOT flag, requestor and telephone, organization levels, notes field; then save/exit, cancel, homepage, stay/new, stay/copy, etc.

23. The social security number field shall automatically add a dash (-) or tab between the first 3 numbers and after the 4th and 5th numbers.

24. The DTS shall allow users to highlight and click the logon button or press enter at the logon screen inorder to log on to the DTS.

25. The DTS shall allow users to select cases in a date range and show them on the screen in an abbreviated review screen format; then allow individual or multiple cases to be highlighted/selected; and then allow the highlighted/selected cases to be printed individually as a full screen record with all the data. This will allow users to print record results for individual employee files.

26. The DTS shall allow users to enter multiple donor test requests without having to reenter the same fields for clinic, inhouse, or onsite location, etc. (like the F8 and F9 keys in DOS).

27. The DTS shall allow data fields from the HEIDI application program (or similar program from Compliance, Inc.) to be imported into the DTS, including fileds for ssn, last name, first name, work location, DOT mode, etc. Compliance Inc. (CI) shall be responsible for installation, integrating and testing the HEIDI application on the DTS application. The Contractor shall be responsible for providing reasonable assistance in this regard. The COTR solely shall determine whether CI and the Contractor have met the demands required under this contract. The DOI's rights and priviledges to own and utilize this HEIDI application as it runs on the DTS are the same as the DOI's rights and priviledges for the DTS as specified under this contract. CI shall provide the written and electronic user documentation and operating system, including all applicable software system and program code for their application as it operates on the DTS. CI shall provide all technical support and training necessary to ensure the CI interface operates properly on the DTS, as solely determined by the COTR. CI shall be available to provide technical support 24 hours per day, 7 days per week, 365 days per year to ensure proper operation of the HEIDI interface program on the DTS.

28. The DTS shall allow users to lookup clinics by clinic number.

29. The DTS shall provide the full clinic name, address, telephone number, and point of contact on the full case record screen.

30. The Contractor shall have an automated system to track collection problems (including name, ssn, date, type of problem, corrective action taken, etc.). This information shall be made available in ASCII electronic format to the COTR, upon request.

31. The Contractor shall have problems; corrections; e-mail hypertext link on the first page of the DTS internet application to allow users to report problems and corrections with clinics and collections to the COTR and Contractor (including kits not found; ccforms not found; problems with collections; changes in clinic information, address, telephone; clinic bills not paid or sent to agencies; etc.).

32. The Contractor automated drug testing system shall allow the clinics to logon to the Contractor internet application and record that they have received the kit/form and to make clinic information changes (including the clinic name, address, telephone number, point of contact, ability to do breath alcohol collections, etc.).

This document describes two DTS databases (may be separate or combined) that shall be maintained by the collection contractor. The Donor Database shall maintain a record for each individual to be drug or alcohol tested. The requesting Federal office will provide the information to establish the record. The Federal office will transmit the data to the collection contractor and the record shall be added to the database. As the drug or alcohol test is processed (collected, analyzed, and result reported), the record shall be updated with information about its progress in order to provide status information to the requesting Federal office. This information shall in turn be made available to the requesting Federal office. The collection contractor shall provide the information about the progress of the collection, the laboratory contractor will provide the information about the analysis of the specimen, and the MRO will provide the information about the result of the test. Some agencies may need to electronically enter the results provided by their MRO, and the DTS software shall allow them to enter MRO data. The MRO data will be placed in a separate record type which will be transmitted from the Federal office to the collection contractor. This record type is described below.

The Federal Office Last Update Database shall keep track of the last time an individual Federal office received updated information about a donor. This database shall be used by the collection contractor to determine which records need to be made available to the Federal office.

The fields (at a minimum) that comprise both databases are listed below.

VI. Donor Database

The source of the data is in parentheses following the field name. The legend for the sources is as follows:

F - Federal office
CC - Collection Contractor
LC - Laboratory Contractor
MRO - Medical Review Officer

User-Identification-Number (CC) [associated with the personal computer for communication purposes and is composed of two parts:]
User-Office-ID
User-Individual-ID

Record-Type [always '1' for Donor record] (F)

Donor-ID [social security number] (F)

Donor-First-Name-And-Middle-Initial (F)

Donor-Last-Name (F)

Donor-Home-Phone (F) -? MRO ? scheduling

Donor-Work-Phone (F)

Drug-Test (F)

Alcohol-Test (F)

Both-Test (F)

DOT-Mode(s)-Type (F)

Test-Type (F)

Seasonal-Not-Required (F)

Requestor's-Name (F) District

Requestor's-Phone (F)

Federal-Office-Identifier (F) [with 6 organizational levels as follows:]

Level 1 - Department
Level 2 - Bureau
Level 3 - Region/Area/State
Level 4 - State/District/Field office
Level 5 - Field office

Level 6 - (intentionally left blank)

Proposed-Collection-City-And-State (F)

Collection-Site-Code (F, CC)

In-House-Collection-Flag (F)

On-Site-Collection-Flag (F)

Date-Donor-Record-Received-By-Collection-Contractor (CC)

Transmission-To-Collection-Contractor-Flag (F)

Status-Of-Donor-Record (F, CC)

Correction-Processing-Code (F)

Correction-Processing-Field (F)

Correction-Processing-Data (F)

Specimen-ID-Number [Chain of Custody Form number (CC form)] (CC)

Date-Of-First-Call-By-Collection-Contractor-To-Donor-To- Schedule-Test (CC)

Result-Of-First-Call (CC)

Date-Of-Second-Call-By-Collection-Contractor-To-Donor-To- Schedule-Test (CC)

Result-Of-Second-Call (CC)

Date-Of-Third-Call-By-Collection-Contractor-To-Donor-To- Schedule-Test (CC)

Result-Of-Third-Call (CC)

Date-Of-Fourth-Call-By-Collection-Contractor-To-Donor-To- Schedule-Test (CC)

Result-Of-Fourth-Call (CC)

Date-Of-Fifth-Call-By-Collection-Contractor-To-Donor-To- Schedule-Test (CC)

Result-Of-Fifth-Call (CC)

Date-Specimen-Kit-Shipped (CC)

Actual-Collection-City-And-State (CC)

Quality-Control-Specimen (CC)

Date-Specimen-Collected-From-Donor (CC, MRO)

Date-Specimen-Kit-Received-By-Laboratory (LC)

Laboratory-Accession-Number (LC)

Date-Laboratory-Electronic-Result-Reported (LC)

Fatal-Error-Code (LC)

Non-Fatal-Error-Codes [Administrative Errors] (LC)

Date-CC-Form-Donor-Signed-Copy-Received-By-MRO (MRO)

Date-CC-Form-Lab-Copy1-Received-By-MRO (MRO)

Date-Result-Reported-By-MRO (MRO)

Drug-Test-Result [as reported by MRO] (MRO, CC)

Drug-Test-Result-Reason [as reported by MRO] (MRO, CC)

Positive-Drug-Type-Flags (MRO)

Date-Of-Last-Action-On-Donor-Record [date/time stamp] (F, CC, MRO, LC)

Comments (F, CC, MRO)

Alcohol-Test-Result (CC)

Alcohol-Test-Result-Level (CC)

Specimen-Dilute (CC)

Specimen-Adulterated (CC)

Refused-Test (CC)

VII. MRO "Results" Record

Overall, the Contractor shall allow other MRO records to be imported into defined fields of the DTS (using an ascii standard file format).

The MRO "Results" record can be created by Federal offices who enter MRO results data on behalf of their MRO, or by a seperate MRO. It is created by the Federal office or MRO and is transmitted to the collection contractor. The collection contractor updates the donor record with the results data. The record layout is as follows:

Record-Type (always '2' for MRO record)

Donor-ID

Specimen-ID-Number

Drug-Test-Result

Drug-Test-Result-Reason

Positive-Drug-Type-Flags

Date-Result-Reported-By-MRO

Comments

VIII. Federal Office Last Update Database

The collection contractor shall keep track of the last time an individual Federal office received updated information which includes updated donor records and software updates. The collection contractor shall maintain a database containing the unique User- Identification-Number, the Last-Update-Date-Donor-Record, and Last-Update-Date-Software.

The User-Identification-Number shall uniquely identify a user at a given office location. This identification number shall be imbedded in the software to identify each location. When the Federal office electronically calls the collection contractor, the software at the Federal office shall automatically send the User-Identification-Number to the collection contractor. The User-Identification-Number shall be used to determine which records are sent to each Federal office.

The User-Office-ID portion of the User-Identification-Number is almost identical in structure to the Federal-Office-Identifier. It shall be composed of 6 levels corresponding to the department or agency organizational structure. However, it shall be able to accommodate special users such as the different MROs, the laboratory contractor, and other unique user groups that may arise. It shall be designed in such a way that each organizational level receives the data from all lower levels. For example, a DOI Bureau shall receive updates to all data originally sent from the Bureau as well as data from the Regions and Districts within the Bureau. The DOI-DPCS is the top level of the hierarchy in the Department of Interior and shall obtain all DOI data. The User-Individual-ID portion of the User-Identification-Number is used to uniquely identify a computer

if a given office needs to have the software on more than one computer. For example, the BLM/Oregon area/District 4 office needs the DTS software in their personnel and fire fighting work areas. The User-Office-ID portion of the User-Identification-Number for the two computers would be identical. The collection contractor would not be able to tell if the which user has received which updates without the User-Individual-ID portion of the User-Identification-Number to uniquely identify each computer. The User-Office-ID portion of the User-Identification-Number will remain identical in order for the collection contractor to determine which records a user gets within the organizational hierarchy. In other words, both users ultimately get the same records although they logon to the system and receive updated records at different times. So, they may only appear to be in sync if they request updated information at the same time.

Note: The Federal-Office-Identifier is used to associate the donor with a specific Federal office. In the event a Federal office does not have a computer, a higher level office will enter and transmit the data for them. The Federal-Office-Identifier can be used to associate the record with the lower level office. This will be important in order for the higher level office to provide the lower level office with hard copy reports regarding their donors.

User-identification-Number with 6 organizational levels as follows:

User-Office-ID

Level 1 - Department
Level 2 - Bureau
Level 3 - Region/Area/State
Level 4 - State/District/Field office
Level 5 - Field office
Level 6 - (intentionally left blank)

User-Individual-ID

Individual users do not need to be identified by name. Simply numbering each user (computer) with a sequential number with identical User-Office-IDs should be sufficient.

Last-Update-Date-Donor-Record

This date shall be updated by the collection contractor every time updated records are sent to the Federal office.

Last-Update-Date-Software

This date shall be updated by the collection contractor.

IX. Requirements of Software Resident at the Collection Contractor

A. Maintenance Of Donor Database

The collection contractor shall perform purge processing on a yearly basis in order to minimize the disk storage requirements of the data base. The data base shall always contain the records for the current fiscal year and the prior fiscal year. The purge program shall be executed at the beginning of the Federal Government's fiscal year (October 1). For example, the purge program executed in October 1997 will purge records with a date older than September 1996 in the Date-Result-Reported-By-MRO field. The purged records shall be deleted off of the database and copied to an off-line storage device such as a tape or diskette. The purge program shall never purge records with an "P" in the Drug-Test-Result field, or Substitutued, or Adulterated, or Refused fields. The collection contractor shall maintain the data for the 3 most recent fiscal year's (on-line and off-line storage).

The collection contractor needs the ability to update the Drug-Test-Result field with a code of 'C' (canceled) or 'D' (declined). These codes would be used if the test was no longer necessary (e.g., applicant accepted another position) or if the applicant/employee did not show up to take the test within a 120 day period. The Drug-Test-Result-Reason field must be updated as well if either of the two codes are entered.

B. Scheduling Of Drug Tests

The Federal offices have 4 options for scheduling a drug test collection. 1) The Federal office can provide the collection contractor with the donor's home phone, work phone, proposed collection city and state; and the collection contractor shall be responsible for scheduling the collection with the donor. 2) The Federal office can enter a collection site code and the collection contractor shall automatically ship the specimen kit to the site. 3) The Federal office performs the collection and ships the specimen to the laboratory contractor. 4) The Federal office can request an on-site collection be performed by the collection contractor. The collection contractor shall be responsible for scheduling the on-site collection with the requestor.

The processing of these options by the collection contractor will be different. Upon receipt of the donor record from the Federal office, the collection contractor's software shall be able to determine which option has been selected and process the data accordingly as follows:

1. Collection contractor schedules test with the donor - the collection contractor shall make the donor record immediately available to the customer service representatives so they can contact the donor to schedule the test. Each time the customer representative places a donor call, they shall update the donor record with the date the call was placed (Date-Of-First-Call-By-

Collection-Contractor-To-Donor-To-Schedule-Test through Date-Of-Fifth-Call-By-Collection-Contractor-To-Donor-To-Schedule-Test) and the result of the call (Result-Of-First-Call through Result-Of-Fifth-Call). The customer representative shall be able to provide the date donor called and result of call for up to 5 calls. Once the actual collection site city and state has been determined, the customer representative shall update the donor record (Actual-Collection-City-And-State and Collection-Site-Code). The collection contractor shall also update the donor record with the date the specimen kit was shipped (Date-Specimen-Kit-Shipped), the specimen ID number (Specimen-ID-Number), and the eventually the date the specimen was collected from the donor (Date-Specimen-Collected-From-Donor).

2. Automatic shipment of test kits for requests with a collection site code specified by the user - the collection contractor shall make the donor record immediately available to the shipping clerk so they can ship the specimen kit. The collection contractor shall update the donor record with the actual collection site city and state (Actual-Collection-City-And-State) (as translated from the collection site code), the date the specimen kit was shipped (Date-Specimen-Kit-Shipped), the specimen ID number (Specimen-ID-Number), and the eventually the date the specimen was collected from the donor (Date-Specimen-Collected-From-Donor).

3. The Federal office performs the collection (in-house collection) - When the Federal office performs the collection, the collection contractor shall process the record as a normal addition of a donor record to the database. An in-house collection will be identified by a non-blank value in the In-House-Collection-Flag field. The record should have the collection data already included in it so no further action is necessary on the part of the collection contractor. The collection data includes: Donor-ID, Specimen-ID-Number, Date-Specimen-Kit-Shipped, Actual-Collection-City-And-State, Date-Specimen-Collected-From-Donor.

4. The Federal office requests an on-site collection - An on-site collection will be identified by a non-blank value in the On-Site-Collection-Flag field. The collection contractor shall make the donor record immediately available to the customer service representatives so they can contact the requestor to schedule an on-site test. Once the actual collection site city and state has been determined, the customer service representative shall update the donor record (Actual-Collection-City-And-State and Collection-Site-Code). The collection contractor shall also update the donor record with the date the specimen kit was shipped (Date-Specimen-Kit-Shipped), the specimen ID number (Specimen-ID-Number), and the eventually the date the specimen was collected from the donor (Date-Specimen-Collected-From-Donor).

C. Update Of Data Received From Laboratory Contractor

The Contractor DTS shall be able to receive data directly from the laboratory contractor no less than once every 15 minutes.

The laboratory contractor transmits the data they obtain to the collection contractor so the donor record can be updated. Data shall be received by the collection contractor twice for a single specimen. The first receipt of transmission occurs on the date the specimen kit was received by the laboratory and the second receipt of transmission occurs on the date the laboratory result is reported or the fatal error indicator is set. The data sent by the laboratory contractor is in a standard data format (e.g., ASCII), mutually agreed upon by the laboratory contractor and the collection contractor. The COTR alone will resolve any disputes.

The following data shall be received by the collection contractor including:

Date-Specimen-Kit-Received-By-Laboratory

Date-Laboratory-Electronic-Result-Reported

Laboratory-Accession-Number

Fatal-Error-Code

Non-Fatal-Error-Code

Fields to uniquely identify the data with the donor record on the database at the collection contractor:

Donor-ID (social security number)

Specimen-ID-Number (CC Form number)

The collection contractor shall update the donor record with the data received from the laboratory contractor upon receipt of the data. The collection contractor shall also update the Date-Of-Last-Action-On-Donor-Record on the Donor record so the new information will be sent to the requesting Federal office the next the time the office logs on the internet based application.

The collection contractor shall establish error processing for records sent by the laboratory contractor in error. Error processing shall be necessary if the Donor-ID and/or Specimen-ID-number are/is not found on the database or if the data in any of the fields sent by the laboratory contractor is invalid. If an error is detected, the collection contractor shall send the record back to the laboratory contractor with an additional field identifying the error(s) found. The laboratory contractor shall be responsible for correcting

and re-transmitting the record. The collection contractor shall work closely with the laboratory to resolve these error records as quickly as possible.

D. Update Of Data Sent From Federal Offices

As records are received from the Federal offices, the software at the collection contractor shall first check the Record-Type in order to determine if the record is a donor record or an MRO "results" record. If the Record-Type = '1', the record is a donor record. If the Record-Type = '2', the record is an MRO "results" record. MRO "results" records shall be processed similar to records received from an MRO as described in the section entitled 'Update of data sent from MRO'. If the record is a donor record, a number of fields on the record shall be examined in order to determine if the record will undergo standard or exception processing. Standard processing includes adding the record to the donor database and processing the record for a collection as described in the section entitled Scheduling of Drug Test (includes in-house collections which are not collected by the collection contractor). Exception processing includes the following:

1. Duplicate Records

Each record shall be checked to insure it is not a duplicate. A newly transmitted record is a duplicate if a record already exists on the database with the same Donor-ID and the Drug-Test-Result field is still blank. The collection contractor shall put an 'R' in the Drug (or alcohol)-Test-Result field in the newly transmitted record and populate the Drug (or alcohol)-Test-Result-Reason field with the User-Identification-Number, Requestor's-Name, and Requestor's-Phone from the record on the database. Then the newly transmitted record shall be sent back to the requesting Federal office. It shall not be added to the database. The Drug (or alcohol)-Test-Result-Reason field will allow the user to track down the source of the other test already in progress.

2. Applicants Barred from Applying to a Federal Position

Each newly transmitted record shall be checked to insure it is not a drug test request from an applicant who is barred from applying to a Federal TDP, CDL or RO position for 6 months. The newly transmitted record shall be compared to records on the database. The request for a drug test collection shall be rejected if the following is true:

The newly transmitted record is for an applicant test (Test-Type = 'SA' or 'PA' or 'TA') and A record already exists on the database with the same Donor-ID and the Drug-Test-Result field is = 'P' and the Date-Result-Reported-By-MRO is within 6 months of the current date.

The collection contractor shall put a 'B' in the Drug-Test-Result field in the newly transmitted record and populate the Drug-Test-Result-Reason field with the message 'Notify DOI-DTCS, applicant barred'. Then the newly transmitted record shall be sent back to the requesting Federal office. It shall not be added to the database.

3. Correction Processing

As donor records are received from the Federal offices, the software at the collection contractor must check the Correction-Processing-Code field to determine if the record has been sent to initiate correction processing. If the field is non-blank, the software must locate the record on the database and update the record as follows:

If the Correction-Processing-Code field contains 'D' or 'C', the collection contractor should take action to stop the collection. The collection contractor must update the Drug-Test-Result with the code in the Correction-Processing-Code field and the Drug-Test-Result-Reason field with the Correction-Processing-Data. Note: if the Drug-Test-Result field on the record on the database is non-blank, the record sent by the user cannot be processed. The collection contractor must contact the requestor (Requestor's-Name and Requestor's-Phone) and resolve the discrepancy.

If the Drug-Test-Result field contains 'U', the collection contractor should examine the contents of the Correction-Processing-Field field in order to determine which field has been changed. The collection contractor should update that field on the record on the database with the new data that is provided in the Correction-Processing-Data field.

The collection contractor shall also update the Date-Of-Last-Action-On-Donor-Record on the Donor record so the newly updated record will be available to the requesting Federal office (plus higher level offices) the next time office electronically logs on via the internet.

The collection contractor shall also archive the record that initiated correction processing so an audit trail of changes requested by the Federal offices can be maintained.

4. Seasonal Not-Required Records

If the field Seasonal-Not-Required = 'Y', the collection contractor shall not attempt a collection. The record is added by the Federal office in order to track drug testing of seasonal applicants of which only 20%-25% are required to be tested. The collection contractor shall simply add the record to the database and forward it to higher level offices as is done with all other records.

E. Update Of Data Received From MRO

The MRO (or Federal office acting on behalf of the MRO) transmits the data they are responsible for to the collection contractor so the Donor record can be updated. Data shall be received by the collection contractor up to three separate times for a single specimen. The three separate receipts of transmissions for one donor record are as follows: 1) when the MRO receives the CC form from the lab, 2) when the MRO receives the donor signed copy of the CC form, and 3) when the MRO reports the result. The data sent by the MRO is in a standard data format (e.g., ASCII), mutually agreed upon by the MRO and the collection contractor. The COTR will resolve any disputes. Note: Each agency may designate their own MRO so the collection contractor must expect to receive data from more than one MRO. The data sent by the Federal offices is in a standard format since the record is created by the DTS software.

The following data shall be received by the collection contractor including:

Date-CC-Form-Lab-Copy1-Received-by-MRO

Date-CC-Form-Donor-Signed-Copy-Received-by-MRO

Drug-Test-Result

Positive-Drug-Type-Flags

Date-Result-Reported-By-MRO

Comments

Fields to uniquely identify the data with the donor record on the database at the collection contractor:

Donor-ID (social security number)

Specimen-ID-Number (CC Form number)

The following data shall be received by the collection contractor from the Federal office including:

Record-Type

Donor-ID

Specimen-ID-Number

Drug-Test-Result

Drug-Test-Result-Reason(s)

Positive-Drug-Type-Flags

Date-Result-Reported-By-MRO

Comments

The collection contractor shall update the donor record with the data received upon receipt of the data. The collection contractor shall also update the Date-Of-Last-Action-On-Donor-Record on the Donor record so the new information will be sent to the requesting Federal office (plus higher level offices) the next time office electronically calls in.

The Positive-Drug-Type-Flags will indicate, for a positive drug test, which drug(s) were positive. The drugs that are tested for include cocaine, marijuana, amphetamines, opiates, and PCP.

The collection contractor shall establish error processing for records in error. Error processing shall be necessary if the Donor-ID and/or Specimen-ID-number is not found on the database or if the data in any of the fields sent by the MRO is invalid. If an error is detected, the collection contractor shall send the record back to the MRO or Federal office with an additional field identifying the error(s) found. The MRO or Federal user shall be responsible for correcting and re-transmitting the record. The collection contractor shall work closely with the MRO contractor to resolve these errors as soon as possible.

If the Drug-Test-Result field on the database is already non-blank, do not update with the same field (non-blank) on the record transmitted. This record shall be transmitted back to the MRO or Federal office with the appropriate error code.

F. Overview Of Communication Between Collection Contractor And All Other Sites

The transmission of data to and from the collection contractor from all other sites shall be initiated from the other user groups via the internet. Once communication has been established with the collection contractor, the other user groups will transmit data they need to send and the collection contractor shall send any updates since the last time updates were sent. The collection contractor shall use the unique User-Identification-Number and Date-Of-Last-Action-On-Donor-Record, and the Last-Update-Date to determine which data is sent to which location.

The User-Office-ID portion of the User-Identification- Number

shall be used to determine which records to send to which location. This identification number is structured so each organizational level receives the data from all lower levels. For example, a DOI Bureau can receive updates to all data sent from the Bureau as well as data from the Regions and Districts within the Bureau. The DOI-DPCS is the top level of the hierarchy in the Department of Interior and shall obtain all DOI data. Basically, the User-Office-ID will determine the records to be sent to each location.

The update dates are used to identify those records changed since the Federal office last received data from the collection contractor. The Date-Of-Last-Action-On-Donor-Record on the donor record (on the database at the collection contractor) shall be compared to the Last-Update-Date on the Federal Office Last Update Database. If the Date-Of-Last-Action-On-Donor-Record field is more recent than the Last-Update-Date field, the donor record shall be sent to the Federal office.

G. Update Of Data From Collection Contractor To Federal Offices

The collection contractor shall provide the Federal office with all new information regarding the donor records automatically whenever the Federal office electronically logs on via the internet. If the electronic connection is established by the office originally sent the record, the collection contractor shall send, at a minimum, any fields updated since the last time the originating office called in, plus a key to identify the record to be updated. If the electronic connection is established by an office above the originating office in the hierarchy, the entire donor record shall be made available. Any subsequent calls by the higher level office shall only require transmission of fields updated since the last call.

An example of the User identification number for 6 different Federal offices within the same organizational hierarchy is provided at this point to illustrate the way the number is used to determine which records are sent to which offices.

DOI-DPCS

User Identification #

Level 1 - DOI
Level 2 -
Level 3 -
Level 4 -
Level 5 -
Level 6 -

Receives updates for records created at this level plus new and updated records from all of the following offices.

DOI-Fish and Wildlife Service
User Identification #
Level 1 - DOI
Level 2 - FWS
Level 3 -
Level 4 -
Level 5 -
Level 6 -

Receives updates for records created at this level plus new and updated records from all of the following offices.

DOI-Fish and Wildlife Service - Western Region
User Identification #
Level 1 - DOI
Level 2 - FWS
Level 3 - WEST
Level 4 -
Level 5 -
Level 6 -

Receives updates for records created at this level plus new and updated records from the following office.

DOI-FWS - Western Region - Black Water Refuge
User Identification #
Level 1 - DOI
Level 2 - FWS
Level 3 - WEST
Level 4 - BWR
Level 5 -
Level 6 -

Receives updates for records created at this level.

Since the electronic connection is established by the Federal office, the collection contractor shall notify the Federal Office when all donor records have been sent. This is necessary so the software at the Federal office will know when to terminate communications. The same 'end of transmission' record could be sent in either case since the purpose is simply to let the Federal office know communications may be terminated.

If the collection contractor sends an entire new record back to the Federal office or sends an entire record which is a replacement of a record at the Federal office (updated information), the Transmission-To-Collection-Contractor-Flag shall be turned on so the records are not accidently sent back to the collection contractor.

H. Automatic Generation Of Affidavits

Affidavits are required when an administrative error is detected. This error will generally be detected by the laboratory contractor since it is their responsibility to insure the CC Form has been completed correctly. The laboratory contractor shall notify the collection contractor of an administrative error by a non-blank value in the field called Non-Fatal-Error-Code when the record is transmitted.

There can be one or multiple administrative errors on one CC Form. The Non-Fatal-Error-Codes field shall contain at least 6 positions for accommodating multiple errors. Each type of error shall be assigned a single digit code.

The collection contractor's software shall examine the Non-Fatal-Error-Codes field as the record is processed upon receipt from the laboratory contractor as follows:

1) If the field is blank, no special processing is necessary.

2) If the field is not blank and the collection was performed by the Federal office (In-House-Collection-Flag = 'Y'), the software shall update the Non-Fatal-Error-Codes field on the Donor record so the requesting Federal office will have access to the information.

3) If the field is not blank and the collection was performed by the collection contractor (In-House-Collection-Flag = ' '), the software shall update the Non-Fatal-Error-Codes field on the Donor record and generate an affidavit form. The affidavit shall be generated as a standard form by the software and shall plug certain data into the form including the following:

Current Date

Donor-ID

Specimen-ID-Number

Date-Specimen-Collected-From-Donor

Non-Fatal-Error-Codes - translated into the explanation of the error (such as Requestor's signature is missing).

The collection contractor shall contact and fax the affidavit form to the collector.

The collection contractor does not need to clear the Non-Fatal-Error-Codes field since the MRO will not report a result unless the returned affidavit is part of the documentation.

I. Fatal-Error-Code Processing

The Fatal-Error-Code is a field is transmitted by the laboratory contractor to the collection contractor. If this field is non-blank, it means something happened to invalidate the specimen. The processing of the donor record is essentially complete. The collection contractor shall update the Drug-Test-Result field with an 'F' (for fatal error) upon receipt of a donor record with a non-blank value in the Fatal-Error-Code field.

J. Quality Control Specimens

The collection contractor shall track quality control specimens and use the Control-Specimen indicator to identify those records on the database. The MRO shall be told which specimens are quality control specimens. The collection contractor and the MRO shall mutually agree on the means of communicating this information to each other whether it be via computer, fax, etc.

X. Requirements of Software Resident at the Federal Offices

A. General

The software created for the Federal offices shall be user-friendly menu-driven software that can be executed on a 486 processor compatible machine or later generations. Menu selections shall be clearly stated and available function buttons shall be presented on all applicable screens. Standard edits shall be provided for all fields that are open for add/update. If a field is coded, the software shall provide the user with a list of the valid codes upon request.

The collection contractor shall be able to provide 2 versions of the Federal office software. The difference between the two versions is the option to provide MRO data (see Main Menu - option 7). Some agencies may need to electronically enter the results provided by the MRO. Those agencies shall be provided software that has the MRO option on the Main Menu. All other Federal offices shall get software that does NOT have the MRO software on the Main Menu.

B. Main Menu

The main menu presented to the user upon executing the software shall have the following options to select from:

1. Enter a Drug or Alcohol Test Request

2. Update Status and Send Drug Test Request to Collection Contractor(and/or receive new or updated records from the collection contractor)

3. Browse Drug and Alcohol Test Request for Status Information

4. Locate and Review or Change a Drug and Alcohol Test Request

5. Reports

6. Utilities

7. MRO Option

The specifications for each menu item will be described below.

C. Identification Of Individual Offices

The User-Identification-Number and passowrd shall be used to uniquely identify an individual user at a given location. When the Federal office electronically logs on via the internet, the Federal office shall enter the user identification number and password to the collection contractor. The collection contractor shall use the user identification number and password to determine which records to make available to the Federal office.

D. Menu Option 1 - Enter A Drug Test Request

This option shall allow the user at the Federal office to create (add) a Donor record. The fields listed below shall be present on the screen.

The legend for the codes following the field name are listed below:

R - Required field (must be entered by the user before an add will be permitted)

A - Automatically entered field (will be present on screen but will be populated by the software)

E - Edited field (requires special edit as described in the following section)

S - Set-up field (field populated by data entered by the user from the Set-up Screen that is part of the Utilities menu)

The fields below shall be present on the add screen:

Donor-ID (social security number) (R)

Donor-First-Name-And-Middle-Initial (R)

Donor-Last-Name (R)

Donor-Home-Phone (E)

Donor-Work-Phone (E)

Drug-Test (R)

Alcohol-Test (R)

Both-Test (R)

Test-Type (R)

Seasonal-Not-Required

Requestor's-Name (R, S)

Requestor's-Phone (R, S)

Federal-Office-Identifier with 6 organizational levels as follows: (R, S)

Level 1 - Department
Level 2 - Bureau
Level 3 - Region/Area/State
Level 4 - State/District/Field office
Level 5 - Field office
Level 6 -

Proposed-Collection-City-And-State (E)

Collection-Site-Code (E)

In-House-Collection-Flag (E)

On-Site-Collection-Flag (E)

Status-Of-Donor-Record (A)

Specimen-ID-Number [Chain of Custody Form number (CC form)] (E)

Date-Specimen-Kit-Shipped (E)

Actual-Collection-City-And-State (E)

Date-Specimen-Collected-From-Donor (E)

Date-Of-Last-Action-On-Donor-Record [date/time stamp] (A)

Comments

Edits shall be provided for all fields as applicable. Standard numeric edits, date edits, and edits for valid codes shall be included. A list of valid codes for coded fields shall be provided when the contract is awarded. The following special edits and relational edits shall be included:

1) Relational edit for collection type affecting the following fields:

Donor-Home-Phone
Donor-Work-Phone
Proposed-Collection-City-And-State
Collection-Site-Code
In-House-Collection-Flag
On-Site-Collection-Flag
Specimen-ID-Number
Date-Specimen-Kit-Shipped
Actual-Collection-City-And-State
Date-Specimen-Collected-From-Donor

The Federal offices have 4 options for scheduling a drug and or alcohol test collection. 1) The Federal office can provide the collection contractor with the Donor-Home-Phone,Donor-Work-Phone, Proposed-Collection-City-And-State; and the collection contractor shall be responsible for scheduling the collection with the donor. 2) The Federal office can enter a Collection-Site-Code and the collection contractor shall automatically ship the specimen kit and breath alcohol testing form to the site. 3) The Federal office can perform the collection in-house and must turn on the In-House-Collection-Flag. The user will also need to enter information about the actual collection. 4) The Federal office can request an on-site drug and/or alcohol collection be performed by the collection contractor. The user must turn on the On-Site-Collection-Flag and should enter the Proposed-Collection-City-And-State. The collection contractor shall be responsible for scheduling the on-site collection with the requestor.

Therefore, a relational edit shall be included to allow the user to enter only one of the following groups of data:

Collection Contractor Schedules Test

Donor-Home-Phone
Donor-Work-Phone
Proposed-Collection-City-And-State

Either Donor-Home-Phone or Donor-Work-Phone is required. Proposed-Collection-City-And-State is optional.

Collection Site Code Entered

Proposed-Collection-City-And-State
Collection-Site-Code

If the users select the option of designating the collection site, the software shall prompt them to enter a Collection-Site-Code or a 5 digit zip code closest to the desired collection site and a milage range from that zip code or city, state. If the Collection-Site-Code is entered, no further processing is necessary. If the zip code/milage is entered, the software shall search the collection site database (provided as part of the software) and shall provide a list of collection sites within the specified mileage range to the specified zip code. If no sites are found, the user shall be prompted to enter a greater mileage range and/or a different zip code. If a city is entered, the software shall search the collection site database (provided as part of the software) and shall provide a list of collection sites in the city and state specified. The list of collection sites shall include the collection site code, the name, address, and telephone number of the collection site, the point of contact, whether there is a DOT breath alcohol techician available, and the actual mileage from the collection site to the specified zip code. The user shall be able to highlight and select the preferred site and the software shall automatically enter the collection site code into the donor record. Proposed-Collection-City-And-State is optional.

The collection contractor is responsible for updating the collection site database with new collection sites. The collection contractor shall transmit the new records (or entire database, as appropriate) to the Federal offices.

In-House Collection

In-House-Collection-Flag
Specimen-ID-Number
Date-Specimen-Kit-Shipped
Actual-Collection-City-And-State
Date-Specimen-Collected-From-Donor

Note: The last 4 fields listed above shall only be able to be entered if the user has entered a 'Y' in the In-House-Collection-Flag.

If the collection was in-house, the program shall require the user to enter certain collection information. The collection data includes: Specimen-ID-Number, Date-Specimen-Kit-Shipped, Actual-Collection-City-And-State, Date-Specimen-Collected-From-Donor. All of the collection information must be entered or the record shall not be created.

On-site Collection

Proposed-Collection-City-And-State
On-Site-Collection-Flag

Proposed-Collection-City-And-State is optional.

2) Relational edit affecting the following fields:

Seasonal-Not-Required

If the Seasonal-Not-Required flag is turned on, the user shall not be able to enter data in the following fields:

Donor-Home-Phone

Donor-Work-Phone

Proposed-Collection-City-And-State

Collection-Site-Code

In-House-Collection-Flag

On-Site-Collection-Flag

Specimen-ID-Number [Chain of Custody Form number (CC Form)]

Date-Specimen-Kit-Shipped

Actual-Collection-City-And-State

Date-Specimen-Collected-From-Donor

Automatically entered fields shall be populated as follows:

Status-Of-Donor-Record - ('Waiting to send')

Date-Of-Last-Action-On-Donor-Record [date/time stamp] - current date and time

Record-Type = '1' to identify record as donor record

E. Menu Option 2 -Update Status and Send Drug and Alcohol Test Request (and "results" record) to collection contractor

This option will be selected by the user when they are ready to transmit drug and alcohol test requests (donor records) or "results" records to the collection contractor. The software shall establish communications with the collection contractor and transmit the User-Identification-Number to the collection contractor.

Next, the software shall search the database for any donor records and MRO "results" records (if present) that have not been sent to the collection contractor. Donor records that have not been sent to the collection contractor shall have a Transmission-To-Collection-Contractor-Flag that is not on. MRO "results" records shall have a Record-Type = '2' and all of these found shall be transmitted. Both record types shall be transmitted to the collection contractor. After successful transmission, the Transmission-To-Collection-Contractor-Flag on the Donor records shall be turned on (on the donor record resident at the Federal office). Also, the field called Status-Of-Donor-Record will be populated with the literal 'Record sent'. The field Date-Of-Last-Action-On-Donor-Record shall be populated with the current date/time. The MRO "results" records shall be deleted from the database.

After the transmission is complete, the software at the collection contractor shall update records that "belong" to the user.

F. Menu Option 3 - Browse Drug Test Request For Status Information

The Browse screen shall display all of the records on the database in an order sequence selected by the user, 20 records at a time, in order by date of last action on donor record (with the most recent record displayed first). The user shall be able to chose from the following sort orders: 1) Donor-ID, 2) Donor-Last-Name, 3) Specimen-ID-Number.

Multiple records shall appear on the screen with only a few of the fields displayed for each record. The following fields shall appear for each record:

Donor-ID (social security number)

Donor-First-Name-And-Middle-Initial

Donor-Last-Name

Test-Type

Drug-Test-Result

Status-Of-Donor-Record

Date-Of-Last-Action-On-Donor-Record [date/time stamp]

Specimen-ID-Number

The user shall be able to page forward and backward through the records on the browse screen.

The user shall also be able to use the mouse to select a record for review/update of the entire record. Essentially, this shall allow the user to select a record for review/update as in main menu option 4 without going back through the main menu.

G. Menu Option 4 - Locate And Review/Update A Drug Test Request

The Review/update screen shall display a donor record in its entirety. Some fields shall be available for update under certain conditions described below.

Upon selecting this option from the main menu, the user shall be asked to choose a method to identify the donor record. The user shall be able to chose to identify the donor record by 1) Donor-ID, 2) Donor-Last-Name, or 3) Specimen-ID. After selecting the method, the software shall prompt the user to enter the identifying data (e.g., Donor-Last-Name). The software shall attempt to locate a record matching the identifying data. If an exact match is not found, the software shall display the record closest to a match. For example, if the user entered a last name of Law, and could not find the last name on the file, the closest record may be Lawman which shall be displayed. This shall allow the user to enter a partial last name and get close to the record they are trying to locate. Once a record is displayed, the user shall be able to page forward and backward through the database with the sort order based on the identifying field. For example, if last name is chosen and Smith is entered, there may be multiple records with Smith as the last name. The first record displayed may be for Andrew Smith but the user is trying to locate the record for William Smith. Therefore, the user shall be able to simply page forward through the Smiths until they encountered the record for William Smith.

The screen that shall display the donor record in its entirety shall include the fields listed below:

The legend for the codes following the field name are as follows:

N - Not updatable by the user

U - Updatable by the user if the record has NOT been sent to the collection contractor (Transmission-To-Collection-Contractor-Flag is not on).

C - Correction processing fields are updatable by the user if the record has been sent to the collection contractor (Transmission-To-Collection-Contractor-Flag is on). Note: Correction processing will only be initiated if the record needs correcting but has already gone to the collection contractor.

These Fields shall be present on the screen:

Donor-ID (social security number) (U)

Donor-First-Name-And-Middle-Initial (U)

Donor-Last-Name (U)

Donor-Home-Phone (U)

Donor-Work-Phone (U)

Drug-Test (U)

Alcohol-Test (U)

Both-Test (U)

DOT-Mode (U)

Test-Type (U)

Seasonal-Not-Required (U)

Requestor's-Name (U)

Requestor's-Phone (U)

Federal-Office-Identifier with 6 organizational levels as follows: (U)

Level 1 - Department
Level 2 - Bureau
Level 3 - Region/Area/State
Level 4 - State/District/Field office
Level 5 - Field office
Level 6 -

Proposed-Collection-City-And-State (U)

Collection-Site-Code (U)

In-House-Collection-Flag (U)

On-Site-Collection-Flag (U)

Date-Donor-Record-Received-By-Collection-Contractor (N)

Transmission-To-Collection-Contractor-Flag (N)

Status-Of-Donor-Record (N)

Specimen-ID-Number [Chain of Custody Form number (CC Form)] (U)

Date-Of-First-Call-By-Collection-Contractor-To-Donor-To-Schedule-Test (N)

Result-Of-First-Call (N)

Date-Of-Second-Call-By-Collection-Contractor-To-Donor-To-Schedule-Test (N)

Result-Of-Second-Call (N)

Date-Of-Third-Call-By-Collection-Contractor-To-Donor-To-Schedule-Test (N)

Result-Of-Third-Call (N)

Date-Of-Fourth-Call-By-Collection-Contractor-To-Donor-To-Schedule-Test (N)

Result-Of-Fourth-Call (N)

Date-Of-Fifth-Call-By-Collection-Contractor-To-Donor-To-Schedule-Test (N)

Result-Of-Fifth-Call (N)

Date-Specimen-Kit-Shipped (N)

Actual-Collection-City-And-State (U)

Date-Specimen-Collected-From-Donor (U)

Date-Specimen-Kit-Received-By-Laboratory (N)

Laboratory-Accession-Number (N)

Date-Laboratory-Electronic-Result-Reported (N)

Fatal-Error-Code (N)

Non-Fatal-Error-Codes [Administrative Errors] (N)

Date-CC-Form-Donor-Signed-Copy-Received-By-MRO (N)

Date-Result-Reported-By-MRO (N)

Date-CC-Form-Lab-Copy1-Received-By-MRO (N)

Drug-Test-Result [as reported by MRO] (N)

Positive-Drug-Type-Flags (N)

Alcohol-Test-Result (N)

Alcohol-Test-Result-Level (N)

Correction-Processing-Code (C)

Correction-Processing-Field (C)

Correction-Processing-Data (C)

Drug-Test-Result-Reason [as reported by MRO] (N)

Date-Of-Last-Action-On-Donor-Record [date/time stamp] (N)

Comments (U)

The same edits and requirements for the record in add mode apply to the record in update mode. Refer to the section entitled Menu Option 1 - Enter A Drug and Alcohol Test Request for the edits, as they will not be repeated here.

The user shall also have the option of deleting the record if it has not yet been sent to the collection contractor (Transmission-To-Collection-Contractor-Flag is not on). If this option is selected, the software shall delete the record from the database.

Correction Processing

Once a donor record has been transmitted to the collection contractor, the Federal offices shall not have the ability to change the record. However, the applicant/employee may decide not to pursue the position or some of the information may be incorrect on the record. Correction processing is the

CORRECTION

only means the user shall have to make a correction. The user at the Federal office will select the record for correction processing as described above. The user will initiate correction processing by entering a code in the Correction-Processing-Code field. The valid choices are as follows:

D - declined
C - cancel
U - update a specific field

If 'C' or 'D' is entered, the user shall have to enter a reason in the Correction-Processing-Data field. If 'U' is entered, the user shall enter the field to be changed in the Correction-Processing-Field field and the new data in the Correction-Processing-Data field. The software shall provide the user with the list of fields that can be changed (see list below). The software shall also edit the data entered by the user based on the same edits described in the section entitled Menu Option 1 - Enter A Drug and Alcohol Test Request.

The software shall turn off the Transmission-To-Collection-Contractor-Flag. This will enable the software to pick up the record for transmission to the collection contractor when the menu option is selected by the user. The donor record shall then be transmitted to the collection contractor for processing. After the collection contractor processes the record, the updated donor record shall be returned to the requesting Federal office as well as higher level offices. The 'U' code should be entered by the user if the record contains incorrect information however, the user can correct only one field at a time.

The following fields can be changed with the 'U' code:

Donor-ID (social security number)

Donor-First-Name-And-Middle-Initial

Donor-Last-Name

Donor-Home-Phone

Donor-Work-Phone

Test-Type

Seasonal-Not-Required

Requestor's-Name

Requestor's-Phone

Federal-Office-Identifier with 6 organizational levels as follows:

Level 1 - Department
Level 2 - Bureau
Level 3 - Region/Area/State
Level 4 - State/District/Field office
Level 5 - Field office
Level 6 -

Proposed-Collection-City-And-State

Collection-Site-Code

In-House-Collection-Flag

On-Site-Collection-Flag

Specimen-ID-Number [Custody Form number (CC Form)]

Actual-Collection-City-And-State

Date-Specimen-Collected-From-Donor

Comments

Note: If Donor-ID is changed, the Federal offices will still have the old donor record on their data base with the old Donor-ID plus they will get the new Donor record with the new Donor-ID. The user must update the comments field on the old donor record so it references the new record.

H. Menu Option 5 - Reports

The following is a list of the reports required including:

1. Donor Notification Report
2. Donor No-Contact Report
3. Detailed Donor Requests Report
4. Seasonal Testing Analysis
5. Follow-Up Testing Analysis
6. Cases with MRO Results
7. Cases with MRO Results for One Test Type
8. Reported by Test Type and Office
9. Reported by MRO Result and Office
10. Reported by Test Type and MRO Result
11. Requested by Test Type and Office
12. DOT Yearly MIS Report
13. Potential No-Show Cases
14. Cases Collected with Pending Results

15. Collection Site List by State, City
16. Copy Case Information to ASCII File
17. HHS Annual Report
18. Copy Case Information to HEIDI
19. Report Closed Cases - Print Full Case Screen

Examples of how they function are proivded below.

1. Donor Notification Report

This report shall detail the case requests in a user specified range for records that have had CC Forms shipped on or since the date specified. The report fields shall include: donor last and first name, ssn, location of collection site, date kit shipped, specimen id, agency office levels.

2. Donor No-Contact Report

This report shall detail the case requests in a user specified range for records that will not ship, due to reasons including: donor could not be contacted, donor declined testing, or donor telephone numbers were incorrect. The report fields shall include: donor last and first name, ssn, reason for no contact, dates called, disposition, agency office levels.

3. Detailed Donor Requests Report

This report shall detail the cases in a user specified range for records in multiple fields based on the sort order selected. The fields shall include: donor last name, ssn, specimen id, request date, last action date, result, agency office level, etc.

4. Seasonal Testing Analysis

This report shall detail the cases in a user specified range for seasonal tested and not tested records. The report shall be subtotaled by agency office level and include the fields: donor last name, ssn, date requested, agency office level, test ordered.

5. Follow-Up Testing Analysis

This report shall detail the cases in a user specified range for followup test records and a testing history for each case. The report fields shall include: donor last and first name, ssn, specimen id, test type, result, date requested.

6. Cases with MRO Results

This report shall detail the cases in a user specified range for cases with MRO results; to allow tracking of recent MRO activity. The report fields shall include: donor last and first name, ssn, specimen id, mro result, date of result, drug positive for, date collected, agency office level.

7. Cases with MRO Results for One Test Type

This report shall detail cases in a user specified range for records with MRO results reported by mro result for one test type. The fields shall include those listed in #6 above.

8. Reported by Test Type and Office

This report shall detail cases in a user specified range for records with mro results reported by test type and office. This shall show cases with mro results applied during the requested period. The report fields shall include: agency office level, test types, hhs and/or dot tests, totals.

9. Reported by MRO Result and Office

This report shall detail cases in a user specified range for records with mro results reported by mro result and office. The report shall show cases with mro resutls applied during the requested period. The report fields shall include: agency office level, result types, hhs and/or dot tests, totals.

10. Reported by Test Type and MRO Result

This report shall detail cases in a user specified range for records with mro results reported by test type and mro result. The report fields shall include: mro result, test type, hhs and/or dot tests, totals.

11. Requested by Test Type and Office

This report shall detail cases in a user specified range for records requested, reported by test type and office id. The report fields shall include: test type, agency office level, totals.

12. DOT Yearly MIS Report

This report shall details cases under dot and not dot modes for a user specified range. The report fields shall include all of those required by DOT in their MIS report in a similar format, except: number of covered employees, fatal and nonfatal post accident testing, training numbers and hours.

13. Potential No-Show Cases

This report shall detail cases in a user specified range for records where the test has been scheduled and the supplies shipped. The report fields shall include: last and first name, ssn, requested date, shipped date, clinic number and name and address.

14. Cases Collected with Pending Results

This report shall detail cases in a user specified range for records where the specimen has been collected but there are no mro results posted. The report fields shall include: last and first name, ssn, date collected, clinic number and name and address.

15. Collection Site List by State, City

This report shall detail records of collection sites to the screen, including: clinic number, name, address, telephone number, point of contact, drug and/or alcohol collections. The list shall be separated by state.

16. Copy Case Information to ASCII File

This report shall generat a copy of the comple case database to an ASCII file of choice. The resulting export file shall be in ASCII comma-separated value (CSV) file format. Place quotes around each field, and commas separating each field when listing the fields, as well as the field order and definitions.

17. HHS Annual Report

The HHS Annual Report information shall include data requested in the HHS Report: HHS Report Part II - Number of QC specimens reported negative, positive, total.

HHS Report Part IV - 5a. Total number of tests with results.
5i. Total number of negatives.
5.j. Total number of positives.
HHS Report Part V - Total number tested who are positive (by drugs), and refused, adulterated, subsituted, and dilute by test type.

18. Copy Case Information To HEIDI

This report shall allow results data to be downloaded using an ASCII file format, or comparable format, for approximately 20 specified fields including: name, social security number, specimen identification number, test result, MRO reported dated, etc. The field and data structure and makeup shall be defined by Compliance Information Systems (CIS). The DTS shall be able to download the information to HEIDI, so it can then be transmitted to other remote HEIDI user locations. CIS may need to install their HEIDI program to run on the DTS system in order to ensure a more seamless and accurate interface. CIS shall be reponsible for installing HEIDI on the DTS system to ensure their are no program application interface problems. The COTR shall resolve any disputes.

19. Report Closed Cases - Print Full Case Screen

This report shall allow the user to request all cases with results for a specified date range. The cases shall first be shown to the screen (in

abbreviated format - similar to information presented in the review current activity screen). There shall be an option to then allow the user to print all or a range of the cases (by highlighting the cases) and then selecting a print option. The cases selected shall print the full case, NOT the abbreviated case information, one case per page at a time. This will allow agencies to maintain a printed result file.

I. Menu Option 6 - Utilities

System Set-up

The System Set-up option shall permit the user to enter data into several fields that will almost always be the same for every donor request. The software shall automatically populate the fields on the Donor record with the data entered by the user in System Set-up. The user shall have the ability to change the data in those fields if they need to override the data.

The System Set-up option shall allow the user to enter data into the following fields:

Federal-Office-Identifier
Requestor's-Name
Requestor's-Phone
Password

The software shall store the data entered by the user and populate the same fields on the Donor Request Add Screen. The software shall also permit the user to select the System Set-up option at any time and change the data. This would be necessary if the requestor's phone number changed or a new person is in charge of requesting the drug and alcohol tests, etc.

Download Donor Database to ASCII

This utility shall download the records on the Donor database to an ASCII format in fixed length records with fixed length fields. This shall give the users the ability to download the data into a database format of their choice. The users can then manipulate the data for special reporting purposes.

Purge processing

The users at the Federal offices shall be able to request donor records be deleted off of their system (by date range).

The Contractor shall send, upon request by the agency DPM, a copy of records (for all or part of the contract period) deleted to the user in an ascii standard file format.

J. Menu Option 7 - MRO Option

If we use different MRO + enter data ourselves - NO!

The MRO option shall only be provided to Federal offices that must electronically enter the drug test results provided by the MRO. Their MRO will send the hard copy report of the drug test results to the Federal office and personnel at the Federal office will select this option in order to enter the results data. Upon selecting this option, the user shall be presented with an add screen that shall request donor record identification data plus the results data. These "results" records will then be transmitted to the collection contractor who shall update the actual donor record with the results data. The updated donor records shall then be available to all offices that normally would receive information about those donors including the office that entered the results.

This option simulates exactly how the MRO normally communicates results data to the collection contractor. The only difference is the MRO is required to create the software to format the "results" record, whereas this option has been built into the Federal office software. The Federal office shall not be permitted to directly enter the results data on the donor records. The shall transmit the "results" records to the collection contractor and receive the newly updated donor records from the collection contractor.

The software with the MRO option has the ability to send two record types to the collection contractor: 1) donor records and 2) "results" records. In order for the collection contractor to distinguish between the two record types, a field called Record-Type shall be present on both records. Record-Type = '1' shall identify the donor record and Record-Type = '2' shall identify the "results" record.

When MRO option is selected, the software shall provide the user with an add screen containing the fields listed below.

The legend for the codes following the field name are listed below:

R - Required field (must be entered by the user before an add will be permitted)

O - Optional field (not required before an add will be permitted)

Drug-Test-Result (R)

Drug-Test-Result-Reason(s)

Positive-Drug-Type-Flags (R, if Drug-Test-Result = 'P')

Date-Result-Reported-By-MRO (R)

Comments (O)

Error-Code (for use in edit mode if record contained errors)

Fields to uniquely identify the data with the donor record on the database at the collection contractor:

Donor-ID (social security number) (R)

Specimen-ID-Number (CC Form number) (R)

The software shall also give the user the ability to page through the "results" records they create and change them if they have made a mistake. The user must select Menu Option 2 - Send Drug Test Request (and "results" records) to Collection Contractor in order to actually transmit the records to the collection contractor. Note: after a successful transmission, the "results" records shall be deleted from the database.

The collection contractor shall establish error rocessing for records sent by the Federal office in error. Error processing shall be necessary if the Donor-ID and/or Specimen-ID-number is not found on the database or if the data in any of the fields is invalid. A record shall also be considered in error if the Drug-Test-Result field on the database is already non-blank. If an error is detected, the collection contractor shall send the record back to the Federal office with an additional field identifying the error(s) found. The Federal office shall be able to view these records under this option and correct them. The Federal office shall be able to send corrected records to the collection contractor by selecting Menu Option 2.

The agency DPM may decide not to have the MRO option available.

K. Drug-Test-Result

The MRO and the collection contractor shall be able to update the Drug-Test-Result field. The valid result codes and the source of the code are as follows:

N - negative (MRO)
P - positive (MRO)
D - declined (CC)
C - cancel (CC)
R - rejected because of duplicate (CC)
F - fatal error with specimen (LC)
B - applicant barred for 6 months (CC)
Blank - no result in drug test result field
RE - refused
S - substituted
A - adulterated

Note: The Laboratory contractor only updates the field indirectly. The collection contractor actually updates the field by acting upon information sent by the laboratory contractor.

L. Transmission Of Data To Collection Contractor

When a donor record is transmitted to the collection contractor, the software shall automatically update the field called Transmission-To-Collection-Contractor-Flag. The user shall not be able to update this field directly. It is used to prevent the user from deleting the record once it has been sent to the collection contractor.

M. Receipt Of Data From Collection Contractor

The user at the Federal office shall be able to establish communication with the collection contractor when they select the menu option to transmit or retrieve records. When communications is established, the software at the Federal office shall send the User-Identification-Number to the collection contractor. The software at the collection contractor shall scan the Donor database in order to determine which records need to be made available to the user at the Federal office. The collection contractor shall automatically make all records and updates to the user at the Federal office.

N. Test-Type And Seasonal Applicants Not Required Tests

The values of the Test-Type field will be provided since special processing is required for one of the types. The test types presently include the following:

PA - Permanent employee applicant test
SA - Seasonal employee applicant test
TA - Temporary employee applicant test
RT - Random test
RS - Reasonable suspicion
AC - Accident/unsafe practices
FU - Follow up
VT - Volunteer
RE - Retest
XA - Drug test for other Federal Agency
RTD - Return to duty test
ALC - alcohol test
DOT - DOT mode

The Test-Type field shall be edited for the valid values listed above. Special processing is required if the user enters the Seasonal employee applicant test code (SA) as follows:

The DOI requires drug testing of 20%-25% of the applicants for seasonal drug tested positions (TDP). Applicants are chosen based on a system where random numbers are selected. In order to confirm the required percentage of all applicants to seasonal TDPs are tested, the Federal offices must enter the data on all applicants and specify whether or not the applicant was drug tested. Therefore, the software shall prompt the user to enter this information. Essentially, the user will create a donor record for every applicant to a seasonal TDP and will enter a Test-Type code = 'SA'. The software shall prompt the user to indicate whether or not the applicant will be drug tested after the user enters the Test-Type = 'SA'. If the applicant will NOT receive a drug test, the software shall enter a 'Y' in the field called Seasonal-Not-Required. If the applicant will receive a drug test, the software shall enter a ' ' in the field called Seasonal-Not-Required.

The software at the Federal office shall still transmit this record to the collection contractor so it can be picked up by the higher level offices for statistical processing. The collection contractor shall not attempt a collection for records containing a 'Y' in the Seasonal-Not-Required field.

The software at the Federal office shall also suspend edits on other fields that are required for a collection (if the user enters a 'Y' in the Seasonal-Not-Required field). The only fields required on the record in this case are as follows:

Donor-ID
Donor-First-Name-And-Middle-Initial
Donor-Last-Name
Donor-Home-Phone
Donor-Work-Phone
Test-Type
Requestor's-Name
Requestor's-Phone
Federal-Office-Identifier

The higher level offices shall be able to produce a monthly statistical report on seasonal applicants to TDPs. This report is described in the Report section of this document.

O. Indexes/Sort

The system shall maintain several indexes or means to sort the donor records for use in reports, browse screens, and record location. The user shall have the ability to select the sort order. The sort options shall include, but are not limited to, Donor-ID, Donor-Last-Name, Federal-Office-Identifier, Date-Donor-Record-Was-Created, Specimen-ID-Number, Date-Result-Reported-By-MRO, and Date-Of-Last-Action-On-Donor-Record.

P. DTS System Sign-On

The collection contractor shall build a sign-on screen into the software prompting the user to enter a user name and password in order to access the system. The logon screen shall give the user the ability to change their password after entering the current valid password. The collection contractor shall be able to assist the user in obtaining their password if they forget it and can't access the system. The collection contractor shall only reveal the password after receiving authorization from the Agency DPM.

The sign on screen shall clearly state "PRIVACY ACT RECORDS - ACCESS RESTRICTED".

R. Miscellaneous Features

1) Every time a Donor record is updated with new information sent from the Collection contractor, the software shall update the field on the record called Date-Of-Last-Action-On-Donor-Record. The software shall also update this field with the current date/time when the record is added or updated by the user. The user shall not be able to update this field directly.

2) The Status-Of-Donor-Record field shall be populated with a literal to let the user know the status of the record. This field shall be displayed on the browse screen so the user can see the status at a glance. Currently, two statuses have been defined ('Waiting to send' and 'Record sent'; awaiting 1st, 2nd, 3rd call; supplies shipped; awaiting lab receipt; awaiting forms/results). Other statuses may be defined at a later point in time which shall be incorporated into the software.

XI. Software Program Changes

All software program enhancements or modifications shall only be authorized with advance written approval from the DOI COTR.

XII. Hardware Requirements

The software developed to run at the DOI-DPM site, all other Federal offices, and the MRO shall be able to operate on IBM PC or compatible hardware with the minimum features as follows:

Pentium 1 processor, or greater
100 megabyte hard disk (could need more depending upon volume)
8 MB memory

XIII. Software Ownership

The Government shall own the DTS software developed for the Federal offices.

A. Software Documentation. Software documentation developed under this contract shall become the property of the DOI, therefore, the DOI is authorized to make any and all copies required for distribution.

All documentation delivered shall be the latest version, updated to reflect software changes, operational effects, and updated hardware platforms. Note: If major revisions are made to documentation, the Contractor may be required by the COTR to submit new manuals in their entirety (i.e., as opposed to submitting page inserts). A major revision is defined as changes to 15% or more of the pages of the entire document. Relatively minor changes in documentation, as determined by the COTR, may be accomplished with the delivery by the Contractor of pages to be inserted into the documentation manuals. In all cases, however, the date of each revision shall be clearly indicated on all pages.

All documentation delivered under this contract shall be detailed, well organized and presented, and shall contain features that ensure ease of use as reference and training materials.

B. Software License. Notwithstanding the provisions of Section I, FAR 52.227-19, "Commercial Computer Software- Restricted Rights", the Contractor and CI hereby grants the DOI a perpetual, irrevocable, and nontransferable DOI-wide license to use, copy, and distribute to an unlimited number of users, offices and locations within the DOI and within any government or Federal agencies riding the DOI contracts any and all software delivered as baseline (including any and all modifications, enhancements, updates, customizations, corrections, subscription updates, etc., to the software), documentation, and training materials delivered under this contract. To the extent the DOI desires to extend the scope of this license to hardware platforms and operating systems other than internet based applications, windows applications or UNIX, such license shall be subject to the mutual agreement of the parties.

For purposes of this contract, the term "Government" used in Section I, FAR 52.227-19, "Commercial Computer Software- Restricted Rights", is hereby defined to mean DOI and the government or Federal agencies riding the DOI contracts. In turn, the DOI is defined as including all DOI Bureaus and Offices.

Nothing in this licensing provision prohibits the Contractor or CI from continuing to develop and/or market the software provided under this contract to other commercial and Government entities (other than DOI).

XIV. Security Considerations

The collection contractor shall encrypt data sent, utilizing versign encryption standards (128 bit) to and from the Federal offices, to the MRO, and to the laboratory contractor in order to insure confidentiality of the data.

The software shall require users to re-logon to the DTS URL once they have gone from the DTS URL to another URL (so as to stop re-entry to the URL using the backward and forward buttons on the internet browser application menu bar).

The software shall require users to re-enter unit ID's and passwords if there has been no activity on the unit in the most recent 15 minute period.

The software shall NOT allow users to enter the URL of a screen inside the DTS to enter the system, without entering their unit ID number and password first.

The collection contractor shall also provide a password protected sign-on screen for the software resident at the Federal offices.

A. Emergency/Contingency Plan. The Contractor shall provide a comprehensive emergency/contingency plan to ensure sufficient controls are in place and precautions are taken with the data and the system to prevent unauthorized access or modification. The plan shall identify potential risks (e.g., fire, explosion, water, system break in or crash, virus, natural disaster, etc.), safety measures to adequately address the risk, how the Contractor intends to provide a continuity of operations for the drug and alcohol testing program until the system is restored, and prior arrangements made with T1 provider for emergencies.

B. Virus. The Contractor shall provide a virus protection feature in the system software to ensure outside factors do not adversely affect the data or system.

C. Backup. The Contractor shall provide for data backup to ensure the data can be sufficiently reconstructed in the event of a problem. No more than 1 days worth of data shall be unable to be reconstructed by the Contractor. Also, off premises storage of backup data shall be effected by the Contractor at a minimum of once per month.

XVI. Documentation

The collection contractor shall provide written and electronic user and operating system documentation for the DTS, including an electronic version of all the applicable software, system and program code. The documentation shall be geared to the perspective of the Federal office users. Primarily, it shall focus on the use of the software portion affecting the Federal offices, but it shall also describe the processing that occurs at the collection contractor in order for the user to understand the flow of data. The documentation shall explain in detail how to use the software. The information shall be presented in a logical fashion starting with the logon screen through the main menu, and describing each process within each menu. The documentation shall also describe the transmission of data to and from the collection contractor. It shall describe the status information the user will be receiving and the sequence in which the status information will be received. The documentation shall also describe all exception conditions or processing (e.g., duplicate records, correction processing, fatal errors,

affidavits required etc.). The documentation shall include screen samples, report samples, and record layouts.

The collection contractor shall provide the DOI-COTR with a Word Perfect version of the documentation on magnetic media so manual procedures can be integrated into the documentation. The collection contractor shall also provide the DOI-COTR with updates to the documentation when changes are made after implementation.

XVI. Training

The collection contractor shall be responsible for training, at a minimum, the following DTS users:

- two headquarter representatives from each DOI Bureau (approx. 10)

- two representatives from each Federal Agency and two representatives from each of their representative bureaus (approx. 20)

Training sessions shall be conducted at the DOI Information Technology Center, if available, or in another location provided by the Contractor in Washington, D.C. Training shall also be provided at the DOI Denver, CO office. Training sessions shall be conducted so each user has a PC on-line, and shall allow test data to be transmitted between the training site and Contractor computer in order to simulate sending and receiving data. Training manuals shall be available for each user at this time.

Four training dates for each site (Washington, DC; Denver, CO) shall be available with class sizes of approx. 15. These 4 training sessions shall begin no later than 90 days after the contract award date and be completed no later than 120 days after contract award date. The DOI-COTR shall be able to schedule 4 additional sessions, as necessary, at times mutually agreeable to the Contractor.

XVII. Technical Support, Software Maintenance and Software Updates

The Contractor shall provide support, maintenance and update services for all software installed for the life of this contract.

A. Support and Maintenance.

1. Required maintenance and support services shall include, but not be limited to:

Assistance in resolution of software problems, including abnormal system terminations and software responses that are not consistent with system performance and documentation; and

Responses to informational and procedural requests from the COTR, or designated representative(s), who is the DOI maintenance contact point.

2. In performance of Contractor maintenance and support services, the Contractor shall:

Designate point(s) of contact and make arrangements to enable its representative to receive problem notifications or provide an answering service or other continuous telephone coverage to permit the COTR to make such contact;

The Contractor's maintenance personnel shall respond to COTR reported problems notifications within two (2) working hours from the time the COTR notifies the Contractor that maintenance is required; and

The Contractor shall maintain a log of all reported and experienced problem notifications and provide a monthly status report to the COTR on open problems.

3. The Contractor shall respond to a request for maintenance and support services by:

An avoidance procedure to be undertaken within twenty-four (24) working hours;

Correction of identifiable software problems within five (5) working days; or

Demonstration why no problem exists.

4. The Contractor shall provide within five (5) working days of problem notifications required software correction(s) in the form of a new master diskette(s) and any required documentation page changes to the DOI.

5. Costs experienced by the Contractor in identifying and correcting software problems and deficiencies attributable to the Contractor shall be borne by the Contractor.

6. Each Agency DPM will serve as the central point of contact to their agency users in order to resolve ADP equipment and communications problems that seem to be associated with the DTS (the users should first consult with their local computer support personnel). Then, the Agency DPM will contact the Contractor in order to obtain assistance for any questions they are unable to answer.

7. The Contractor shall be able to provide ADP support during normal business hours.

8. The COTR or assignee shall be able to review all Contractor systems, applications, and program software and hardware related to the DTS on an unannounced basis.

B. Software Updates.

The Contractor shall maintain all software, including any and all peripheral software or hardware required by the Contractor, acquired under the contract at the latest released version. The Contractor shall furnish software updates within five (5) working days of release of update. Cost for updates shall be borne by the Contractor.

The Government reserves the right to refrain from upgrading in-place software, either generally or at specific sites, if it is in the best interest of the Government to do so. In such a case, the Contractor shall continue to correct any latent defects of software supplied under this contract. However, such obligation to correct latent defects shall be limited to that necessary to permit the Government to process the workload identified in the specification.

XVIII. Implementation Time Line

Time (from contract award date)	Phase of Development is Operational
1. 30 days	1. Basic DTS software for database structure and screens.
2. 60 days	2. Internet connectivity capability (with Federal offices, laboratory, and MRO) to send and receive records in database (including updates).
3. 90 days	3.a. Search, query by fields, browse functions.
	3.b. Reports; affidavit form functions.
	3.c. Training class and manual.
4. 120 days	4. Federal Agency users User-Identification-Number(s).

XIX. Federal Office User ID's and Passwords

Each participating Federal Agency will be responsible for providing a list of their individual users to the Contractor. The Contractor shall work with each Agency in developing the unique User-Identification-Number and passwords for each of their users in order to ensure donor records are correctly distributed to the requesting user and all organizational levels above the user.

The Contractor shall deliver make user ID's and passwords available to the Federal Agencies within one week of receiving the list of users and Federal Agency organizational structure; and a copy of the training manual.

The Contractor shall also provide the above service for new Agencies and users as they are established throughout the duration of the contract.

Contracting - also include FAR #'s:

52.227-14 Rights in Data - General
52.227-19 Commercial Computer Software - Restricted Rights
52.246-18 Warranty of Supplies of a Complex Nature
52.246.20 Warranty of Services

XXI. Glossary

AC - Accident test.

AD - Adulterated test.

AL - Alcohol test.
Affidavit - Signed statement by the collector concerning an administrative error on the CC Form.

ASCII - American standard code for information interchange.

B - Applicant barred for six months due to positive test result.

BAT - Breath Alchol Technician.

BOTH - Both drug and alcohol test.

Browse (browse screen) - A browse screen presents multiple records on a screen (only a few fields from each record are displayed). These records are presented in a given order (eg. social security number). This format allows the user to look through the records on the database in an efficient manner.

C - Cancel test.

CC - Collection contractor.

CC Form - Drug Testing Custody and Control Form.

CDL - Commercial Drivers License.

Customer Service Representative - Employees from the collection, laboratory or MRO contractors.

D - Declined test.

Database - A database (or file - they can be used interchangeably) is a collection of information about a group of related items. A database is composed of records, and records are in turn composed of fields. Fields are the smallest unit of information. For example, the Donor database is composed of information about drug and alcohol test requests initiated for applicants or employees. Each record in the database contains all of the information for a single donor or drug and alcohol test request. The record is composed of fields which store each unique bit of information about a donor such as social security number, last name, specimen ID number, drug test result, etc.

DOI - Department of the Interior.

Donor - Applicant or employee.

Donor ID - Social security number.

DPCS - Drug Program Coordination Staff.

DPM - Agency Drug Program Manager.

DTS - Drug Testing System.

Edit - A process the computer uses to determine if valid data has been entered into a field by the user. Valid data for a field is determined by criteria such as numeric data, valid ranges (month = 01 thru 12), and codes (TEST-TYPE = 'SA' etc.).

Edit (relational) - In order to validate data in one field, the contents of another field must be examined. For example, if Seasonal-Not-Required = 'Y', then Test-Type must = 'SA'.

Electronically Call - Connecting one computer to another via modem.

Error Processing - See processing (standard) and processing (exception). Error processing is a type of exception processing dealing with processing errors.

F - Federal office.

Field - See database .

Fatal Error Code - Errors in the collection process rendering the specimen untestable by the laboratory.

File - See database.

Flag - A flag is a special field type that can have only one of two possible values which are true or false. The true condition is often populated with a 'Y' for yes and the false condition with 'N' for no (or left blank). If a flag is turned on, it means the field was populated with a 'Y'. If it is turned off, the field was populated with a 'N' (or blanked out). For example, if the collection for a donor is performed in-house, the field called In-House-Collection-Flag must be populated by the user with a 'Y'. If the collection for a donor is not performed in-house, the field called In-House-Collection-Flag does not need to be populated by the user.

FU - Followup test.

Index - An index is similar to a sort (sort for an explanation). The difference between the two is as follows: A sort generally means the records on the database are physically rearranged in the specified sort order. An index leaves the database as is and creates a separate index file enabling the users or programs to access the records in the database in the order specified by the index. Often records in a database need to be presented in several different

orders (eg. social security number, last name, etc.) which requires index files since a database can only be physically sorted in one order.

In-House Collection - A drug test collection performed by personnel from a Federal Agency.

LC - Laboratory contractor.

Literal - A fixed word or phrase placed either in a field on a record or printed on a report or displayed on a screen. For example, a literal placed in a field on the donor record would be 'Waiting to send' which would be placed in the field called Status-Of-Donor-Record by the software after a record is added by the user. This field can not be directly updated by the user. It is only updated by the software with one of several literals after some event has occurred.

MRO - Medical Review Officer.

N - Negative test result.

Non-Blank Value in Field - Means field has data in it.

Non-Fatal Error Codes - Administrative errors on the CC Form that can be corrected by the collector via an affidavit.
Off-Line Storage - Refers to a storage device for data that must be physically placed into the computer before the data can be accessed by the computer. Examples are tapes or floppy diskettes.

On-Line Storage - On-line storage refers to data stored on a device that is always attached to the computer so it can be accessed by the computer at any time. An example is a hard disk drive.

On-Site - A drug test collection performed at the Agency site.

P - Positive test result.

PA - Permanent employee applicant test.

Populate - Populate a field with data means the user (or computer) puts data into a field on a record.

Processing (standard) - Processing refers to the set of instructions (or steps) that must be performed to accomplish some goal. An example of processing by a computer program would be the update of the donor records at the collection contractor with the information (records) sent by the MRO (e.g., drug test result). Standard processing refers to the set of instructions that will be performed for the majority of records. See processing (exception) also.

Processing (exception) - See processing (standard). Exception processing refers to the processing of a minority of records constitute either special conditions

or error conditions. For example, the processing of records from the MRO with a negative test result would be considered standard processing. The processing of records from the MRO with a positive test result would be considered exception processing because the program would also have to update the donor record with the type of drug(s) the test was positive for.

Program - A set of instructions executed by the computer to perform a task. For example, a program producing a report on positive donors would have instructions like, 'read the first record on the donor database', 'if the DRUG-TEST-RESULT = 'P', print the donors name (DONOR-Last-Name), and social security number (Donor-ID) on the report and read the next record else if the DRUG-TEST-RESULT not = 'P', read the next record'.

Purge Records - Purge records are records that will be deleted (or purged) from the database because they are old and are no longer needed on-line. They may or may not be copied to off-line storage before they are deleted from the database.

QC - Quality control specimen.

R - Rejected duplicate record.

Record - See database.

Record Type 1 - A field on the donor record that will always contain the value '1'. This field is used to distinguish the donor records from MRO records which will be created by the Federal offices if they elect to enter the data for their MRO.

Record Type 2 - See record type 1. A field on the MRO record that will always contain the value '2'. This field is used to distinguish the MRO records from donor records. The MRO records will be created by the Federal offices if they elect to enter the data for their MRO.

RE - Refused Test.

Resident - Residing on.

Resident Software - Software located on a computer at a specific location.

RO - Railroad Operations.

RS - Reasonable suspicion test.

RT - Random test.

Software - Same as program.

Sort - A sort puts database or file records into a specified order (e.g., social security number, zip code etc.). A sort can be on one or multiple fields in a

record (e.g., last name and first name within last name).

SD - Specimen dilute.

SU - Substituted.

TA - Temporary employee applicant test.

TDP - Testing designated position.

Update - Changed by adding or deleting information.

VT - Volunteer test.

Requirements of Software Resident at the Laboratory Contractor

Note: This section is has been provided in order to provide clarity.

The collection site contractor shall send the specimen collection to the laboratory after the donor has provided a urine specimen. Generally, within 24 hours, the specimen will be analyzed and the results will be available electronically. The laboratory contractor shall transmit the data they obtain to the collection contractor in order to update the Donor record. Then the information will be available to the requesting Federal office, the MRO, and the DOI-DPCS. The following data shall be transmitted by the laboratory contractor to the collection contractor including:

Date-Specimen-Kit-Received-By-Laboratory

Date-Laboratory-Result-Reported

Rejected-Specimen-Indicator

Laboratory-Accession-Number

Fatal-Error-Code

Non-Fatal-Error-Code

Fields to uniquely identify the data with the donor record on the database at the collection contractor:

Donor-ID (social security number)

Specimen-ID-Number (CC Form number)

Data shall be transmitted twice for a single specimen. The first transmission occurs on the date the specimen kit was received by the laboratory and the second transmission occurs on the date the laboratory result is reported or the rejected specimen indicator is set.

The data sent by the laboratory contractor shall be in a standard data format (e.g., ASCII) as mutually agreed upon by the laboratory contractor and the collection contractor.

Requirements of Software Resident at the MRO

Update Of Data Sent From MRO

The MRO (or Federal office acting on behalf of the MRO) shall transmit the data they are responsible for to the collection contractor so the Donor record can be updated. Data must be transmitted as soon as it becomes available. This may require three

separate transmissions for one donor record as follows: 1) when the MRO receives the CC form from the lab, 2) when the MRO receives the donor signed copy of the CC form, and 3) when the MRO reports the result. The data sent by the MRO shall be in a standard data format (e.g., ASCII) as mutually agreed upon by the MRO and the collection contractor. Note: each agency may designate their own MRO so the collection contractor must expect to receive data from more than one MRO. The data sent by the Federal offices will be a standard format since the record is created by the DTS software.

The following data shall be transmitted by the MROto the collection contractor including:

Date-CC-Form-Lab-Copy1-Received-by-MRO

Date-CC-Form-Donor-Signed-Copy-Received-by-MRO

Drug-Test-Result

Positive-Drug-Type-Flags

Date-Result-Reported-By-MRO

Comments

Fields to uniquely identify the data with the donor record on the database at the collection contractor:

Donor-ID (social security number)

Specimen-ID-Number (CC Form number)

The following data shall be transmitted by the Federal office to the collection contractor including:

Drug-Test-Result

Positive-Drug-Type-Flags

Date-Result-Reported-By-MRO

Comments

The collection contractor shall update the donor record with the data received upon receipt of the data. The collection contractor shall also update the Date-Of-Last-Action-On-Donor-Record on the Donor record so the new information will be sent to the requesting Federal office the next time office electronically calls in.

The Positive-Drug-Type-Flags will indicate, for a positive drug test, which drug(s) were positive. The drugs that are tested for include cocaine, marijuana, amphetamines, opiates, and PCP.

The collection contractor shall establish error processing for records in error. Error processing shall be necessary if the Donor-ID and/or Specimen-ID-number is not found on the database or if the data in any of the fields sent by the MRO is invalid. If an error is detected, the collection contractor shall send the record back to the MRO or Federal office with an additional field identifying the error(s) found. The MRO or Federal user shall be responsible for correcting and re-transmitting the record.

If the Drug-Test-Result field on the database is already non-blank, do not update with the same field (non-blank) on the record transmitted. This record shall be transmitted back to the MRO or Federal office with the appropriate error code.

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Attachment 2

Requirements for a Medical Review Officer

3.A. Overview

1. With the implementation of the Drug-Free Workplace Program in accordance with Executive Order 12564 and the Omnibus Transportation Employee Testing Act of 1991, the Department and its contract riders must have a Medical Review Officer (MRO). The MRO shall be responsible for reviewing all urinalysis test results received from the laboratory to ensure the results are scientifically valid and whether a legitimate medical explanation could account for a positive result.

2. The collection contractor's ability to provide MRO services is a requirement of this contract. The Department, government, and/or agency riders retain the right to select another MRO based on individual agency needs. The ability of the collection contractor to serve as MRO will be evaluated on a pass/fail basis. In order to receive a "pass," the contractor must demonstrate the ability to perform all requirements of 3.B. Required Services, 1 through 11, and SECTION L, 2.Minimum Requirements.

3.B. Required Services

1. The MRO shall provide consultation, training, and technical assistance to ensure that drug testing program policies, procedures, and practices meet acceptable medical standards and are within the Department of Health and Human Services Scientific and Technical Guidelines, and the Department of Transportation (DOT) regulations, including periodic updates.

2. The MRO shall be available during normal duty hours for telephone consultation and meetings concerning drug testing and substance abuse related matters and to serve as an expert witness in drug related discipline and adverse action cases.

The MRO shall establish a toll free 1-800 telephone number and provide customer service representative(s) to facilitate the review of drug test results and information, and to assist the COTR, Agency DPM and other representatives in resolving questions or problems. Adequate backup personnel shall be available to assist the customer service representative(s) during busy periods. The

MRO and customer service representative(s) shall be available at a minimum during regular business hours from 8:30am to 5:00pm (eastern time), Monday through Friday. The 1-800 telephone number shall ring directly to an actual MRO or Government customer service representative. No submenu of choices, no delays, no transfers, no voicemail during regular business hours. The MRO and customer service representative(s), at a minimum, shall have the ability to communicate with the COTR, Agency DPM, other agency representatives, laboratory contractor, and collection contractor using a mutually acceptable electronic Email system. All questions will be resolved by the COTR. The MRO and customer service representative(s) shall also have telephone voicemail for after-hours.

The MRO or customer service representative(s) shall return telephone calls to the COTR, Agency DPM, other agency representative, laboratory contractor, and collection contractor within one hour, on average, from the time the call is made to the MRO or customer service representative(s).

3. The MRO will receive all laboratory test results and associated documents for all employees, applicants, and quality control specimens. The MRO shall:

a. Match-up the laboratory results with the appropriate individual tests or quality control specimens.

b. Review certified laboratory reports, chain of custody forms, and associated documentation for collection or specimen deficiencies which indicate the validity of the results may be scientifically insufficient because certain procedures were not followed or standards were not fully met.

c. Advise the agency of significant problems or concerns resulting from laboratory and collection site procedures or practices.

d. Order a reanalysis of a specimen or special laboratory tests, if necessary.

e. Recommend the agency arrange for retesting of employees or applicants when warranted.

f. Review all confirmed positive laboratory results, and contact/interview employees, applicants, physicians, and

laboratory toxicologists as necessary to determine whether the results are consistent with use of legal drugs.

g. Make a determination as to the verification or non-verification of all confirmed positive laboratory results.

h. Obtain a copy of the laboratory quantative result on all opiate positives before contacting the donor (this is intended as a review in order to ensure the laboratory box for morphine or codeine has been appropriately checked.

i. Prepare a separate written report on all verified positive results, including pertinent documentation, within 2 business days of receipt of all the information the MRO deems necessary to make a determination.

j. Send the agency individual reports on all MRO verified positive drug test results no later than the second business day after making such determination.

k. Obtain the quantative levels for opiate positives from the lab prior to contacting the donor.

4. The MRO shall provide statistical and related reports to the agency at the frequency stated below. These reports include:

a. Individual reports on all MRO verified positives as outlined in item 3.B.4. within 3 business days of such verification.

b. A list of negative drug test results and specimens not analyzed for all employees and applicants tested on a monthly basis to each agency. The report shall include the specimen ID Number, the Social Security Number, the collection date, and the result of the test or the reason the test could not be analyzed. This information shall also be provided electronically in an ASCII file format to agency DPMs, upon request.

c. Statistical summaries of the outcome of all drug tests results for applicants and employees shall be provided on a monthly basis by the 15th of the succeeding month.

d. Results of laboratory tests for all quality control specimens shall be provided on a monthly basis by the 15th of the succeeding month.

e. Review of collection/specimen deficiencies on all individual and quality control specimen results as specified in 3.B.3. of this attachment.

5. Personnel participating in the MRO review process shall be subject to the same drug testing program required of collection contractor personnel.

6. The MRO Contractor shall be able to transmit drug test requests manually by facsimile machine or electronically with an automated data processing system (e.g., personal computer using Internet browser application)via the Internet. Each agency will select a method upon contract award.

Electronic results shall be transmitted, in accordance with SECTION J, Attachment 1, to the collection contractor so the Donor record can be updated. Data shall be transmitted as soon as it becomes available. This may require three separate transmissions for one donor record as follows: 1) when the MRO receives the CC Form from the lab, 2) when the MRO receives the donor signed copy of the CC Form, and 3) when the MRO reports the result. The data sent by the MRO shall be in a standard data format (e.g., ASCII) as mutually agreed upon by the MRO and the collection contractor. The COTR solely shall resolve all questions concerning a mutually acceptable method. The COTR shall also resolve any other disputes.

The following data shall be transmitted by the MRO to the collection contractor including:

Date-CC-Form-Lab-Copy1-Received-by-MRO
Date-CC-Form-Donor-Signed-Copy-Received-by-MRO
Drug-Test-Result
Date-Result-Reported-By-MRO
Comments

Fields to uniquely identify the data with the donor record on the database at the collection contractor including:

Record-Type
Donor-ID (social security number)
Specimen-ID-Number (CC Form number)
Drug-Test Result
Drug-Test-Result-Reason(s)
Positive-Drug-Type-Flags
Date-Result-Reported-By-MRO

Comments
Refused
Adulterated
Substituted
Specimen Dilute

The Positive-Drug-Type-Flags shall indicate, for a positive drug test, which drug(s) were positive. The drugs tested for include marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP).

7. An agency electing to use the MRO service will provide the following information:

a. Copies of its approved Agency drug testing program plan, employee notification(s), and informed consent(s), if utilized.

b. The Drug Program Manager's (DPM) name, mailing address, and phone number.

c. Collection site location(s) and ZIP code(s).

d. Certified analysis laboratory(s) name, phone number, and contact person.

e. Employee Assistance Program contacts and phone numbers as necessary.

f. The name, address, and phone number of the management official empowered to recommend or take administrative action for referral of employees with MRO verified positive drug test results, refused, adulterated, substituted, etc.

8. The MRO will maintain all records pertaining to negative drug test results for three years and positive drug test results indefinitely in an approved system of records, in accordance with SECTION C. (Reports and Records).

9. The drug test information collected under this agreement is the property of and controlled by the agency. The decision to disclose any or all of this information (e.g., Freedom of Information Act Requests) is the sole right and responsibility of the agency. The MRO shall have the ability to sort and provide all records by agency upon request.

10. The MRO (rather than staff) shall speak directly to the individual in order to report a positive result, and if necessary report a cahnge of positive result to the individual.

11. The MRO shall maintain all electronic and hard copy records under the previous contract (3 years for negative, indefinitely for positives).

3.C. Testimony Charges

A positive drug test result may be legally challenged up to approximately one year after the contract expires. The price for MRO testimony shall be the rate at the time the test result was received by the MRO in accordance with said contract as referenced in SECTION B. Travel/per diem required will be provided in accordance with Federal regulations.

3.D. Quarterly Review

The MRO shall agree to be reviewed by another MRO, as determined by the DOI, on a quarterly basis in order to ensure the integrity of the drug test results and the MRO review process.

3.E. Training

The MRO shall provide training presentations two times per year (approx. 2 hours per presentation)at the DOI in Washington, DC. The COTR will notify the MRO of the topics desired. All costs associated with the MRO travel for the training shall be borne by the Contractor/MRO.

reh; 2/26/94; mrocontr.act

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

CONTRACT ID CODE: 0

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
1	04/13/2000	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

Pharmchem Laboratories, Inc.
1505A O'Brien Drive
Menlo Park, CA 94025

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☑	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. FAR 50.243-01, ALTERNATE I CHANGES--FIXED-PRICE
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

MODIFICATION IS HEREBY MADE TO CONTRACT NO. NBCW0D00002 DATED 10/27/99, TO ADD TWO (2) LINE ITEMS (CLIN #'S) AS FOLLOWS FOR THE BASE AND OPTION YEARS PERIOD OF PERFORMANCE:

1. KITS AND PRE-PAID AIRBILLS: (SUPPLIES)

2. COLLECTION NO SHOWS

THE CONTRACTOR'S PROPOSAL DATED 4/10/2000, IS HEREBY INCORPORATED BY REFERENCE.

THERE IS NO FURTHER CHANGE TO THIS CONTRACT.

END OF MODIFICATION NO. 1

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
E. M. LISON VP CUSTOMER SERVICE		Ni'Mat Shakoor	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. United States of America	16C. DATE SIGNED
E. M. Lison *(Signature of person authorized to sign)*	4/14/00	BY Ni'Mat A. Shakoor *(Signature of Contracting Officer)*	4-14-00

NSN 7540-01-152-8070
PREVIOUS EDITION
UNUSABLE

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR)
53.243

Total Funding: $

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date	Quantity	Unit of Issue	Unit Price	Total Cost
0051	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/1999	0.00	ea	$7.16	
	This is a New Line					
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills.					
	NOTE: BASE YEAR PERIOD OF PERFORMANCE: LINE ITEM 51 & 52					
0052	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/1999	0.00	ea	$12.78	
	This is a New Line					
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					
0053	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2000	0.00	ea	$7.27	OPTION PERIOD
	This is a New Line					
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills.					
	NOTE: OPTION YEAR I PERIOD OF PERFORMANCE: LINE ITEMS 53 & 54					
0054	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2000	0.00	ea	$12.40	OPTION PERIOD
	This is a New Line					
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					
0055	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2001	0.00	ea	$7.38	OPTION PERIOD
	This is a New Line					
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills.					
	NOTE: OPTION YEAR II PERIOD OF PERFORMANCE: LINE ITEMS 55 & 56					
0056	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2001	0.00	ea	$12.52	OPTION PERIOD
	This is a New Line					
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

Total Funding: $

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date	Quantity	Unit of Issue	Unit Price	Total Cost
0057	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2002	0.00	ea	$7.49	OPTION PERIOD
	This is a New Line					
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills.					
	NOTE: OPTION YEAR III PERIOD OF PERFORMANCE: LINE ITEMS 57 & 58					
0058	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2002	0.00	ea	$12.71	OPTION PERIOD
	This is a New Line					
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					
0059	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2003	0.00	ea	$7.60	OPTION PERIOD
	This is a New Line					
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills.					
	NOTE: OPTION YEAR IV PERIOD OF PERFORMANCE: LINE ITEMS 59 & 60					
0060	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2003	0.00	ea	$12.90	OPTION PERIOD
	This is a New Line					
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

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Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

Line Item Summary	Document N er	Title	Page 5 of 46

Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

Line Item Summary	Document N er	Title	Page 6 of 46

Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

Line Item Summary	Document N er	Title	Page 7 of 46

Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

Line Item Summary	Document N er	Title	Page 8 of 46

Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

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Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

Line Item Summary	Document N er	Title	Page 10 of 46

Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

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Line Item Number	Description	Quantity	Unit of Issue	Unit Price	Total Cost

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF WORK

1. PREAMBLE

This contract is issued by the Department of the Interior (DOI). Orders against the contract resulting may be issued by other Federal agencies, referred to as participating agencies or Government, which shall be identified at the time of contract award. The DOI reserves the right to add or delete agencies via modification subsequent to contract award.

The Contractor is not authorized to honor any delivery order placed against this contract from any Federal agency without advance approval from the DOI Contracting Officer's Technical Representative (COTR).

2. REQUIRED SERVICES

General

The Government conducts drug testing under the Health and Human Services (HHS) program to detect the presence of marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) and to deter illegal drug use by their employees. The six types of HHS drug tests are: applicant & random (employees in drug testing designated positions), reasonable suspicion, accident & unsafe practice, voluntary, and follow-up.

The Government also conducts drug and alcohol testing under all of the Department of Transportation (DOT) program modes (including FHWA, FRA, etc.). The six types of DOT (FHWA) tests are: pre-employment, random, reasonable suspicion, post accident, return-to-duty, and follow-up. The DOT (FRA) tests are: pre-employment, random, reasonable suspicion, reasonable cause, post accident, return-to-duty, and follow-up.

Note: The DOI and other Federal Agencies reserve the right to perform drug and alcohol collections in-house (collections performed by agency personnel). Federal agencies shall be able to enter in-house donor collection information on the Contractor automated drug testing system (see SECTION J, Attachment 1).

The Contractor shall provide all labor and materials necessary for the collection of urine specimens and breath alcohol collections for all types of drug and alcohol testing under the HHS and DOT programs. Also, the Contractor shall provide to the Government all labor, materials, and equipment except that provided herein as "Government Furnished," necessary for the collection and transportation of the specimens from the contractor collection sites to the Government Contract Drug Testing Laboratory.

The Contractor shall be required to perform and comply with all applicable provisions of the HHS, Substance Abuse and Mental Health Services Administration (SAMHSA), "Mandatory Guidelines for Federal Workplace Drug Testing Programs" as published in Volume 63 of the Federal Register on November 13, 1998; effective December 1, 1998 (59 FR 29908); and the Omnibus Transportation Employee Testing Act of 1991 (OTETA), in accordance with DOT procedures including: 49 CFR Parts 40, 199, 219, 382, 391, 392, and 395; and 14 CFR Parts 61, 63, 65, 121, and 135, as applicable, which govern various transportation industries and the collection/testing processes. The guidelines and procedures may be routinely updated for the purpose of providing additional guidance. The Contractor shall be required to comply with current guidelines and procedures, and updates as furnished by the COTR. To the extent that any of the requirements in this contract are inconsistent with any of those specified in the Mandatory Guidelines promulgated by the HHS, DOT procedures, or other pertinent regulations from governing Federal agencies, or any subsequent amendment thereto, such HHS Guidelines and DOT procedures or amendment shall supersede the requirements specified in this contract, but only to the extent of the inconsistency.

Drug Testing of Contract Employees

Not later than the contract award date, the Contractor shall establish an internal drug testing program to ensure that: (a) its employees involved in the processing and reporting of drug test collections for urine specimens are drug-free; (b) such testing is done according to current HHS guidelines and DOT regulations.

Automated Data Processing

The Contractor shall be able to provide and perform all of the Automated Drug Testing System requirements provided in SECTION J, Attachment 1.

The Contractor shall prepare and maintain a written emergency backup and contingency plan, for their automated drug testing system for tracking test requests and results and data electronically being received from the laboratory and Medical Review Officer (MRO) contractors, to describe how system down time will be prevented or immediately corrected. The written plan shall describe the procedures and methods utilized to prevent and minimize down time for the automated drug testing system, and list operational alternatives to immediately correct down time incidents.

The Contractor automated drug testing system shall be Year 2000 compliant.

Note: Agencies will be solely responsible for their interpretation of HHS guidelines and DOT regulations concerning electronically transmitted results.

3. PERSONNEL SECURITY REQUIREMENTS

A. The Contractor shall keep all information in the strictest of confidence and take measures to protect it from unauthorized modification or destruction, said information being the sole property of the Government. The Contractor shall not publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form nor authorize or permit others to do so. The Contractor shall take measures to restrict access to this information, while in their possession, to only those employees needing such information to perform the work provided herein. The Contractor shall immediately notify, telephonically and in writing, the COTR of any event determined or suspected to become a breach of the requirement.

B. The drug testing records are covered under the Privacy Act and are considered sensitive information. Contractor personnel with direct access to the automated drug testing system for this contract shall be required to undergo a National Agency Check and Inquiries (NACI) investigation, conducted by the Defense Security Service or U. S. Office of Personnel Management (or their designated representatives). The NACI shall be initiated within 14 days of placement for newly hired employees. The NACI shall be completed and favorably adjudicated by the DOI Employee and Public Services Division. The COTR shall resolve any disputes. The DOI will provide the necessary forms and bear the cost of the investigations.

C. The above contractor personnel shall submit the following forms for each employee, with access to DOI information, to the COTR:

1. One Standard Form (SF) 85, Revised December 1990, Questionnaire for Non-Sensitive Positions.

2. One SF-87 (REV. 4-84), Fingerprint Card. (Note: Fingerprint cards may be completed by local law enforcement agencies).

3. SF-171 (REV.6/88), Application for Federal Employment, with only items 6, 19, 28, 36 and 38 through 44 completed.

Note: All Forms shall be signed and dated by the subject of the investigation. All Forms shall be legibly printed or typed.

D. Employees that do not receive favorable investigation adjudications shall not be authorized to information under this contract.

E. The Contractor shall be responsible for thoroughly reviewing all forms submitted to ensure accuracy and completion. The Contractor shall provide the COTR with a weekly status report in electronic format (E-mail, ASCII, automated drug testing system, etc.).

The specifications and requirements of the solicitation apply to all Federal agencies, however, some agencies may require unique services and these services shall be available to all agencies, including but not limited to the ones explained below:

4. LINE ITEMS 0001, 0003, 0010, OPTION ITEMS 00011, 0013, 0020, 0021, 0023, 0030, 0031, 0033, 0040, 0041, 0043, 0050

The Contractor shall provide collection services for all types of HHS and DOT drug and alcohol testing in the United States and its territories within 20 miles of the Government employee or applicant. If there is no medical facility within 20 miles of the employee or

applicant then, as requested by the Federal Agency, the contractor shall attempt to establish a new site at the closest facility to the employee or applicant.

International Collections

The Contractor shall have the ability to perform collections in major international city locations worldwide.

All collections for employees and applicants shall be accomplished in a physician's office, hospital, medical clinic, Government facilities selected by the Federal agency, or similar setting, as determined solely by the COTR.

Collections in public establishments or personal residences are not authorized. An exception to this rule shall be approved by the appropriate Federal agency COTR before the collection is made.

The collection facility and staff shall be flexible to accommodate employees whose tour of duty is different than normal duty hours, e. g., 3:00 p.m. - 11:00 p.m. or 11:00 p.m. - 7:00 a.m. This may involve rescheduling staff hours earlier or later on specific collection days to provide services at the beginning of the evening shift (3:00 p.m.) or at the end of the night shift (7:00 a.m.).

Agency employees may elect to have a second specimen collected at the same time as the agency specimen and have it submitted by the specimen collector at the employee's expense to an HHS certified laboratory of their choice in accordance with the procedures specified in the HHS Guidelines.

Other unique requirements may include providing collections for all shifts in a 24 hour period, and on weekends.

The Contractor shall establish a 1-800 telephone number hotline to provide reasonable suspicion testing and post accident/unsafe practice testing in accordance with HHS and DOT regulations. This service shall be available 24 hours per day, 7 days per week, 365 days per year.

The Contractor shall maintain all electronic and hard copy records under the previous contract (3 years for negatives, indefinitely for positives).

The Contractor shall call the 50 most frequently used clinics per month to verify the currency of their information (including telephone number, address, point of contact, drug and/or alcohol testing). This information shall be documented and available to the COTR upon request (hard copy and electronic).

The Contractor shall call the 50 most frequently used clinics per month in order to persuade them to use visoneer paperport scanners to send CC Forms via electronic mail as attachments. This information shall be documented and available to the COTR upon request (hard copy and electronic).

The Contractor shall calibrate Evidential Breath Testers(EBT's) (Draeger) for the DOI and other Federal agencies.

Notification to Contractor of Required Specimen Collection

The COTR, appropriate Agency Drug Program Manager (DPM), or Federal agency designee(s) will provide the contractor with manual and electronic requests (e.g., names, social security numbers, telephone numbers, and the proposed collection city and state of agency employees and applicants) in order to schedule urine drug and alcohol test collections. The Contractor shall be able to receive drug and alcohol test requests electronically via an automated data processing system (e.g., personal computer using Internet browser application) via the Internet using an Internet based application, manually by facsimile machine, and by telephone. The Contractor shall input all requests received by any method.

Federal agencies shall be able to request a Contractor drug and alcohol test collection (under the HHS and DOT programs) in any one of three ways listed below.

1) For Applicant and Pre-Employment Testing

By providing the required donor information to the Contractor and having the Contractor call the donor to schedule the drug test or alcohol collection. In these cases the contractor shall: make the first telephone call to the donor within 24 hours, the second telephone call within 36 hours, and the third telephone call within 48 hours of receiving the drug test request. Normally, each of the 3 attempted telephone calls should be made over a 2 day period, at different times of the day, in order to increase the opportunity for reaching applicants/employees with varying schedules. However, 2 telephone calls may be made on the same day if one call is to the work

number and the other to the home number. If only one telephone number (work or home) is provided, then the Contractor shall make only one telephone call per day for each of the 2 days. During peak or high volume periods, the COTR may allow the time frames for calling applicants/employees to be slightly increased. However, any change in call time periods shall be approved in advance by the COTR. The Contractor shall ship the specimen kit and Drug Testing Custody and Control Form (CC Form) on the same day the donor is notified of the required collection. The Contractor shall telephone the agency DPM on the same day if the Contractor is unable to contact the donor after 3 attempts.

2) For Drug and Alcohol Tests

By providing the required donor information and collection site code to the Contractor and having the Contractor automatically ship the specimen kit, CC Form, and Breath Alcohol (BA)Testing Form to the collection site. Kits and forms shall be shipped on the same day for drug and alcohol test requests received by the contractor before 3 p.m. (eastern time). In these cases, the Federal agency will be responsible for notifying the donor of the collection process.

3) For Drug and Alcohol Testing

By providing the required donor information to the Contractor with the notation that an on-site specimen collection is needed. In these cases, the Contractor shall contact the requestor to schedule the on-site collection within 24 hours of receiving the request. The Contractor shall schedule on-site collections within one week of the agency request. On-site collections will be requested by the Federal agency a minimum of one week prior to the collection.

Collection Process

The Contractor shall provide each applicant/employee with a standard explanation concerning the collection process, to include the following information at a minimum: collection site address and basic directions; telephone number; point of contact; present photo ID; call collection site prior to going in order to ensure the kit and form have been received and clinic schedule can accommodate applicant/employee for test; report for drug or alcohol test collection within 48 hours of receipt of contractor notification; applicant/employee shall obtain permission from Agency DPM in order to change the scheduled collection date; immediately call the Contractor at the 1-800 telephone number or Agency DPM if there are any problems; drink fluids prior to going to collection site. The Contractor shall also verify the donor's name and social security number prior to completing the CC Form.

In order to reduce the chance of errors in completing the CC Form, the Contractor shall complete the following Steps on the CC Form prior to shipping with the specimen kit to the collection site including: Steps 1, 5, 6. Also, the Contractor shall provide written instructions/procedures for the accurate completion of the CC Form to collection site personnel in advance of the collection.
In order to reduce the chance of errors in completing the BA Form, the Contractor shall complete the following Steps on the BA Form prior to shipping to the collection site including: Step 1 (A,C,D). Also, the Contractor shall provide written instructions/procedures for the accurate completion of the BA Form to collection site personnel in advance of collection.

The Contractor shall be responsible for ensuring their collection site personnel are fully knowledgeable concerning the accurate completion of the CC Form and BA Form. Highlighting or a cover sheet with boxes over the areas on the CC Form and BA Form to be completed by collection site personnel may prove useful. Further, the Contractor shall have an Internet site listing the appropriate HHS and DOT drug and alcohol collection procedures, and showing examples of properly completed CC Forms and BA Forms. In addition, the Contractor shall provide to the collection sites preprinted overnight express airbills (currently FEDEX) with the Government Contractor Drug Testing Laboratory address, in order to reduce shipping errors.

Agencies requiring prescheduled collections will provide the collection site locations and times a minimum of one week prior to the commencement of each collection. The maximum number of collections to be performed per test day will be approximately 200; the maximum number of collection site locations to be utilized per collection day will be approximately 100.

5. LINE ITEM 0003, OPTION ITEMS 0013, 0023, 0033, 0043

On-site collections shall be charged a one hour minimum for the first hour. This hourly charge will begin at the time the Contractor is scheduled to arrive (and does arrive) at the on-site location. After the first one hour minimum, the time charges will be assessed in one-half hour increments. Arrival and departure times shall be directed and set by the Agency DPM. Any arrival and departure time changes shall be approved in advance by the Agency DPM.

For emergency requests (e.g., reasonable suspicion, reasonable cause, post accident and unsafe practice testing, and any other reasons deemed necessary by the Agency DPM) the collection shall be completed within 24 hours of notification. Such requests may occur at

any time or day of the week at any location, and generally will be made via telephone, followed by a written confirmation. The Contractor shall provide service and response via an electronic pager system using a 1-800 telephone number. The Contractor shall be immediately available during business hours, after hours, weekends and holidays. The Contractor response time shall not exceed 30 minutes from the time of the page.

The Contractor shall ensure that several collection sites or on-site collectors are open and/or available to perform collections in the Washington-Metropolitan Area (one each in MD and VA within 20 miles of Washington, DC; and one in Washington, DC, on several days per week in the evenings (4:00 p.m. to 8:00 p.m.), and one weekend day (Saturday and/or Sunday) 10:00 a.m. to 2:00 p.m. The Contractor shall identify these clinics and/or collector names, addresses, telephone numbers, points of contact and hours of operation.

The Contractor shall establish a toll free 1-800 telephone number and customer service representatives to facilitate the contacting and scheduling of Government employees and applicants for urine collections, and to assist the COTR, Agency DPM and other representatives in resolving questions or problems. Adequate backup personnel shall be available to assist the customer service representatives during busy periods. The customer service representatives shall be available, at a minimum, during regular business hours from 8:30 a.m. to 5:00 p.m. (eastern time), Monday through Friday. The 1-800 telephone number shall ring directly to an actual Government customer service representative. There will be no submenu of choices, no delays, no transfers, no voicemail during regular business hours. The Contractor customer service manager and representatives, and Information Systems Manager (IS) and IS staff representatives, at a minimum, shall have the ability to communicate with the COTR, Agency DPM, other agency representatives, laboratory contractor, and MRO contractor using a mutually acceptable electronic mail system. All questions will be resolved by the COTR. The customer service representatives shall also have telephone voicemail for after-hours.

The Contractor customer service manager and representatives shall return telephone calls to the COTR, agency DPM, other agency representative, laboratory contractor, and MRO contractor within one hour, on average, from the time the call is made to the Contractor customer service manager and representatives.

The Contractor shall establish a full time knowledgeable IS manager and IS staff representatives to resolve questions and problems concerning the development, operation and management of the automated drug testing system. The Contractor IS manager and representatives shall return telephone calls to the COTR, Agency DPM, other agency representative, laboratory contractor, and MRO Contractor within one hour, on average, from the time the call is made to the Contractor IS manager or representatives.

The Contractor customer service manager and representatives, and/or IS manager or representatives shall immediately notify the COTR, laboratory contractor and MRO contractor if the Contractor automated drug testing system is down for any reason (not operational).

The Contractor shall require its collection sites to send a donor signed copy of the CC Form to the Contractor by facsimile machine on the same day the specimen is collected. Collection sites without facsimile machines shall send the donor signed CC Forms to the Contractor by U.S. mail on the same day the specimen is collected. This requirement shall be noted on the instructional information provided with the collection kit and forms to the collection site. The Contractor shall have a system or method to track and ensure CC Forms are being faxed by the clinics.

The Contractor shall strongly promote and recommend collection sites establish Internet service via Internet protocol providers and utilize scanners (similar to visioneer paperport scanners) to scan and transmit copies of the completed CC Forms and BA Forms as an E-mail attachment to the Contractor on the same day as collections are performed. The visioneer viewing software is free.

The Contractor shall affix a red color label (no smaller than 2-1/2 inches by 5 inches) on the outside of the FedEx pak envelope (or future Government overnight vendor); and another one of the same red labels on the outside of the kit/box/specimen container; and staple a red color sheet of paper (8-1/2 inches by 11 inches) to the front of the protocol procedure information sent with each kit and CC Form to the clinic; and both the label and sheet of paper shall contain the following information (letter size no smaller than 1/4 inch tall):

- FEDERAL GOVERNMENT DRUG TESTING

- U.S. GOVERNMENT PROPERTY
  (Do Not Destroy)

- IMMEDIATELY CALL " Insert Contractor Name"
  UPON RECEIPT AT 1-800-111-1111 (Insert #)

- QUESTIONS/PROBLEMS: CALL "Insert Contractor Name"

The Contractor shall call the clinics no later than the morning of the second day after the specimen was shipped via overnight FedEx in order to ensure the kit/CC Form has been received, and to verify the clinic address, telephone number and point of contact. The Contractor shall immediately make any corrections of clinic information in the automated drug testing system. The Contractor shall immediately resend the kit/forms when the clinic address has changed and/or the clinic is unable to locate the kit/form.

The Contractor automated drug testing system shall allow the clinics to logon to the contractor internet application and record that they have received the kit/form and to make clinic information changes (including the clinic name, address, telephone number, point of contact, ability to do breath alccohol collections, etc.). See Attachment 1 on automated drug testing system.

A. Collection Site Specifications

The collection site is the location for specific Agency employees and applicants to present themselves for the purpose of providing their urine specimens under controlled conditions. The Contractor shall assume primary responsibility for assuring collection site requirements are maintained at all times in accordance with HHS Guidelines. In this regard the Contractor shall, as a minimum, assure:

(1) The collection site possess all necessary personnel, materials, equipment, facilities, and supervision to provide collection, security, storage, and transportation of urine specimens to the designated Government Contract Drug Testing Laboratory;

(2) The collection site has restroom facilities which are clean, well-lighted, and sufficiently secure to prevent compromise during the collection of urine specimens;

(3) Any collection site dedicated solely to urine collection is secure at all times. In cases where a site cannot be dedicated solely for the purpose of urine collection, the Contractor shall assure the portion of the facility being used for collection is secured during urine collection operations. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored; and

(4) The collection site possess all necessary personnel, materials, equipment, facilities, and supervision to perform breath alcohol tests; and

(5) The COTR is immediately notified if a site fails to meet the above requirements.

(6) The Contractor shall periodically conduct both scheduled and unscheduled visits to collection sites to ensure collections are being conducted in accordance with guidelines and contract requirements.

B. Collection Site Designation

The collection sites shall be located in the United States and its territories within 20 miles of the Government employee or applicant. However, if there is no medical facility within 20 miles of the employee or applicant then the closest facility to the applicant shall be utilized. In an instance such as this, the 20-mile rule can be waived at the Government's discretion; however, the Contractor shall demonstrate a good faith effort to comply with the rule. The Contractor shall have an existing network of collection sites, at a minimum of 1000 different city locations throughout the United States and its territories. The Contractor shall provide a list of at least 250 addresses in their existing network sorted by city and state, as an example. Collections will normally be made in local physicians offices, hospitals and medical clinics. The Contractor may be asked to come on-site to Federal facilities to perform collections (the Government will provide all space and facilities). In these cases, the Agency reserves the right to make such requests. There exists the possibility the COTR believes additional collection sites may be necessary or an existing site may be unacceptable and therefore a replacement will be necessary.

International Collections

The Contractor shall also have an existing network of international collection sites, at a minimum of 100 different major city locations throughout the world, on each continent and in both hemispheres. The Contractor shall provide a list of at least 50 addresses in their existing network sorted by city and country as an example. The Contractor may be asked to come on-site to Federal facilities to perform collections (the Government will provide all space and facilities). In these cases, the Agency reserves the right to make such requests.

C. Collection Requirements

Drug Testing

To ensure chain of custody and specimen control are maintained, the Contractor shall follow the procedures as specified in the HHS Drug Testing Guidelines and DOT regulations as summarized below. These procedures shall be subject to future revision and clarification to assure continued conformance to the HHS Guidelines, DOT regulations, and to appropriate Agency program policy requirements.

(a) Since, as a general rule, the sex of the Agency employee or applicant (hereafter referred to as the "individual") providing the specimen will not be available until shortly before the actual collection, collectors of both genders shall be available at the collection site.

(b) The Contractor shall adhere strictly to the collection schedule established by the Agency. The collection process shall generally be scheduled by the Agency within two hours of the start or close of a work shift. Inability to adhere to the schedule shall be reported immediately to the appropriate Agency DPM.

(c) Upon the individual's arrival at the collection site, the collector shall request the individual undergoing testing to present some type of photo identification. If the individual does not have proper identification, the collection site person shall contact the Agency supervisor of the individual, the coordinator of the Agency drug testing program, or any other Agency official who can positively identify the individual. This shall be noted on the CC Form. If the individual's identity cannot be established, the collection site person shall not proceed with the collection. The collector shall notify the appropriate COTR, Agency DPM, or designee immediately of any failure to provide proper identification. Acceptable forms of identification include:

(i) employee identification with photo;
(ii) driver's license with photo; or
(iii) school identification card with photo.

(d) If the individual fails to appear at the assigned time, the collector shall contact the appropriate COTR or designee to obtain guidance on the action to be taken.

(e) The collector shall require the individual to remove any unnecessary outer garments (e.g., coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate his or her urine specimen. Also, all personal belongings (e.g., purse, briefcase etc.) shall remain with the outer garments. The individual may, however, retain his or her wallet. The collector shall note any unusual behavior or appearance on the chain of custody form.

(f) The individual shall be instructed to wash and dry his or her hands prior to urination. After washing hands, he or she shall remain in the presence of the collector and not have access to water fountains, faucets, soap dispensers, cleaning agents, or any other materials which could be used to adulterate the specimen.

(g) At the collection site, toilet bluing agents shall be placed in the toilet tanks, wherever possible, so the reservoir of water in the toilet bowl always remains blue. There should not be any other sources of water (e.g., shower, sink, etc.) in the enclosure where urination occurs.

(h) The individual may provide his or her specimen in the privacy of a stall, or otherwise partitioned area that allows for individual privacy. The collector shall note on the chain of custody form any unusual behavior by the individual undergoing testing.

(i) In the exceptional event where a designated collection site is not accessible and where there is a requirement for immediate specimen collection, a public restroom may be used according to the following procedures: A same-sex collection site person shall accompany the individual undergoing testing into the public restroom which must be secured during the collection procedure. Toilet bluing shall be placed into the bowl. The collection site person shall remain in the restroom, but outside the stall until the specimen has been handed over to the collection site person. The individual may then flush the toilet and should then observe the collection site person complete the chain of custody procedure.

(j) Upon receiving the single specimen from the individual, the collector shall determine whether it contains at least 30 milliliters of urine. If the volume is less the 30 milliliters, the specimen is discarded and a second specimen shall be collected. The donor may be given a reasonable amount of liquid to drink for this purpose (e.g., an 8oz glass of water every 30 minutes, but not to exceed a maximum of 24oz). The individual should be given a reasonable period of time (approximately 2 hours) to provide a specimen and asked to drink fluids to facilitate urination. The individual shall remain at the collection site until a specimen of sufficient quantity is obtained. If at the end of the waiting period (approximately 2 hours), the individual still cannot provide a specimen of sufficient

quantity, this inability shall be reported immediately to the COTR, agency DPM, agency designee, or appropriate Agency authority to obtain guidance on the action to be taken.

(k) After the specimen has been provided and submitted to the collector, the individual shall be allowed to wash his or her hands.

(l) Immediately after collection, and in the presence of the individual giving the specimen, the collector shall measure the temperature of the specimen (taking care to avoid cross contamination of specimens), conduct an inspection to assess the specimen's color, and identify any signs of contaminants. Any unusual findings resulting from the inspection shall be included on the chain of custody form. The time from urination to delivery of the sample for temperature measurement is critical and in no case shall exceed 4 minutes. If the temperature of the specimen is outside the range of 32-38C/90-100F, this gives rise to reasonable suspicion of adulteration/substitution. Another specimen shall be collected as soon as possible under the direct observation of a same-sex collection site person and both specimens forwarded to the laboratory. The COTR, Agency DPM, designee or appropriate agency authority shall select the observer if there is no collection site person1 of the same gender available. Any specimen suspected to be adulterated should always be forwarded for testing. An individual may volunteer to have his or her oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen.

(m) Collection under direct observation shall never be made except with specific authorization from the COTR, Agency DPM or designee. Generally, direct observation will be authorized only when: (1) Agency orders testing for reasonable suspicion, (2) the contractor has reasonable suspicion that the specimen has been or may be adulterated/substituted/tampered with (In these cases, the contractor shall immediately contact the COTR, Agency DPM, or designee or other authorized official to discuss appropriate action.), or (3) in accident/unsafe practice testing.

(n) Both the individual being tested and the collector shall keep the specimen in view at all times prior to its being sealed and labeled. If the specimen is transferred from a specimen container to a specimen bottle, the collector shall request the individual to observe the transfer of the specimen and the placement of the tamper proof seal over the bottle cap and down the sides of the bottle. The collector shall place the identification label securely on the bottle.

(o) The identification label shall contain the date, collector signature, donor specimen number, donor social security number, and donor's initials, and any other identifying information provided or required by the agency.

(p) The collector and donor shall accurately complete and sign the appropriate chain of custody form. CC Forms shall be distributed as required.

(q) The urine specimen and appropriate copies of the CC Form shall be immediately shipped on the same day as the collection by overnight express to the Government Contract Drug Testing Laboratory. If the specimen is not able to immediately be prepared for shipment, it shall be appropriately safeguarded during the temporary storage and shipped no later than 24 hours from the time of the collection.

(r) The Contractor shall send written collection procedures (drugs and breath alcohol) with each kit sent to a clinic or onsite collector. Instructions shall also be posted on the Contractor Internet homepage (with examples of properly completed drug forms and breath alcohol forms). The Contractor shall maintain a written and electronic log of all problems encountered with clinics and onsite collectors performing collections. The logs shall include: type of problem (e.g., no forms, affidavit required, etc.), date, clinic number, point of contact, telephone number, corrective action taken. These logs shall be made available to the COTR upon request.

(s) Split specimens may be required by an agency under the HHS program, and are required under the DOT program. Split specimen collection procedures for both the HHS and DOT programs are detailed below.

(1) The donor shall urinate into either a specimen bottle or specimen container. The collection site person pours the urine into two specimen bottles (labeled Bottle A and Bottle B). A minimum of 45 mL of urine is required when using a split specimen procedure (i.e., 30 mL for Bottle A and 15 mL for Bottle B).

(2) The Bottle A specimen, containing a minimum of 30 mL of urine, is to be used for the drug test. If there is no additional urine available for the second specimen bottle (Bottle B), the first specimen Bottle (Bottle A) shall nevertheless be processed for testing.

(3) A minimum of 15 mL of urine shall be poured into the second specimen bottle (Bottle B).

(4) All requirements outlined above for single specimen collections shall be followed for split specimen collections (on Bottle A and Bottle B) including the requirements that a copy of the chain of custody form accompany each bottle.

(5) The collection site shall send the split specimens (Bottle A and Bottle B) at the same time to the same contractor drug testing laboratory.

D. Breath Alcohol Testing

The Contractor shall follow the procedures as specified in the DOT's Alcohol Testing Procedures Rule: 49 CFR Part 40 as summarized below. These procedures shall be subject to future revision and clarification to assure continued conformance to the DOT procedures and regulations, and to appropriate agency program policy requirements.

(1). For Screening Result Less Than 0.020 (0.000 - 0.019 BAC):

a. DONOR provides breath sample at local clinic, hospital, doctor office, or onsite facility; and Breath Alcohol Technician - BAT uses secure room (ensures aural and visual privacy - one person at a time).

b. BAT ensures the following are completed before performing a breath alcohol test (document accuracy and calibration): 30 day accuracy check of Evidential Breath Tester (EBT); EBT calibrated within last 6 months.

c. DONOR must provide valid photo identification.

d. BAT completes Step 1 of the Breath Alcohol Testing Form.

e. DONOR reads, signs and dates Step 2 of the Breath Alcohol Testing Form.

f. BAT turns on the EBT and conducts air blank on the EBT; and shows 0.000 BAC result on EBT to DONOR (must be done before every test).

g. BAT shows and advises DONOR of the unique sequential number displayed on the EBT; AND BAT prints this sequential number under a Screening Test in Step 3 of the Breath Alcohol Testing Form.

h. DONOR chooses mouthpiece, then hands to BAT who attaches mouthpiece on EBT.

i. BAT instructs DONOR on how to provide breath sample: Take a very deep breath; blow forcefully into mouthpiece for at least 6 seconds or until EBT indicates that an adequate amount of breath has been obtained (green light goes out and tone stops).

j. BAT shows DONOR screening test result displayed on the EBT.

k. BAT prints result using EBT printer; and reviews printed result with DONOR.

l. BAT attaches printed result to back of each copy of the Breath Alcohol Testing Form in the screening test result block (upper left hand corner).

m. BAT completes, signs and dates Step 3 of the Breath Alcohol Testing Form.

n. DONOR signs Step 4 of the Breath Alcohol Testing Form.

o. BAT gives DONOR Copy 2 of the Breath Alcohol Testing Form.

p. BAT gives Employer representative Copy 1 of the Breath Alcohol Testing Form.

(2). For Screening Result of 0.020 or Greater:

a. BAT shows DONOR screening test result displayed on the EBT.

b. BAT prints screening test result using EBT printer; and reviews printed result with DONOR.

c. BAT attaches printed result to back of each copy of the Breath Alcohol Testing Form in the screening test result block (upper left hand corner).

d. BAT explains to DONOR that because screening result was 0.020 or greater, the DONOR must: take a confirmation test not less than 15 minutes and within 30 minutes from the screening test; not eat, drink, place objects in mouth, belch; not leave testing area.

e. BAT conducts an air blank on EBT; and shows result on EBT to DONOR (must be done before every test). Air blank must read 0.000 BAC.

f. BAT shows and advises DONOR of the unique sequential number displayed on the EBT.

g. DONOR chooses mouthpiece, then hands to BAT who attaches mouthpiece on EBT.

h. BAT instructs DONOR on how to provide breath sample: take a very deep breath; blow forcefully into mouthpiece for at least 6 seconds or until EBT indicates that an adequate amount of breath has been obtained (green light goes out and the tone stops).

i. BAT shows DONOR confirmation result displayed on the EBT.

j. BAT prints confirmation result using EBT printer; and reviews printed result with DONOR.

k. BAT affixes printed result to back of each copy of the Breath Alcohol Testing Form in the confirmation test result block (upper right hand corner).

l. BAT completes, signs and dates Step 3 of the Breath Alcohol Testing Form.

m. DONOR signs Step 4 of the Breath Alcohol Testing Form.

n. BAT gives DONOR Copy 2 of the Breath Alcohol Testing Form.

(3). <u>If Confirmation Test Result is 0.020 BAC or Greater</u>:

a. BAT reiterates to the DONOR that he/she agreed not to drive or perform a safety-sensitive function by signing Step 4 of the Breath Alcohol Testing Form.

b. BAT immediately notifies (telephonically, in person, etc.) agency (employer) representative of the DONOR final alcohol test result.

E. <u>Collection Control Requirements</u>

(1) In order to assure the urine specimen taken from an individual is properly identified and not accidently confused with any other specimen, strict chain of custody procedures shall always be used by the Contractor when collecting and transferring the specimen. While performing any part of the chain of custody procedures, the Contractor shall assure the urine specimen and CC Forms are always under the total control of the collection site person. If the involved collection site person must leave his or her work station momentarily, the specimen and CC Form shall be taken with him or her or must be secured. After the collection site person returns to the work station, the custody process shall continue. If the collection site person is leaving for an extended period of time, the specimen shall be packaged for mailing before he or she leaves the site.

(2) The Contractor shall assure in cases where specimen are provided without direct observation, that collectors always have the container or specimen bottle within sight before and after the individual has urinated. The container shall be tightly capped, properly sealed, and labeled.

(3) The proper CC Forms shall be utilized for the purpose of maintaining control and accountability from initial collection to final disposition of all specimens. These CC Forms shall always accompany the specimens. The CC Forms will identify specimens through use of information which matches label items, and a sequential number assigned to each urine specimen obtained. With each transfer of possession, the CC Form shall be signed and dated by the Agency employee or applicant releasing the specimen and by contract employees accepting the specimen. The purpose of each transfer shall be noted on the CC Form. Every effort shall be made to minimize the number of persons handling the specimens in order to maximize the overall security of the specimens.

(4) Periodically, the Contractor shall be subject to pre and post award quality control inspections and evaluations conducted by the DOI on behalf of the Agencies and/or by agency DPMs. These inspections and evaluations may be unannounced. The Contractor shall be able to demonstrate at all times the effectiveness and reliability of its collection process.

(5) The Contractor shall establish a system to track and resolve specimens requiring an affidavit, specimens with fatal flaws and specimens where either the lab or MRO CC Form is missing. The system shall include preparing and reviewing a written list on a daily basis with the lab and MRO contractors as necessary.

Once the Contractor has received one piece of the case information, the Contractor shall resolve which of the missing pieces is needed to complete and close the case. If one piece but not all of the necessary pieces have been received, the Contractor shall call to obtain the required missing piece(s). The pieces of the case include: lab has electronically reported receiving the specimen, the lab has electronically reported the result, the lab CC Form is received, the MRO CC Form is received. The COTR shall be provided, upon request, with a hard copy and electronic copy (E-mail, ASCII, automated drug testing system, etc.) of the information for all Federal agencies riding the contract. Each Federal agency shall also be provided, upon request, the data for their own agency.

(6) The Contractor shall call the collector scheduled to perform on-site collections on the day before the on-site collection is to be performed, in order to remind the collector.

(7) The Contractor shall review daily with the COTR the specimens requiring affidavits, fatal flaws, CC Forms missing, and on-site collections. The Contractor shall provide the COTR with an electronic copy of this information (E-mail, ASCII, automated drug testing system, etc.). Each Federal agency shall also be provided the data for their own agency.

F. Transportation Requirements

(1) After collection of urine specimens, the Contractor shall arrange to ship the specimens to the Government Contract Drug Testing Laboratory on the same day the collection is performed, wherever possible. The specimen shall be placed in appropriate containers (cardboard shipping boxes or containers) and securely sealed to eliminate the possibility of tampering. Collectors shall sign and put the date across the tape sealing the container and shall ensure that the chain of custody documentation is included in each sealed container. An outer mailing wrapper shall be placed around each sealed container. Specimens shall be shipped to the Government Contract Drug Testing Laboratory by overnight express, wherever available. When not available, the U.S. Postal Service Overnight Express Mail shall be used.

(2) Specimens shall, in all cases, be shipped to the Government Contract Drug Testing Laboratory within 24 hours of collection.

(3) The ship-to address for the Government Contract Drug Testing Laboratory is as follows: (Note: Government Contract Drug Testing Laboratory may change.)

NWT, Inc.
1141 East 3900 South
Salt Lake City, UT 84124

G. Reports and Records

(1) The Contractor shall provide each Agency DPM or COTR with statistical reports (hard copy) on all collections and MRO results containing specific details on employees and applicants tested in accordance with HHS Guidelines and DOT regulations. The reports shall include specimen number, type of test, drug and/or alcohol test, on-site collections, no shows, Quality Controls (QC's), last and first name, social security number, collection date, collection city and state, clinic number, HHS or DOT test, and cost. The information shall be sorted numerically by specimen number. The statistical reports shall be submitted no later than the fifth of the month following the month during which collection was conducted. The COTR shall also be provided the information electronically (E-mail, ASCII, automated drug testing system, etc.) upon request. Each Federal agency shall also be provided the data for their own agency.

(2) The Contractor shall establish and maintain a properly secured filing system for all data and records performed under this contract. Records relating to this contract shall be segregated from other records kept by the Contractor for a minimum of 3 years for negative test results and indefinitely for positive test results, or according to the latest version of HHS guidelines, DOT regulations, or records retention schedule promulgated by the National Archives. The Contractor shall have the ability to sort and provide CC Forms by agency, upon request.

Records resulting from the testing of Government employees or applicants for employment are covered by Privacy Act Systems of Records Notices OPM/GOVT-10 and OPM/GOVT-5 respectively. Destruction of records shall follow regulations issued by the Archivist of the United States (44 U.S.C. 3302). Records shall be destroyed by pulping, macerating, shredding or by otherwise definitively destroying the information contained in the records in accordance with 36 CFR 1228.58. Destruction shall be witnessed

by a contractor employee. Electronic records shall be destroyed in accordance with Federal regulations, as approved in advance by the COTR.

(3) Filing System (Records)

All records the Contractor maintains in the Secure Filing System, and all other records (including financial records) that disclose the identity of any participating Agency employee shall be treated in a MEDICALLY CONFIDENTIAL MANNER. The Contractor shall protect all such records from disclosure except in accordance with the paragraph on "Availability (Records)."

(4) All records, hard copy and electronic, are subject to the Privacy Act, 5 USC 552a, and other applicable laws and regulations, and shall be maintained and used with the highest regard for employee privacy.

(5) Availability (Records)

The Contractor shall not release any records or information relating to participating Agency programs or employees without the advance written approval of the agency COTR/DPM.

The Contractor shall agree to make available its staff members to discuss the collection of a specimen, breath alcohol test, or MRO result with participating Agencies. Disclosure of records and discussions with staff members under this paragraph shall be on an "unrestricted communications" basis. The Government agrees to provide any necessary consents in accordance with the Privacy Act.

(6) Inspection and Examination

The Contractor shall maintain for inspection and examination by the COTR/DPM all records associated with the collection and MRO results during performance of the contract in accordance with the time periods specified in paragraph G(2) above. At the conclusion of the contract, the Contractor shall release all records to the Government or its designated representative within 30 days after completion of the contract. This shall include a hard copy and electronic copy (E-mail, ASCII, automated drug testing system, etc.).

(7) The Contractor shall receive and store prior collection and MRO records. Security and storage shall be in a manner similar to that for records under this contract.

(8) Records Custodian Designation

The Contractor shall designate in writing a custodian of the records of all collections conducted and MRO results under this contract. A copy of the written designation shall be provided to the Contracting Officer and respective agency COTR/DPM. The custodian shall be responsible for maintaining the contractor's records of all aspects of collections conducted and MRO results under this contract. The custodian shall attach a signed and dated certificate to the chain of custody documents, stating as follows:

"I certify that I am the custodian of the participating Agencies' urine collection, breath alcohol and MRO records of (name of contractor), the attached documents were prepared in the normal course of business of the contractor, the documents state the collection information on the items listed therein, and copies of the documents are in my custody."

(signed)

(typed name and position)

(date)

(9) Affidavit. The laboratory, collection contractor and/or MRO may determine an affidavit is required to correct administrative errors on the CC Form, before the specimen is analyzed or result is reported. Once the Contractor has been notified or identifies a specimen requires an affidavit, the Contractor shall:

- within 12 hours prepare and fax (wherever possible) the affidavit on the same day the contractor requests an affidavit to the actual collector of the specimen;

- instruct the collector to sign, date and fax (wherever possible) the affidavit back to the Contractor on the same day the contractor requests the affidavit;

- follow up with the collector on a daily basis to ensure the affidavit has been faxed; and

- fax (wherever possible) the completed affidavit to the laboratory and/or MRO on the same day the collector receives the affidavit.

Note: The affidavit shall be sent and returned by facsimile machine or as an E-mail scanned document or other same day electronic method wherever possible by the Contractor and the collector, and/or MRO and the laboratory.

H. Materials

(1) The Contractor shall provide HHS and DOT mandated CC Forms that display a currently valid Office of Management and Budget (OMB) control number. The Contractor shall use the OMB approved Federal Drug Testing Custody and Control Form. The bar code labels/numbers shall be mutually agreed upon by the collection and laboratory contractors in order to avoid duplicate numbers. The COTR shall resolve any disputes. The DOI Contractor Officer shall be able to designate the use of a different CC Form as deemed necessary by the DOI. The CC Form shall be shipped with a RED COLOR COVER SHEET OF PAPER. This will help clinics identify Federal agency drug tests.

(2) The Contractor shall as requested, provide all labor, materials, and equipment, except that provided as government furnished, necessary to perform the collection of specimens and breath alcohol tests. The specimen kit shall be provided in a manner to ensure the contents are drug-free (e.g., sealed in plastic), and include at a minimum: a plastic bottle; plastic transfer bag with adhesive seal; and cardboard specimen shipping box. THE BOX SHALL BE RED IN COLOR. The red color will help clinics identify Federal agency drug tests. The bottles and containers for the specimens shall be adequate to ensure acceptance by private overnight carrier services and the U.S. Mail, and safe arrival at destination. The specimen bottles shall be constructed so as to contain at least 60 milliters of fluid. A temperature strip shall be affixed to the outside of the urine specimen bottle and shall be able to provide readings from 90 to 100 degrees Fahrenheit. The Contractor shall provide OMB approved U.S. Department of Transportation (DOT) Breath Alcohol Testing Forms as necessary.

The Contractor shall ensure their collection sites are able to provide urine transfer containers for females ("catch cups" to facilitate specimen collection), upon request by the donor.

Except as provided above, the Contractor shall provide all other material, including the bluing agent, necessary for the on-site collection and transportation of the specimens to the point of conveyance to the designated Government Contract Drug Testing Laboratory.

I. Scanning

The Contractor shall have an automated system to scan and track bar code labels. The automated system shall be able to read the bar codes on the chain of custody form and specimen bottle seal.

6. LINE ITEM 0002, OPTION ITEMS 0012, 0022, 0032, 0042

The contractor shall develop a methodology to distribute Quality Control (QC) specimens to the Government Contract Drug Testing Laboratory from locations throughout the United States so the testing laboratory will not be able to identify these specimens as QC specimens.

Quality Control Requirements

(1) The Contractor shall provide QC specimens and design an acceptable methodology whereby QC specimens are distributed throughout the United States and shipped to the Agency Contract Drug Testing Laboratory as blind performance QC specimens. Approximately 20 percent of the QC specimens shall be spiked with determined concentrations (above cutoff levels) of drugs of interest (marijuana, cocaine, opiates, amphetamines, and phencyclidine). Approximately 80 percent of the QC specimens shall be blank, e.g., certified to contain no drugs. In terms of aggregate numbers, approximately 3 percent of the specimens shipped shall be QC specimens. To determine the number of QC specimens, the Contractor shall utilize the previous month's collections as the base number and ship 10 percent of that number as QC specimens for the following month up to a maximum of 100 per Quarter.

(2) All QC specimens utilized in this process shall be confirmed as positive/negative via Gas Chromatography/Mass Spectrometry (GC/MS). Data on the QC specimens shall include: specimen number, location specimen shipped from, whether it is positive or negative and if positive the substance and the concentration level will be provided in a secure manner to the appropriate Agency DPM at least 2 working days before the QC specimen is shipped to the testing laboratory. The offeror shall agree to maintain complete records on all QC specimens by date, substance as well as the other data referenced above in accordance with paragraph G(2).

7. LINE ITEM 0009, OPTION ITEMS 0019, 0029, 0039, 0049

The Contractor shall be able to provide an Expedited ("STAT") Service, where the specimen is collected, analyzed and result reported within 24 hours from the time of collection. The Expedited Service shall only be required in Washington, D.C. The Contractor shall have an agreement in place with a local SAMHSA certified laboratory and a local Medical Review Officer. The MRO shall meet the requirements contained in SECTION J, Attachment 2).

8. LINE ITEMS 0004, 0008, OPTION ITEMS 0014, 0018, 0024, 0028, 0034, 0038, 0044, 0048

Contractor Testimony. The Contractor shall make contract personnel available, whenever requested in writing by the Agency DPM, to provide testimony and documentation as required in support of any administrative and/or court action. Travel and per diem costs are above and beyond the testimony rate established in SECTION B. Travel and per diem rates will be based on Government regulations and schedules.

Note: The DOI had less than 5 incidences of testimony required in FY 1998 and FY 1999.

9. LINE ITEM 0005 0006, 0007, OPTION ITEMS 0015, 0016, 0017, 0025, 0026, 0027, 0035, 0036, 0037, 0045, 0046, 0047

Medical Review Officer. The Contractor shall be able to provide and perform all of the MRO requirements provided in SECTION J, Attachment 2.

SECTION D -- PACKAGING AND MARKING

D.1 PACKAGING AND MARKING

SECTION D - PRESERVATION, PACKING AND MARKING

1. **Preservation, Packing and Marking**

Preservation, packaging, and packing for all items delivered hereunder shall be in accordance with commercial practice and adequate to insure acceptance by common carrier and safe arrival at destination. The Contractor shall place the contract number on or adjacent to the exterior shipping label.

2. **Packing - Individual Specimens**

The bottles and containers used in the collection and shipment of urine specimens shall be sealed so as to prevent spillage or tampering during transport once the specimens have been collected.

3. **Packaging**

Preservation, packaging, and packing for all items delivered hereunder shall be in accordance with commercial practice, and adequate to insure protection from possible damage resulting from improper handling, inclement weather, water damage, excessive heat or cold and to insure acceptance by common carrier for safe arrival at destination.

4. **Marking**

Each individual sample shall be labeled with the specimen number, the name of the collector and date obtained.

SECTION E -- INSPECTION AND ACCEPTANCE

E.1 52.246-04 INSPECTION OF SERVICES- FIXED PRICE AUGUST 1996

(a) Definitions: "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may--

(1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and
(2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may--

(1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or
(2) terminate the contract for default.

E.2 INSPECTION AND ACCEPTANCE

Inspection and Acceptance

(a) Inspection. Inspection of the items required hereunder shall be performed by the COTR.

(b) Acceptance. Acceptance of items shall be by the Contracting Officer based on all required considerations, including the recommendations of the COTR.

Post-Award Inspections

The Government reserves the right to conduct post-award inspections of the Contractor's facilities and/or to require other evidence of technical, managerial, financial, and similar abilities to perform the work described in these specifications. These inspections may include visits to subcontractor facilities on an unannounced basis.

SECTION F -- DELIVERIES OR PERFORMANCE

F.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

Clause	Title	Date
52.242-15	Stop-Work Order	August 1989
52.242-17	Government Delay Of Work	April 1984

F.2 DELIVERIES OR PERFORMANCE

PERIOD OF PERFORMANCE

THE PERIOD OF PERFORMANCE UNDER THIS CONTRACT SHALL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2000. AT THE GOVERNMENT'S OPTION, PERFORMANCE FOR SUCCEEDING YEARS SHALL BEGIN AS FOLLOWS:

OPTION YEAR I: October 1, 2000, through September 30, 2001

OPTION YEAR II: October 1, 2001, through September 30, 2002

OPTION YEAR III: October 1, 2002 through September 30, 2003

OPTION YEAR IV: October 1, 2003 through September 30, 2004

PLACE OF DELIVERY

(a) All specimens collected shall be shipped on the same day the collection is performed, wherever possible. In all cases specimens shall be shipped within 24 hours of collection by overnight express to the following Government Contract Drug Testing Laboratory:

NWT, Inc.
1141 East 3900 South
Salt Lake City, UT 84124

(b) The contractor shall:

(1) (i) Pack and mark the shipment to comply with contract specificatins; or

(ii) In the absence of specifications, prepare the shipment in conformance with carrier requirements;

(2) Prepare and distribute commercial bills of lading;

(3) Deliver the shipment in good order and condition to the point of delivery specified above or as otherwise specified in delivery orders;

(4) Be responsible for any loss and/or damage to the goods occurring before receipt of the shipment at the delivery point specified;

(5) Furnish a delivery schedule and designate the mode of delivering carrier; and

(6) Pay and bear all charges to the specified point of delivery.

F.3 AWARD/IMPLEMENTATION DATES

The contractor shall provide/perform all services as required by the statement of work the day of contract award, except those concerning the automated drug testing system, as contained in SECTION J, Attachment 1.

On date of award the Contractor shall be able to transmit and receive drug test request records and information by facsimile machine and E-mail.

On 2/1/2000, the contractor shall be able to provide and perform all services as stated in the "Requirements of the Automated Drug Testing System Software" (DTS), SECTION J, Attachment 1. The Contractor shall meet the times set forth in the implementation time line for development of the DTS. The COTR shall make the final decision concerning whether the development stages, times and content have been met by the Contractor.

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 CONTRACT ADMINISTRATION DATA

G.1 CONTRACTING OFFICER (CO)

The Contracting Officer has the overall responsibility for the administration of this contract. He/she alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules; make final decisions on disputes; terminate the contract for convenience or default; issue final decisions regarding contract questions or matters under dispute. The Contracting Officer may delegate certain other responsibilities to other authorized representatives.

G.2 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

(a) Richard E. Hipkins is hereby designated as the Contracting Officer's Technical Representative. The COTR may be changed at any time by the Government without prior notice to the contractor but notification of the change, including the name and address of the successor COTR, will be promptly provided to the Contractor by the Contracting Officer in writing. The COTR is located at the U.S. Department of the Interior, 1849 C Street, NW, Mail Stop - 1366 Washington, D. C. 20240. His telephone number is 202-208-5638.

(b) The responsibilities and limitations of the COTR are as follows:

(1) The COTR is responsible for the technical aspects of the project and technical liaison with the contractor. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.

(2) The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the contract price, terms or conditions. Any contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the express prior authorization of the Contracting Officer. The COTR may designate assistant COTR(s) to act for him by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the contractor.

G.3 TECHNICAL DIRECTION

(a) The performance of work required herein shall be subject to the technical direction of the COTR or of his designee or designees.

(b) As used herein, "Technical direction" is direction to the contractor which requires pursuit of certain lines of inquiry, fills in details, or otherwise serves to accomplish the contractual statement of work.

(c) The technical direction to be valid:

(1) must be issued in writing consistent with the general scope of work set forth in this contract,

(2) may not constitute new assignment of work or changes to the express terms, conditions, or specifications incorporated into this contract, and

(3) shall not constitute a basis of extension of the contract delivery schedule.

G.4 GOVERNMENT BILL PAYING POLICY

(a) Interest on Overdue Payments

(1) The Prompt Payment Act, Public Law 97-177 (96 Stat. 85, 31 U.S.C. 1801) is applicable to payments under this contract and requires the payment to the contractor of interest on overdue payments and improperly taken discounts.

(2) Determinations of interest due will be made in accordance with the provisions of the Prompt Payment Act and Office of Management and Budget Circular A-125.

(b) Payment Due Date

(1) Payments under this contract will be due on the 30th calendar day after the date of actual receipt of a proper invoice in the Office designated to receive the invoice. To constitute a proper invoice, the invoice must be submitted in accordance with the format, content and instructions as described in Paragraph (c) below.

(2) The date of the check issued in payment or the date of wire transfer through the Treasury Financial Communications System shall be considered to be the date payment is made.

(c) Invoice Requirements

Invoices shall be submitted in an original and two (2) copies to the Government office designated in this contract. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

(1) Name of the business concern and invoice date,

(2) contract number,

(3) description of services, unit prices, quantity of services actually completed or rendered and total cost,

(4) payment terms,

(5) name (where applicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent; and,

(6) other substantiating documentation or information as required by the contract.

(7) The contractor shall enter the following statement on the reverse side of the invoice:

"I certify to the best of my knowledge and belief that the services shown on the invoice have been performed and are accepted."

Date _____ Contracting Officer's Technical Representative (COTR)

(8) Invoices for final payment shall be marked "FINAL INVOICE."

(d) Method of Payment

(1) Payments under this contract will be made by **Direct Deposit** through the Treasury Financial Communications System.

G5. FAR 52.232-38 Submission of Electronic Funds Transfer Information with Offer (May 1999)

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b) (1) and (j) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration.

(1) The solicitation number (or other procurement identification number).

(2) The offeror's name and remittance address, as stated in the offer.

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.

(5) The offeror's account number and the type of account (checking savings, or lockbox).

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the offeror's financial agent.

(7) If applicable, the offeror shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the offeror's financial agent is not directly on-line to the Fedwire and, therefore, not the receiver of the wire transfer payment.

(End of provision)

G.6 FAR 52.232-34 Payment by Electronic Funds Transfer -- Other than Central Contractor Registration (May 1999)

(a) Method of Payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a) (2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either --

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend payment due dates until such time as the Government makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory Submission of Contractor's EFT Information.

(1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office") with its offer. If not otherwise specified in this contract, the payment office is the designated office for receipt of the Contractor's EFT information. If more than one designated office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT Payment.

The government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210. A ACH Vendor/Miscellaneous Payment Enrollment Form in SECTION J, Attachment 3, is provided for Contractor's completion and must be included in Contractor's offer.

(d) Suspension of Payment.

(1) The Government is not required to make any payment under this contract until after receipt, by the designated office, of the correct EFT payment information from the contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by the payment office. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor's request for suspension shall extend the due date for prompt payment by the number of days of the suspension.

(e) Liability for Uncompleted or Erroneous Transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government uses the Contractor's EFT information incorrectly, the Government remains responsible for --

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and
(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and --

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and Prompt Payment.

A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and Assignment of Claims.

If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to the designated office, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for Change of EFT Information by Financial Agent.

The Government is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) Payment Information.

The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most conventient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(j) EFT Information. The Contractor shall provide the following information to the designated office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement indentification number).

(2) The Contractor's name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

(5) The Contractor's account number and the type of account (checking, saving, or lockbox).

(6) If applicable, the Fedwire Transfer system Telegraphic abbreviation of the Contractor's financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

(End of clause)

G. 7 SUBMISSION OF INVOICES FOR DOI ONLY

Invoices shall not be accepted on more frequent intervals than once a month.

Invoices shall be submitted for review to the COTR and the Contracting Officer for approval. At the same time, invoices shall be forwarded to the following address:

U.S. Department of the Interior
National Business Center
Financial Management Services
1849 C Street, N. W., Mail Stop - 1313
Washington, D. C. 20240

G. 8 DOCUMENTATION REQUIRED TO BE SUBMITTED TO THE DOI CONTRACTING OFFICER AND AGENCY DPM

The Contractor shall provide to the DOI Contracting Officer a consolidated hard copy report of services rendered broken down by Agency; number of drug and alcohol collections (separated by HHS or DOT program); total costs incurred; and amount. Each Agency DPM shall be provided a report of their respective agency testing information. The amounts invoiced are broken down as actual HHS or DOT collections, specimen number, quality control specimens submitted, no show charges, number of hours and tests charged for on-site collections, last and first name, social security number, collection city and state, clinic number, reports prepared and number of testimonies provided.

This report shall be due to the DOI Contracting Officer, and respective Agency DPM as appropriate, by the 15th of the month following the month being reported on. The listing shall also reference the DOI contract number. Note: It is the Contractor's responsibility to reconcile the information being submitted to the DOI Contracting Officer, with the respective Agency DPM or COTR prior to it being submitted to DOI. The COTR shall also be provided the information electronically (E-mail, ASCII, automated drug testing system, etc.) upon request. Each agency shall also be provided the data for their own agency.

The report for the DOI shall be mailed to the following address:

U.S. Department of the Interior
National Business Center
Division of Acquisition Services
Attn: Contracting Officer
1849 C Street, NW, MS-1324
Washington, D. C. 20240

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 SPECIAL CONTRACT REQUIREMENTS

H.1 CONTRACT TYPE: REQUIREMENTS CONTRACT

The quantities listed in SECTION B of the solicitation and any resulting contract are realistic estimated quantities only. Failure of the Government to purchase such quantities described in the Schedule will not entitle the contractor to any equitable adjustment in price.

H.2 ORGANIZATIONAL CONFLICT OF INTEREST

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) The Contractor agrees that if an actual or potential organizational conflict of interest is disclosed after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

(c) Remedies - The Contracting Officer may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, debar the Contractor from government contracting, or pursue such other remedies as may be permitted by law or this contract.

(d) The Contractor further agrees to insert provisions which shall conform substantially to the language of this clause, including this paragraph (d), in any subcontract or consultant agreement hereunder.

H.3 AUTHORITY FOR AGENCIES OTHER THAN THE DEPARTMENT OF THE INTERIOR

The agencies added by modifications to the contract will have the authority to use the Department of the Interior's (DOI) contract for the collection of urine specimens in accordance with subpart 17.5 of the Federal Acquisition Regulations (FAR). The Government reserves the right to add additional agencies to the list via modification to the contract. However, no agency will be entitled to use the contract without obtaining approval from the DOI Contracting Officer and preparing the required Determinations and Finding in accordance with 17.502 and 17.503 of the FAR. The Contractor shall not honor any orders placed under this contract from any agency not identified prior to receiving written modification from the DOI Contracting Officer. This is not to be construed to mean that this is a mandatory contract for use by agencies other than DOI. Each agency may award its own contract.

H.4 USING AGENCY RESPONSIBILITIES

Unless otherwise specified, agencies using this contract have primary responsibility for placing its own orders directly with the contractor; making payments to the contractor; performing all contract administration duties relative to the delivery orders including accepting or rejecting services performed, initiating default proceedings on delivery orders in accordance with the terms of the contract, resolving disputes, and performing any other contract administration duties required under orders and the contract.

Any unresolvable issues shall be referred to the DOI Contracting Officer. However, prior to any decisions being rendered, agencies shall provide the DOI Contracting Officer with all pertinent correspondence, specifications, records, etc., relative to the issue along with recommendations.

No final decision shall be requested of the DOI Contracting Officer until the Contractor has presented its position in writing to the agency and has requested final decision of the DOI Contracting Officer. Upon request of the DOI Contracting Officer or the Contractor, agencies shall make all arrangements for a meeting to discuss the issues and be prepared to present its position.

Additionally, each agency is responsible for working with the Contractor to reconcile the monthly report required to be submitted to the DOI Contracting Officer by the Contractor.

H.5 ORDERS ISSUED BY AGENCIES OTHER THAN DEPARTMENT OF THE INTERIOR

Orders issued under this contract shall be placed by each agencies respective Contracting Officer. Each order shall be issued on Standard Form 30, Modification of Contract/Amendment of Solicitation. Orders will cite the DOI Contract Number.

Each order shall specify the period of the order, i.e., from date of award through September 30, 2000, the estimated number of specimens to be collected for the period of the order, invoicing procedures, technical representative or designee, and any other special instructions to the Contractor.

All work performed on an order under the contract shall be priced in accordance with the unit prices stated in Section B of the solicitation/contract.

All user agencies shall require the Contractor to complete a release of claims form upon termination or close-out of the order.

Only the DOI Contracting Officer can issue modifications to the basic contract document. If any agency feels that modification to the contract document is necessary, the DOI Contracting Officer shall be contacted to make changes upon mutual agreement. Only the Department of the Interior Contracting Officer is authorized to make changes to the unit prices, make changes to the statement of work, or make any other changes that are not within the scope of the basic contract.

H.6 SECURITY REQUIREMENTS

The Contractor shall not duplicate, retain, or distribute in any form or manner, any material generated during the performance of the contract, no public release is authorized without the express written consent of the Contracting Officer.

The degree to which locks, doors, walls, storage facilities, testing laboratories, and buildings must be resistant to unauthorized entry, tampering and compromise, keyed locks must be "tamper-proof" and all cipher locks should be subject to periodic combination changes. All testing and storage areas shall have limited access. In properly established accession, storage and testing facilities, the construction and physical security protection must be designed either to prevent or detect attempted, forced or surreptitious entry.

H.7 COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable laws and regulations having the force of law which deals with or relates to performance hereunder of the employment by the Contractor of the employees necessary for such performance, and shall procure such permits, licenses and other required authorizations from the United States and from state and local authorities as may be necessary in connection with beginning or carrying on to completion of the contract work, and shall at all times comply with all United States, state and local laws in any was affecting the contract work.

H.8 NOTIFICATION TO THE GOVERNMENT OF DELAYS

In the event the Contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the conract delivery schedule or dates, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately notify the Contracting Officer and the COTR, in writing, giving pertinent details; provided, however, that this data shall not be construed as a waiver by the Government of any delivery schedule or dates or of any rights or remedies provided by law or under the contract.

H.9 KEY PERSONNEL

(a) The Contractor shall assign to this contract the following key personnel:

NAME	TITLE
1. Elizabeth Lison	VP Customer Service - Project Manager
2. Henry Wright	Sr Customer Service Representative
3. Deborah Aufiero	Customer Service Representative

4. Pramoda Shetty — IS Analyst & Project Lead
5. Vijay Yadav — IS Analyst & Project Lead
6. Jerry Lee — Information Services Manager
7. Baburaj Parakkal — DTS System Administrator
8. Linda Evans, MD, MPH — Medical Review Officer
9. Steven Oppenheim, MD — Medical Review Officer
10. John Plander, MD — Medical Review Officer
11. David Katsuyama, MD — Medical Review Officer
12. Varsha Baichwal — Manager Specimen Collections

(b) During the first 90 days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, the complete resumes for the proposed substitutions, and any additional information requested by the Contracting Officer. Proposed substitutions should have completed qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information on the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

H.10 SECTION B: ESTIMATED QUANTITIES

The Contractor is responsible for not exceeding the estimated quantities in SECTION B of this contract. If exceed, the Contractor will not be reimursed for its services by the Government.

H.11 NOTE: Courier services may, upon request, authorize the contractor to utilize government rates for services under this contract.

H.12 NOTE: The Contractor's proposal dated September 24, 1999, is hereby incorporated by reference.

SECTION I -- CONTRACT CLAUSES

I.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

Clause	Title	Date
52.203-03	Gratuities	April 1984
52.203-05	Covenant Against Contingent Fees	April 1984
52.203-06	Restrictions On Subcontractor Sales To The Government	July 1995
52.203-07	Anti-Kickback Procedures	July 1995
52.203-08	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	January 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	January 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	June 1997
52.204-02	Security Requirements	August 1996
52.204-04	Printing/Copying Double-Sided on Recycled Paper	June 1996
52.209-06	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	July 1995
52.215-02	Audit and Records--Negotiation	June 1999
52.215-08	Order of Precedence--Uniform Contract Format	October 1997
52.215-19	Notification of Ownership Changes	October 1997
52.217-06	Option For Increased Quantity	March 1989
52.217-08	Option To Extend Services	August 1989
52.217-09	Option To Extend The Term Of The Contract	March 1989
52.219-08	Utilization of Small Business Concerns	October 1999
52.219-09	Small Business Subcontracting Plan	October 1999
52.219-14	Limitations On Subcontracting	December 1996
52.219-25	Small Disadvantaged Business Participation Program - Disadvantaged Status Reporting	October 1999
52.222-01	Notice To The Government Of Labor Disputes	February 1997
52.222-03	Convict Labor	August 1996
52.222-04	Contract Work Hours and Safety Standards Act - Overtime Compensation	July 1995
52.222-20	Walsh-Healy Public Contracts Act	December 1996
52.222-26 Alt I	Equal Opportunity - Alternate I	February 1999
52.222-35	Affirmative Action For Disabled Veterans and Veterans of the Vietnam Era	April 1998
52.222-36	Affirmative Action For Workers with Disabilities	June 1998
52.222-37	Employment Reports On Disabled Veterans and Veterans of the Vietnam Era	January 1999
52.222-41	Service Contract Act Of 1965, As Amended	May 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price	May 1989

	Adjustment (Multiple Year And Option Contracts)	
52.222-49	Service Contract Act -- Place Of Performance Unknown	May 1989
52.223-02	Clean Air And Water	April 1984
52.223-03	Hazardous Material Identification And Material Safety Data	January 1997
52.223-05	Pollution Prevention and Right-to-Know Information	April 1998
52.223-06	Drug Free Workplace	January 1997
52.223-10	Waste Reduction Program	October 1997
52.223-14	Toxic Chemical Release Reporting	October 1996
52.224-01	Privacy Act Notification	April 1984
52.224-02	Privacy Act	April 1984
52.225-09	Buy American Act - Trade Agreements - Balance of Payments Program	January 1996
52.226-01	Utilization Of Indian Organizations And Indian-Owned Economic Enterprises	May 1999
52.227-01	Authorization and Consent	July 1995
52.227-14	Rights in Data--General	June 1987
52.227-19	Commercial Computer Software- Restricted Rights	June 1987
52.228-05	Insurance - Work On A Government Installation	January 1997
52.229-03	Federal, State And Local Taxes	January 1991
52.229-05	Taxes--Contracts Performed In U S Possessions Or Puerto Rico	April 1984
52.232-01	Payments	April 1984
52.232-08	Discounts For Prompt Payment	May 1997
52.232-11	Extras	April 1984
52.232-17	Interest	June 1996
52.232-18	Availability Of Funds	April 1984
52.232-23	Assignment Of Claims	January 1986
52.232-25	Prompt Payment	June 1997
52.232-34	Payment by Electronic Funds Transfer--Other than Central Contractor Registration	May 1999
52.232-37	Multiple Payment Arrangements	May 1999
52.233-01	Disputes	December 1998
52.233-03	Protest After Award	August 1996
52.237-02	Protection Of Government Buildings, Equipment, And Vegetation	April 1984
52.237-03	Continuity Of Services	January 1991
52.239-01	Privacy or Security Safeguards	August 1996
52.242-13	Bankruptcy	July 1995
52.243-01 Alt I	Changes--Fixed Price Alternate I	April 1984
52.243-07	Notification Of Changes	April 1984
52.244-05	Competition In Subcontracting	December 1996
52.244-06	Subcontracts for Commercial Items and Commercial Components	October 1998
52.246-20	Warranty Of Services	April 1984
52.246-25	Limitation If Liability--Services	February 1997
52.249-04	Termination For Convenience Of The Government (Services) (Short Form)	April 1984
52.249-08	Default (Fixed-Price Supply and Service)	April 1984
52.252-02	Clauses Incorporated By Reference	February 1998
52.252-06	Authorized Deviations In Clauses	April 1984
52.253-01	Computer Generated Forms	January 1991

I.2 52.202-01 DEFINITIONS OCTOBER 1995

(a) "Head of the agency" (also called "agency head") or "Secretary" means the Secretary (or Attorney General, Administrator, Governor, Chairperson, or other chief official, as appropriate) of the agency, including any deputy or assistant chief official of the agency; and the term "authorized representative" means any person, persons, or board (other than the Contracting Officer) authorized to act for the head of the agency or Secretary.

(b) "Commercial component" means any component that is a commercial item.

(c) "Commercial item" means--

(1) Any item, other than real property, that is of a type customarily used for nongovernmental purposes and that--

(i) Has been sold, leased, or licensed to the general public; or

(ii) Has been offered for sale, lease, or license to the general public;

(2) Any item that evolved from an item described in paragraph (c)(1) of this clause through advances in technology or performance and that is not yet available in the commercial marketplace, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a Government solicitation;

(3) Any item that would satisfy a criterion expressed in paragraphs (c)(1) or (c)(2) of this clause, but for--

(i) Modifications of a type customarily available in the commercial marketplace; or

(ii) Minor modifications of a type not customarily available in the commercial marketplace made to meet Federal Government requirements. "Minor" modifications means modifications that do not significantly alter the nongovernmental function or essential physical characteristics of an item or component, or change the purpose of a process. Factors to be considered in determining whether a modification is minor include the value and size of the modification and the comparative value and size of the final product. Dollar values and percentages may be used as guideposts, but are not conclusive evidence that a modification is minor;

(4) Any combination of items meeting the requirements of paragraphs (c)(1), (2), (3), or (5) of this clause that are of a type customarily combined and sold in combination to the general public;

(5) Installation services, maintenance services, repair services, training services, and other services if such services are procured for support of an item referred to in paragraphs (c)(1), (2), (3), or (4) of this clause, and if the source of such services--

(i) Offers such services to the general public and the Federal Government contemporaneously and under similar terms and conditions; and

(ii) Offers to use the same work force for providing the Federal Government with such services as the source uses for providing such services to the general public;

(6) Services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific service performed;

(7) Any item, combination of items, or service referred to in subparagraphs (c)(1) through (c)(6), notwithstanding the fact that the item, combination of items, or service is transferred between or among separate divisions, subsidiaries, or affiliates of a Contractor; or

(8) A nondevelopmental item, if the procuring agency determines the item was developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple State and local Governments.

(d) "Component" means any item supplied to the Federal Government as part of an end item or of another component.

(e) "Nondevelopmental item" means--

(1) Any previously developed item of supply used exclusively for governmental purposes by a Federal agency, a State or local government, or a foreign government with which the United States has a mutual defense cooperation agreement;

(2) Any item described in paragraph (e)(1) of this definition that requires only minor modification or modifications of a type customarily available in the commercial marketplace in order to meet the requirements of the procuring department or agency; or
(3) Any item of supply being produced that does not meet the requirements of paragraph (e)(1) or (e)(2) solely because the item is not yet in use.

(f) "Contracting Officer" means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

(g) Except as otherwise provided in this contract, the term "subcontracts" includes, but is not limited to, purchase orders and changes and modifications to purchase orders under this contract.

SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT 1: REQUIREMENTS OF THE AUTOMATED DRUG TESTING SYSTEM SOFTWARE

ATTACHMENT 2: REQUIREMENTS FOR A MEDICAL REVIEW OFFICER

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0002	10/05/2000	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,

Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

Pharmchem Laboratories, Inc.
1505A O'Brien Drive
Menlo Park, CA 94025

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☑	D. OTHER *(Specify type of modification and authority)* FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*
MODIFICATION IS HEREBY MADE TO CONTRACT NO. NBCW0D00002 DATED 10/27/99, TO EXTEND THE PERIOD OF PERFORMANCE FROM 10/1/00 THROUGH 9/30/01(OPTION YEAR I).

THERE IS NO FURTHER CHANGE TO THIS CONTRACT.

END OF MODIFICATION NO. 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
E. M. LISON VP CUSTOMER SERVICE	Ni'Mat Shakoor

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. United States of America	16C. DATE SIGNED
E. M. Lison *(Signature of person authorized to sign)*	10/5/00	BY Ni'mat A. Shakoor *(Signature of Contracting Officer)*	10/5/00

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0001	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$34.100	$ 0.00
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
	NOTE: BASE YEAR PERIOD OF PERFORMANCE: LINE ITEM NUMBER 1 THROUGH 10 (BASE YEAR MINIMUM: $310,770)					
Ref Req No: NBCD0Z00001						
0002	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$29.000	$ 0.00
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						
0003	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$35.000	$ 0.00
	(Drug and Alcohol)					
Ref Req No: NBCD0Z00001						
0004	Testimony (Estimated Quantity: 40 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$100.000	$ 0.00
	(Collection Contractor)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0005	Negative Result (Estimated Quantity: 28,000 Each) (MEDICAL REVIEW OFFICER (MRO))	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$2.300	$ 0.00
0006	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$36.000	$ 0.00
0007	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$3.000	$ 0.00
0008	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$100.000	$ 0.00

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0009	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$70.000	$ 0.00
	Ref Req No: NBCD0Z00001					
0010	International Collections (Estimated Quantity: 1,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$50.000	$ 0.00
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
	Ref Req No: NBCD0Z00001					
0011	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$33.050	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
	NOTE: OPTION YEAR I PERIOD OF PERFORMANCE: LINE ITEM 11 THROUGH 20 (OPTION YEAR I MINIMUM: $303,420)					
	Ref Req No: NBCD0Z00001					
0012	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$29.000	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
	Ref Req No: NBCD0Z00001					

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0013	On-site Collection (Estimated Quantity: 3,200 Hours) (Drug and Alcohol) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$35.000	$ 0.00 OPTION PERIOD
0014	Testimony (Estimated Quantity: 40 Hours) (Collection Contractor) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$100.000	$ 0.00 OPTION PERIOD
0015	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$2.300	$ 0.00 OPTION PERIOD
0016	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$36.000	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0017	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$3.000	$ 0.00 OPTION PERIOD
0018	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$100.000	$ 0.00 OPTION PERIOD
0019	Expedited ("STAT") Service (Estimated Quantity: 25 Each) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$70.000	$ 0.00 OPTION PERIOD
0020	International Collection (Estimated Quantity: 1,000 Each) (Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$50.000	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0021	Nationwide Collections (Estimated Quantity: 35,000)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$33.380	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) NOTE: OPTION YEAR II PERIOD OF PERFORMANCE: LINE ITEM 21 THROUGH 30 (OPTION YEAR II MINIMUM: $306,434)					
Ref Req No: NBCD0Z00001						
0022	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$29.290	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						
0023	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$35.350	$ 0.00 OPTION PERIOD
	(Drug and Alcohol)					
Ref Req No: NBCD0Z00001						
0024	Testimony (Estimated Quantity: 40 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$101.000	$ 0.00 OPTION PERIOD
	(Collection Contractor)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0025	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$2.320	$ 0.00 OPTION PERIOD
0026	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$36.360	$ 0.00 OPTION PERIOD
0027	MRO: Combined Price (Estimated Quantity: 28,250) (For Positive or Negative Results)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$3.030	$ 0.00 OPTION PERIOD
0028	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$101.000	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0029	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$70.700	$ 0.00 OPTION PERIOD
0030	International Collections (Estimated Quantity: 1,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$50.500	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
Ref Req No: NBCD0Z00001						
0031	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$33.880	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
	NOTE: OPTION YEAR III PERIOD OF PERFORMANCE: LINE ITEM 31 THROUGH 40 (OPTION YEAR III MINIMUM: $311,025)					
Ref Req No: NBCD0Z00001						
0032	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$29.730	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0033	On-site Collection (Estimated Quantity: 3,200 Hours) (Drug and Alcohol) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$35.880	$ 0.00 OPTION PERIOD
0034	Testimony (Estimated Quantity: 40 Hours) (Collection Contractor) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$102.520	$ 0.00 OPTION PERIOD
0035	MRO: Negative Result (Estimated Quantity: 28000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$2.350	$ 0.00 OPTION PERIOD
0036	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$36.910	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0037	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$3.080	$ 0.00 OPTION PERIOD
0038	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$102.520	$ 0.00 OPTION PERIOD
0039	Expedited ("STAT") Service (Estimated Quantity: 25 Each) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$71.760	$ 0.00 OPTION PERIOD
0040	International Collections (Estimated Quantity: 1,000 Each) (Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$51.260	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0041	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$34.390	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) NOTE: OPTION YEAR IV PERIOD OF PERFORMANCE: LINE ITEM 41 THROUGH 50 (OPTION YEAR IV MINIMUM: $315,753)					
Ref Req No: NBCD0Z00001						
0042	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$30.180	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						
0043	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$36.420	$ 0.00 OPTION PERIOD
	(Drug and Alcohol)					
Ref Req No: NBCD0Z00001						
0044	Testimony (Estimated Quantity: 40 Hours)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$104.060	$ 0.00 OPTION PERIOD
	(Collection Contractor)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0045	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$2.390	$ 0.00 OPTION PERIOD
0046	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$37.460	$ 0.00 OPTION PERIOD
0047	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$3.130	$ 0.00 OPTION PERIOD
0048	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$104.060	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0049	Expedited ("STAT") Services (Estimated Quantity: 25 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$72.840	$ 0.00 OPTION PERIOD
Ref Req No: NBCD0Z00001						
0050	International Collections (Estimated Quantity: 1,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$52.030	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
Ref Req No: NBCD0Z00001						
0051	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$7.160	$ 0.00
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: BASE YEAR PERIOD OF PERFORMANCE: LINE ITEM 51 & 52					
0052	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$12.780	$ 0.00
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0053	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$7.270	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR I PERIOD OF PERFORMANCE: LINE ITEMS 53 & 54					
0054	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$12.400	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					
0055	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$7.380	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR II PERIOD OF PERFORMANCE: LINE ITEMS 55 & 56					
0056	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$12.520	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0057	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$7.490	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR III PERIOD OF PERFORMANCE: LINE ITEMS 57 & 58					
0058	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$12.710	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					
0059	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$7.600	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR IV PERIOD OF PERFORMANCE: LINE ITEMS 59 & 60					
0060	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$12.900	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	(Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
					$.000	
					Total Cost:	$0.00

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$0.00

Reference Requisition:

FA Number: FA Quantity: FA Type:

Betterment Number: Acquisition Method:

Total Funding: $0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0003	10/01/2001	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

1505A O'Brien Drive

Menlo Park, CA 94025

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☑	D. OTHER *(Specify type of modification and authority)* FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT

E. IMPORTANT: Contractor ☐ is not, [X] is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

MODIFICATION IS HEREBY MADE TO CONTRACT NO. NBCW0D00002 DATED 10/27/99, TO EXTEND THE PERIOD OF PERFORMANCE FROM 10/01/01 THROUGH 09/30/02: OPTION YEAR II. APPLICABLE PRICES BEGIN ON PAGE 7 OF THIS MODIFICATION.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL EFFECT.

END OF MODIFICATION NO. 3

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
Bryan Merryman, VP, Customer Service	Ni'mat Shakoor	
15B. ~~CONTRACTOR~~/OFFEROR	15C. DATE SIGNED	16B. United States of America
(Signature of person authorized to sign)	10/01/01	BY Ni'mat D. Shakoor *(Signature of Contracting Officer)*
		16C. DATE SIGNED 10/01/2001

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0001	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$34.100	$ 0.00
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
	NOTE: BASE YEAR PERIOD OF PERFORMANCE: LINE ITEM NUMBER 1 THROUGH 10 (BASE YEAR MINIMUM: $310,770)					
Ref Req No: NBCD0Z00001						
0002	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$29.000	$ 0.00
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						
0003	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$35.000	$ 0.00
	(Drug and Alcohol)					
Ref Req No: NBCD0Z00001						
0004	Testimony (Estimated Quantity: 40 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$100.000	$ 0.00
	(Collection Contractor)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0005	Negative Result (Estimated Quantity: 28,000 Each) (MEDICAL REVIEW OFFICER (MRO))	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$2.300	$ 0.00
0006	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$36.000	$ 0.00
0007	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$3.000	$ 0.00
0008	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	hr	$100.000	$ 0.00

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0009	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$70.000	$ 0.00
Ref Req No: NBCD0Z00001						
0010	International Collections (Estimated Quantity: 1,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$50.000	$ 0.00
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
Ref Req No: NBCD0Z00001						
0011	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$33.050	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
	NOTE: OPTION YEAR I PERIOD OF PERFORMANCE: LINE ITEM 11 THROUGH 20 (OPTION YEAR I MINIMUM: $303,420)					
Ref Req No: NBCD0Z00001						
0012	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$29.000	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0013	On-site Collection (Estimated Quantity: 3,200 Hours) (Drug and Alcohol) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$35.000	$ 0.00 OPTION PERIOD
0014	Testimony (Estimated Quantity: 40 Hours) (Collection Contractor) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$100.000	$ 0.00 OPTION PERIOD
0015	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$2.300	$ 0.00 OPTION PERIOD
0016	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$36.000	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0017	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$3.000	$ 0.00 OPTION PERIOD
0018	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	hr	$100.000	$ 0.00 OPTION PERIOD
0019	Expedited ("STAT") Service (Estimated Quantity: 25 Each) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$70.000	$ 0.00 OPTION PERIOD
0020	International Collection (Estimated Quantity: 1,000 Each) (Drug and alcohol collections to include monthly reports; specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) Ref Req No: NBCD0Z00001	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$50.000	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0021	Nationwide Collections (Estimated Quantity: 35,000)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$33.380	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) NOTE: OPTION YEAR II PERIOD OF PERFORMANCE: LINE ITEM 21 THROUGH 30 (OPTION YEAR II MINIMUM: $306,434)					
Ref Req No: NBCD0Z00001						
0022	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$29.290	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						
0023	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$35.350	$ 0.00 OPTION PERIOD
	(Drug and Alcohol)					
Ref Req No: NBCD0Z00001						
0024	Testimony (Estimated Quantity: 40 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$101.000	$ 0.00 OPTION PERIOD
	(Collection Contractor)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0025	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$2.320	$ 0.00 OPTION PERIOD
0026	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$36.360	$ 0.00 OPTION PERIOD
0027	MRO: Combined Price (Estimated Quantity: 28,250) (For Positive or Negative Results)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$3.030	$ 0.00 OPTION PERIOD
0028	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	hr	$101.000	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0029	Expedited ("STAT") Service (Estimated Quantity: 25 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$70.700	$ 0.00 OPTION PERIOD
0030	International Collections (Estimated Quantity: 1,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$50.500	$ 0.00 OPTION PERIOD

(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)

Ref Req No: NBCD0Z00001

0031	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$33.880	$ 0.00 OPTION PERIOD

(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)

NOTE: OPTION YEAR III PERIOD OF PERFORMANCE: LINE ITEM 31 THROUGH 40 (OPTION YEAR III MINIMUM: $311,025)

Ref Req No: NBCD0Z00001

0032	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$29.730	$ 0.00 OPTION PERIOD

(Preparing and Shipping)

Ref Req No: NBCD0Z00001

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (includes Discounts)
0033	On-site Collection (Estimated Quantity: 3,200 Hours) (Drug and Alcohol) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$35.880	$ 0.00 OPTION PERIOD
0034	Testimony (Estimated Quantity: 40 Hours) (Collection Contractor) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$102.520	$ 0.00 OPTION PERIOD
0035	MRO: Negative Result (Estimated Quantity: 28000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$2.350	$ 0.00 OPTION PERIOD
0036	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$36.910	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0037	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$3.080	$ 0.00 OPTION PERIOD
0038	MRO: Testimony (Estimated Quantity: 40 Hours)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	hr	$102.520	$ 0.00 OPTION PERIOD
0039	Expedited ("STAT") Service (Estimated Quantity: 25 Each) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$71.760	$ 0.00 OPTION PERIOD
0040	International Collections (Estimated Quantity: 1,000 Each) (Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) Ref Req No: NBCD0Z00001	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$51.260	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0041	Nationwide Collections (Estimated Quantity: 35,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$34.390	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.) NOTE: OPTION YEAR IV PERIOD OF PERFORMANCE: LINE ITEM 41 THROUGH 50 (OPTION YEAR IV MINIMUM: $315,753)					
Ref Req No: NBCD0Z00001						
0042	Quality Control Specimens (Estimated Quantity: 1,050 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$30.180	$ 0.00 OPTION PERIOD
	(Preparing and Shipping)					
Ref Req No: NBCD0Z00001						
0043	On-site Collection (Estimated Quantity: 3,200 Hours)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$36.420	$ 0.00 OPTION PERIOD
	(Drug and Alcohol)					
Ref Req No: NBCD0Z00001						
0044	Testimony (Estimated Quantity: 40 Hours)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$104.060	$ 0.00 OPTION PERIOD
	(Collection Contractor)					
Ref Req No: NBCD0Z00001						

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0045	MRO: Negative Result (Estimated Quantity: 28,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$2.390	$ 0.00 OPTION PERIOD
0046	MRO: Positive Result (Estimated Quantity: 250 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$37.460	$ 0.00 OPTION PERIOD
0047	MRO: Combined Price (Estimated Quantity: 28,250 Each) (For Positive or Negative Results)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$3.130	$ 0.00 OPTION PERIOD
0048	MRO; Testimony (Estimated Quantity: 40 Hours)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	hr	$104.060	$ 0.00 OPTION PERIOD

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division | Closed FYs | Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0049	Expedited ("STAT") Services (Estimated Quantity: 25 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$72.840	$ 0.00 OPTION PERIOD
Ref Req No: NBCD0Z00001						
0050	International Collections (Estimated Quantity: 1,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$52.030	$ 0.00 OPTION PERIOD
	(Drug and alcohol collections to include monthly reports, specimen kits, chain of custody forms, breath alcohol testing forms, transportation of collection kit to the collection site and return of specimen to the testing lab.)					
Ref Req No: NBCD0Z00001						
0051	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$7.160	$ 0.00
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: BASE YEAR PERIOD OF PERFORMANCE: LINE ITEM 51 & 52					
0052	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/1999 (10/01/1999 to 09/30/2000)	0.00	ea	$12.780	$ 0.00
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

...l Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0053	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$7.270	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR I PERIOD OF PERFORMANCE: LINE ITEMS 53 & 54					
0054	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2000 (10/01/2000 to 09/30/2001)	0.00	ea	$12.400	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					
0055	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$7.380	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR II PERIOD OF PERFORMANCE: LINE ITEMS 55 & 56					
0056	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2001 (10/01/2001 to 09/30/2002)	0.00	ea	$12.520	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0057	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$7.490	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR III PERIOD OF PERFORMANCE: LINE ITEMS 57 & 58					
0058	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$12.710	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					
0059	Collection Kits and Pre-Paid Airbills: (Supplies) (Estimated Quantity: 1,000 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$7.600	$ 0.00 OPTION PERIOD
	Supplies include collection kits, pre-printed chain of custody forms, along with pre-paid airbills. NOTE: OPTION YEAR IV PERIOD OF PERFORMANCE: LINE ITEMS 59 & 60					
0060	Collection No Shows (Estimated Quantity: 1,500 Each)	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$12.900	$ 0.00 OPTION PERIOD
	Covers cost of the collection setup, kit and form, transportation and phone calls. When the donor does not attend the collection site for the collection the contractor shall close the request as a "No Show" 90 days after the date of the request. The cost of collection will not be included in the price.					

Line Item Summary	Document N er	Title	Page
	NBCWOD00002/0003	Drug Testing	17 of 18

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	(Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)

Total Cost: $0.00

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$0.00

FA Number: FA Quantity: FA Type:

Betterment Number: Acquisition Method:

Total Funding: $0.00

AMENDMENT OF SOLICITATION/MO' 'CATION OF CONTRACT

CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0004	05/20/2002	See Lines	

6. ISSUED BY CODE 00003

Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.
4500 N. Beach Street
Haltom City, TX 76137

CODE * FACILITY CODE

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002

(X) 10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [X] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Modification No. 4 is hereby made to Contract No. NBCW0D00002 dated 10/27/99, to incorporate the attached list of agencies utilizing this contract, therefore, Section C - Description and Specifications, C.1 Statement of Work, 1. PREAMBLE IS CHANGED FROM: This contract is issued by the Department of the Interior (DOI). Orders against the contract resulting may be issued by other Federal agencies, referred to as participating agencies or Government, which shall be identified at the time of contract award. The DOI reserves the right to add or delete agencies via modificatioon subsequent to contract award. TO: This contract is issued by the Department of the Interior (DOI). Orders against the contract resulting may be issued by other Federal agencies, referred to as participating agencies or Government, are incorporated in this contract. The DOI reserves the right to add or delete agencies via modification subsequent to contract award.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL EFFECT.

END OF MODIFICATION NO. 4.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Ni'mat Shakoor	
15B. CONTRACTOR/OFFEROR _____ *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY _____ *(Signature of Contracting Officer)*	16C. DATE SIGNED 01/09/2002

NSN 7540-01-152-8070
PREVIOUS EDITION
UNUSABLE

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR)
53.243

Entered in PR 5/ /

No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

No Changed Line Item Fields

Previous Total:	$0.00
Modification Total:	$0.00
Grand Total:	$0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0005	05/20/2002	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4500 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [X] is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Modification is hereby made to add the following agency to the list of agencies utilizing this contract:

11 CONS/LGCO
110 Luke Avenue, Room 200
Boiling AFB, DC 20332-0305

All other terms and conditions remain unchanged and in full effect. End of Modification No. 5

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Ni'mat A. Shakoor	
15B. CONTRACTOR/OFFEROR _____ *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY _____ *(Signature of Contracting Officer)*	16C. DATE SIGNED 05/20/2002

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

No Changed Line Item Fields

Previous Total:	$0.00
Modification Total:	$0.00
Grand Total:	$0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	Page 1 of 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0006	06/07/2002	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4500 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, [X] is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this modification is to add contract line items 0061, 0062, 0063 and 0064 to cover the cost of the Fast System upgrade. Software upgrade to the Fast System shall be provided at the cost of $78,000 of which the government shall pay a one-time start-up charge of $20,000. The contractor shall provide the government notification once 85% payment is made on the remaining $58,000. NOTE: The $58,000 payment shall be borne by all agencies utilizing this DOI contract. Accordingly, the following line items are hereby incorporated:

CLIN 0061: Software Upgrade, Estimated Quantity: 12,600, OPTION YEAR II, Unit Price: $0.76
CLIN 0062: Fast System Start-Up, OPTION YEAR II, 1 Lot @ $20,000
CLIN 0063: Software Upgrade, Estimated Quantity: 50,000, OPTION YEAR III, Unit Price: $0.76
CLIN 0064: Software Upgrade, Estimated Quantity: 13,715, OPTION YEAR IV, Unit Price: $0.76

Under Section F, Deliveries and Performance, the following is hereby incorporated: The contractor shall provide a report on payments received and the number of applicable tests. Reporting shall be made the 15th of each month for the previous month. The contractor's proposal dated 5/9/02 is hereby incorporated by reference. All other terms and conditions remain unchanged and in full effect. END OF MODIFICATION NO. 6.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Latetia M. Henderson	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY *(Signature of Contracting Officer)*	16C. DATE SIGNED

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
0061	Software Upgrade, Estimated Quantity 12,600 (Option Year II) This is a New Line	06/07/2002 (06/07/2002 to 09/30/2002)	0.00	ea	$0.76	$0.00 OPTION PERIOD
0062	Fast System Start-Up (Option Year II) This is a New Line	06/07/2002	0.00	lot	$20,000.00	$0.00
0063	Software Upgrade, Estimated Quantity 50,000, (Option Year III) This is a New Line	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$0.76	$0.00 OPTION PERIOD
0064	Software Upgrade, Estimated Quantity 13,715, (OPTION YEAR IV) This is a New Line	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$0.76	$0.00 OPTION PERIOD

Line Item Summary	Document Number	Title	Page
	NBCWOD00002/0006	Drug Testing	3 of 3

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

Previous Total: $0.00

Modification Total: $0.00

Grand Total: $0.00
(Includes Discounts)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	Page 1 of 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0007	09/13/2002	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4500 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

2003 - - - 6410 - - 252z - - FBW01 - - - - - - - - - - $0.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
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☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, [X] is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this modification is (1) to exercise option year III and (2) modify the prices for CLINs 0036 and 0046 to allow for charges associated with MRO reported positives versus laboratory reported positives. Accordingly, the contract is modified as follows:

(1) Option Year III is hereby exercised, extending the contract period of performance through 9/30/03;
(2) CLIN 0036 MRO: POSITIVE RESULT unit price is increased from $36.91 to $46.14 for the period 10/1/02 through 9/30/03 (Option Year III);
(3) CLIN 0046 MRO: POSITIVE RESULT unit price is increased from $37.46 to $46.83 for the period 10/01/03 through 9/30/04 (Option Year IV).

The contractor's proposal dated 9/12/02 is hereby incorporated by reference. All other terms and conditions remain unchanged and in full effect.
END OF MODIFICATION NO. 7

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Latetia M. Henderson	
15B. CONTRACTOR/OFFEROR _____ *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY _____ *(Signature of Contracting Officer)*	16C. DATE SIGNED 09/13/2002

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
0036	MRO: Positive Result (Estimated Quantity: 250 Each) Change in Unit Price	10/01/2002 (10/01/2002 to 09/30/2003)	0.00	ea	$9.23	$0.00 OPTION PERIOD
0046	MRO: Positive Result (Estimated Quantity: 250 Each) Change in Unit Price	10/01/2003 (10/01/2003 to 09/30/2004)	0.00	ea	$9.37	$0.00 OPTION PERIOD

Previous Total: $0.00
Modification Total: $0.00
Grand Total: $0.00
(Includes Discounts)

Funding Strip Code

2003 - - - 6410 - - 252z - - FBW01 - - - - - - - - - -

Change in Funded Amount

$0.00

Reference Requisition: NBCW3Z00015

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0008	02/26/2003	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4500 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
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☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, [X] is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this modification is to incorporate the attached Statement of Work which adds random generator capability to the FAST System. Accordingly, the following changes are hereby incorporated:

1. Under Section B, contract line items 0065, 0066, 0067 and 0068 are established as follows:
CLIN DESCRIPTION
0065: License Fee Random Generator (Bureau of Prisons) @ $24,432
0066: Data Migration Fee @ $2,000
0067: Random Generator Maintenance Fee (Bureau of Prisons) Option Year III, @ $300 per month
0068: Random Generator Maintenance Fee (Bureau of Prisons) Option Year IV @ $300 per month

2. Under Section C, Attachment 1 (Statement of Work) is hereby incorporated.

All other terms and conditions remain unchanged and in full effect. End of Modification No. 8

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
BRYAN C. MERRYMAN VP CUSTOMER SVC	Latetia M. Henderson
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	16B. United States of America BY *(Signature of Contracting Officer)*
15C. DATE SIGNED 2/26/03	16C. DATE SIGNED 02/28/2003

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
0065	RANDOM GENERATOR: This is a New Line License Fee (Bureau of Prisons)		0.00	job	$24,432.00	$0.00
0066	DATA MIGRATION This is a New Line		0.00	job	$2,000.00	$0.00
0067	MAINTENANCE FEE This is a New Line Random Generator Maintenance Fee (Bureau of Prisons) OPTION YEAR III.	(02/13/2003 to 09/30/2003)	0.00	mo	$300.00	$0.00 OPTION PERIOD
0068	MAINTENANCE FEE This is a New Line Random Generator Maintenance Fee (Bureau of Prisons) OPTION YEAR IV.	(02/13/2003 to 09/30/3003)	0.00	mo	$300.00	$0.00 OPTION PERIOD

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

Previous Total: $0.00

Modification Total: $0.00

Grand Total: $0.00
(Includes Discounts)

Request for Upgrades to Fast System - Random Generator (1/17/2003)

We are requesting an upgrade to the current FAST internet system that will randomly generate and select names and duty stations for drug/alcohol testing under the HHS and DOT programs. The random generator must be fully integrated with the current FAST system, and be available as a selection option from the main menu screen. Also, the random generator must not adversely affect the speed of the current FAST system.

Agencies must be able to randomly select names from a pool of testing positions (HHS and DOT) by exporting the information from their payroll/personnel data files, and automatically import the records in the FAST system. The number of agency data files may vary from small to large in size (ie., 100 to 50k plus records). Also required is a written explanation of the methodology used for the random number generator (ie., dbase4 generates random numbers in a selected range; the algorithm then adds the number 1 to each random number; etc.).

The random generator must allow the agency to perform daily to yearly random drug/alcohol test draws, based on either a percentage or number of tests desired, for any date range selected. Also, the random generator must provide the ability to do random selections by one or more locations (duty stations). In addition, the agency must be able to include people previously selected but not tested.

Once the agency data records are randomly selected, the record information to schedule and track a drug/alcohol test must be able to be sent to all or some of the multiple organizational levels in the current FAST system for the agency. The random generator must also be able to send electronic mail messages (email) to an agency with the random names selected to all or some of the agency FAST system users.

Agencies must be able to designate whether all or some of the FAST users in their organization are able to select, schedule, and view all or some of the drug/alcohol test types and results. Also, the agency must be able to generate a report and file for a specific date range that will send all data record information to a printable file (in pdf, excel, and txt format). In addition, an audit trail record (for 2 years) must be provided to track the random selections, percentages or numbers selected, and cancellations.

The random generator must provide a feature in FAST to allow the agency user to print an acknowledgement of selection form for each random drug test (for both HHS and DOT program). The random generator must provide security at the same or higher level as is currently provided in the current FAST system, including encryption, emergency backup, password changes, and unique user ids and passwords. Training must be provided via the HELP menu in the current FAST system.

Please provide an overall cost estimate, implementation schedule, and solution for agencies to obtain their testing information beyond the life of the current contract. Additional requirement details and specifications, and examples for the random generator are provided as an Attachment. The COTR shall be the sole decision maker concerning whether or not the random generator meets the requirements. Attachment

Attachment (**Request for Upgrades to Fast System - Random Generator (1/17/2003)**

1. Overview
a. need random generator program to randomly select names from an agency data file of testing positions; route to appropriate fast users; and interface with existing fast internet system
b. random generator feature must be available on existing fast systems
c. random generator must be fully integrated with current fast system
d. random generator must not affect the speed of the current fast system

2. General
a. must be able to select from pool of testing positions that vary from approx 100 to 50k plus employees (hhs and dot)

3. Legend
a. agencies to provide legend to pharmchem to identify job titles/organizations within agency

b. for example
- human resource management (hrm)
- regional human resource managment (rhrm); 6
- health services administrator (hsa); 100
- assistant health services administrator (ahsa); 100
- regional health services administrator (rhsa); 6
- assistant regional health services administrator (arhsa); 6
- warden (w); 100
- associate warden (aw); 300
- director (of all rd's); 1
- regional director (rd); 6
- assistant regional director (ard); 6
- assistant director (ad); 7
- central office medical director (comd); 1
- hq; jude; 1

4. How random selections are routed
- in fast
note: system must allow routing of records to at least 6 levels in the organization heirarchy
a. route the random name list selected to appropriate agency fast units; and to fast units above them in the agency fast heirarchy (as the appropriate request type - pcl; onsite; inhouse)
b. agency to designate how random selections are routed within agency fast unit heirarchy
c. maintain random names, once selected, on fast unit until test has been performed; there are no random no shows (for inhouse collections only)
d. maintain random names selected in fast unit unless a written authorization is provided by the agency hq
e. note; only randoms scheduled at clinics will be governed by the 90 day no show rule

f. example of fast routing
- hq sees all employees; except himself (note; hq is at fast level 1)
- rhrm sees all employees physically located at his location (note; rhrm is at fast level 2)
- rhrm's are at the same fast level 2 as are the hrm's

- rhrm can only can schedule and see results for preemployment and "other" agency test types (cannot see randoms)
- hrm sees only employees physically located at his location (note; hrm is at fast level 2)
- hrm can only schedule and see results for preemployment and "other" agency test types (cannot see randoms)
- hrm does not see randoms (tests or results) of hsa (yet does see hsa applicants)
- rhsa sees only employees physically located at his location; except himself, the rd, and ard (note; rhsa is at fast level 3)
- rhsa can only schedule random, preemployment, and "other" agency test types (note; cannot see any results)
- rhsa's are at the same fast level 3 as are the hsa's
- hsa sees all employees at his/her institution; except the w, aw, hsa, ahsa (note; hsa is at the fast level 3)
- hsa can only schedule random, preemployment, and "other" agency test types (note; cannot see any results)
- hsa fast level 3 for sing sing prison will be under hrm fast level 2 for sing sing prison (so hrm at sing sing can see the preemployment tests done by hsa at sing sing)

g. all central office employees; could be any job title (agency needs to identify org code) go only to hq
h. when aw's selected; warden gets the hsa/ahsa/rhsa to do collection; hsa/ahsa/rhsa calls agency hq (jude) with spec# & collection date; agency hq (jude) calls pharmchem to enter in fast

-in email (random tests only)
- note: system must allow routing to at least 6 levels in organizational heirarchy
- note: email file must include the fields: name; ssn; job working titles; organization code; etc.
a. hq sees all employees; except himself (hq person goes to comd)
note: hq random list must break employees out by organization code
b. comd sees only rd's, ad's, the director (of all rd's), and hq person
c. rd sees all employees in his region; except rd himself (goes to comd)
d. rhsa sees all employees in his region; except himself, the rd, and ard
e. warden sees all employees at his institution; except himself (goes to rd)
f. hsa sees all employees at his institution (except himself; w, aw, ahsa)
note: only agency hq office can request drug/alcohol tests be closed without a result; and only comd can request hq persons case be closed.

5. Fast levels
a. provide ability to fast levels to select whether or not to receive results; and which test type(s) can be selected
b. for example
- level 1: bop (hq-jude); can see everything; or so they say
- level 2: human resource management (hrm); currently have fast; can schedule only preemployments and "other" test types; yes can see results (even from preemployment tests scheduled by hsa's)
- level 3: hsa's; can schedule only random; preemployment; and "other" test types; they cannot see any results
- for fast; need list of prison organizational chart/setup (agency to provide)

6. Random generator
a. provide a unique user id and password in order to access the random generator
b. provide ability to include both hhs and dot employees in overall pool
c. provide ability to separate and randomly select just hhs or dot employees
d. provide ability to do daily; weekly; monthly; quarterly; twice yearly and yearly random draws; from both hhs and dot pools combined or seperately
e. provide feature to allow user to select the number of random names to be drawn or select a percentage of drug and/or alcohol tests to be performed; date range of selection (by fiscal or calander year); whether to include people previously randomly selected but not tested before next random selection was made; and how output files are to be sent to fast users (ie; pdf; excel, txt)
f. provide ability to do random selections by one or more location(s) (duty station)
g. provide explanation of method used for random number generator (ie, dbase4 generates random numbers in selected range; alogrithm adds 1 to each number; etc)
h. provide ability to include prior no shows in new random list (by hq or any fast level)
i. povide ability for hq or other fast levels to perform random selections
j. provide ability for random list generated to be imported into fast levels as pcl, onsite or inhouse request type
k. for example
- an employee could be selected for both the hhs and dot testing random programs; if their names/records were in both pools
- design the random generator so that it will select an employee name only one time from each pool (hhs or dot) for each time a random draw is generated
- lets say there are 50k employees in the total pools (hhs and dot combined); and there are 1700 dot positions included in the overall pool
- for example; in the hhs pool; if 20 names are to be randomly generated; the name joe jones can only be selected one time out of the 20 names (this is from the 50k total pool)
- however; if joe jones is also in the dot pool; and under the dot program; if 20 names are also to be randomly selected; joe jones could also be selected; but only one time out of the 20 dot names (this is from the 1700 dot total pool)

7. Data record file provided by agency
a. agency must provide data field to distinguish between employees in hhs or dot pool; code whether hhs or dot in separate field of data to be imported to random generator program
b. data fields provided by agency to include; last name; first name; middle initial; ssn; dob; duty location; duty title; hhs or dot position; drug and/or alcohol test; hhs or dot test; pcl, onsite or inhouse; gender; etc
c. standard file format to be specified by pharmchem to import into existing fast system
d. pharmchem will validate file from agency before imported into fast; corrections to be made by agency before import will accept data
e. provide ability for data to be automatically imported in each record that includes: name; ssn; test type; nondot or dot (for hhs-tdp or dot-cdl); drug and/or alcohol test; gender; etc.
f. provide ability in the inhouse collection screen to input spec#; date of collection; city and state; in each fast random record created
g. provide ability in the pcl and onsite collection screen to input the required in each fast random record created

8. Implementation schedule
a. provide implementation time line for completion of various functions (screens; reports; online training; etc) and total product

9. Security
a. provide security requirements for random generator that are at same or higher level provided in current fast system; including: encryption; emergency backup; password changes

10. Reports
a. provide option to generate random selection reports including: hhs and/or dot employees randomly selected; list of employees selected but not tested (by date range)
b. provide option to download all data fields to exel; pdf; or txt formats

c. for example
- the random selection report will be sorted by fast unit; and information in report will include: hhs or dot test; drug and/or alcohol; selection date; and fast level acronym (ie ALM)
- allow reports to be accessed by all fast units; except as designated by agency (ie; not to hrm's level4)
- provide option to download all report requests to users pc in excel, pdf, and txt formats

11. Audit trail
a. maintain an audit trail of random selections (for 2 years from date of selection)
b. data maintained must include: random selection percentage or number; selection date; cancelled by agency hq info

12. acknowledgement of selection form
a. provide feature in fast to allow agency fast unit to print an acknowledgement of selection form for each random drug test record in fast (for either hhs and dot)
b. audit trail must be made available to agency upon request

c. form must include info below:
- for example
- fax to agency coordinator at fax number 123-456-7890
- acknowlegement of random selection for hhs drug testing program OR dot drug/alcohol testing (commercial drivers license)
- spec#; date; fast level acronym (ie ALM)
- donor name; ssn
- for donor use
- you have been identified for drug/alcohol testing under the authority of the hhs or dot programs. Your identification for testing was based on a random sample of the current testing designated positions (tdp's) OR people with a commercial drivers license (cdl). Each individual had an equal chance of selection.
- your refusal to submit to testing may result in disciplinary action up to, and including dismissal.
- your specimen will be tested for the following five drug classes: 1. thc metabolite, or marijuana; 2. cocaine metabolite; 3. phencyclidine, or pcp; 4. codeine, morphine; 5 amphetimines

- if your test is found to be positive for the presence of one of the above drugs, then you will be contacted by a physician medical review officer (mro). The mro will ask you to submit medical documentation that may support the legitimate use of the identified drug. If the mro finds no legitimate use of the drug(s) in question, the test will be considered positive for illegal drug use.
- if your test is determined to be positive, you may request that a second portion of your original sample be reanalyzed at another certified laboratory.
- i have read the above information, and i understand that my selection was by means of random sampling, and was not based on any specific knowledge or suspicion of drug use.
- donor name; date

13. Training
a. provide training for upgrade via HELP menu item (online training manual to adequately explain steps and process of random generator)

14. Cost proposal
a. provide estimate for total cost

b. provide a solution for agencies to obtain their testing information past the life of the contract

15. Note:
a. decision on whether end product meets requirements determined solely by cotr

Bopfast1finala

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	Page 1 of 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0009	02/28/2003	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4500 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [X] is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*
Modification is hereby made to add the following agency to the list of agencies utilizing this contract:

U.S. Army Corps of Engineers
441 G Street, NW
Washington, DC 20314-1000

All other terms and conditions remain unchanged and in full effect. End of Modification No. 9

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Ni'mat A. Shakoor	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 02/28/2003

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

No Changed Line Item Fields

Previous Total:	$0.00
Modification Total:	$0.00
Grand Total:	$0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0010	05/20/2003	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4500 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [X] is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this modification is to incorporate the official date authorization was given the following agency to utilize this contract:

U.S. Corps of Engineers
441 G Street, NW
Washington, DC 20314-1000

Official Date: September 6, 2001

All other terms and conditions remain unchanged and in full effect.

End of Modification No. 10

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Ni'mat A. Shakoor	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 05/20/2003

Line Item Summary	Document Number	Title	Page
	NBCWOD00002/0010	Drug Testing	2 of 2

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

No Changed Line Item Fields

Previous Total:	$0.00
Modification Total:	$0.00
Grand Total:	$0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	Page 1 of 5

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0011	09/25/2003	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4600 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

See Funding Detail

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, [X] is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this modification is to incorporate the attached Statement of Work which adds Random Generator capability to the FAST System. (Bureau of Prisons is not included in this Modification.) Accordingly, the following changes are hereby incorporated:

1. Under Section B, contract line items 0069, 0070, 0071 and 0072 are established as follows: 0069: One Time Licensing Fee for the Random Generator using the FAST System. Any agency authorized to use the FAST System has access to purchase the licensing fee for the Random Generator @ $10,000, OPTION YEAR III; 0070: One Time Licensing Fee for the Random Generator using the FAST System. Any agency authorized to use the FAST System has access to purchase the licensing fee for the Random Generator @ $10,000, OPTION YEAR IV; 0071: Monthly FAST Random Generator Maintenance Fee for all authorized agencies @ $300 per month, OPTION YEAR III; 0072: Monthly FAST Random Generator Maintenance Fee for all authorized agencies @ $300 per month, OPTION YEAR IV.

2. Under Section C, Attachment 1 (Statement of Work) is hereby incorporated.
NOTE: The contractor will make available to the agencies the random data both current and historical at the end of the life of the contract. All other terms and conditions remain unchanged and in full effect. End of Modification #11

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
Bryan Merryman-Vice President, Customer Service		Ni'mat A. Shakoor	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. United States of America	16C. DATE SIGNED
(Signature of person authorized to sign)	9/25/03	BY *(Signature of Contracting Officer)*	09/25/2003

NSN 7540-01-152-8070
PREVIOUS EDITION
UNUSABLE

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR)
53.243

Total Funding: $0.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
See Line Item(s)											

Division **Closed FYs** **Cancelled Fund**

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
0069	LICENSING FEE:	(09/25/2003 to 09/30/2003)	0.00	lot	$10,000.00	$0.00 OPTION PERIOD

This is a New Line
One Time Licensing Fee for the Random Generator using the FAST System. Any agency authorized to use the FAST System has access to purchase the licensing fee for the Random Generator, OPTION YEAR III.
Ref Req No: NBCW3Z01141

0070	LICENSING FEE:	(10/01/2003 to 09/30/2004)	0.00	lot	$10,000.00	$0.00 OPTION PERIOD

This is a New Line
One Time Licensing Fee for the Random Generator using the FAST System. Any agency authorized to use the FAST System has access to purchase the licensing fee for the Random Generator, OPTION YEAR IV.
Ref Req No: NBCW3Z01141

0071	MAINTENANCE FEE:	(09/25/2003 to 09/30/2003)	0.00	mo	$300.00	$0.00 OPTION PERIOD

This is a New Line
Monthly FAST Random Generator Maintenance Fee for all authorized agencies, OPTION YEAR III.
Ref Req No: NBCW3Z01141

0072	MAINTENANCE FEE:	(10/01/2003 to 09/30/2004)	0.00	mo	$300.00	$0.00 OPTION PERIOD

This is a New Line
Monthly FAST Random Generator Maintenance Fee for all authorized agencies, OPTION YEAR IV.

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

Previous Total: $0.00

Modification Total: $0.00

Grand Total: $0.00
(Includes Discounts)

Funding Strip Code	Change in Funded Amount
- - - - - - - - - - - - - - - - - -	$0.00
Reference Requisition: NBCW3Z01141	
- - - - - - - - - - - - - - - - - -	$0.00
Reference Requisition: NBCW3Z01141	
- - - - - - - - - - - - - - - - - -	$0.00
Reference Requisition: NBCW3Z01141	
- - - - - - - - - - - - - - - - - -	$0.00

Shipping Addresses

Code	Detail	
0001	Org:	Dept of the Interior - National Business Center
	Addr:	1849 C Street, NW MS 1366 Division of Employee and Public Services Washington DC 20240
	Attn:	Richard Hipkins
	Phone:	(202) 208-5638 ext.
	Fax:	( ) - ext.

Invoice Addresses

Code	Detail	
0001	Org:	Dept. of the Interior-National Business Center, Den
	Addr:	Product and Services, Mailstop D-2777 P.O. Box 272025 Denver CO 80227-9025
	Attn:	Financial
	Phone:	( ) - ext.
	Fax:	( ) - ext.

STATEMENT OF WORK

Upgrades to FAST System – Random Generator

Provide upgrade to the current FAST internet system that will randomly generate and select names and duty stations for drug/alcohol testing under the HHS and DOT programs. The random generator shall be fully integrated with the current FAST system, and be available as a selection option from the main menu screen. Also, the random generator shall not adversely affect the speed of the current FAST system.

Agencies shall be able to randomly select names from a pool of testing positions (HHS and DOT) by exporting the information from their payroll/personnel data files, and automatically import the records in the FAST system. The number of agency data files may vary from small to large in size (i.e., 100 to 50k plus records). Provide a written explanation of the methodology used for the random number generator (i.e., dbase4 generates random numbers in a selected range; the algorithm then adds the number 1 to each random number; etc.).

The random generator shall allow the agency to perform daily to yearly random drug/alcohol test draws, based on either a percentage or number of tests desired, for any date range selected. Also, the random generator shall provide the ability to do random selections by one or more locations (duty stations). In addition, the agency shall be able to include people previously selected but not tested.

Once the agency data records are randomly selected, the record information to schedule and track a drug/alcohol test shall be able to be sent to all or some of the multiple organizational levels in the current FAST system for the agency. The random generator shall also be able to send electronic mail messages (email) to an agency with the random names selected to all or some of the agency FAST system users.

Agencies shall be able to designate whether all or some of the FAST users in their organization are able to select, schedule, and view all or some of the drug/alcohol test types and results. Also, the agency shall be able to generate a report and file for a specific date range that will send all data record information to a printable file (in pdf, excel, and txt format). In addition, an audit trail record (for 2 years) shall be provided to track the random selections, percentages or numbers selected, and cancellations.

The random generator shall provide a feature in FAST to allow the agency user to print an acknowledgement of selection form for each random drug test (for both HHS and DOT program). The random generator shall provide security at the same or higher level as is currently provided in the current FAST system, including encryption, emergency backup, password changes, and unique user ids and passwords. Training shall be provided via the HELP menu in the current FAST system.

The Contracting Officer's Technical Representative (COTR) shall be the sole decision maker concerning whether or not the random generator meets the requirements.

NOTE: Provide an overall cost estimate, implementation schedule, and solution for agencies to obtain their testing information beyond the life of the current contract.

Additional requirement details and specifications, and examples for the random generator are as follows:

1. Overview

a. Need random generator program to randomly select names from an agency data file of testing positions; route to appropriate fast users; and interface with existing fast internet system.

b. Random generator feature shall be available on existing fast systems.

c. Random generator shall be fully integrated with current fast system.

d. Random generator shall not affect the speed of the current fast system.

2. General

a. Shall be able to select from pool of testing positions that vary from approx 100 to 50k plus employees (HHS and DOT).

3. Legend

a. Agencies to provide legend to contractor to identify job titles/organizations within agency.

4. How Random Selections Are Routed In FAST

NOTE: System shall allow routing of records to at least 6 levels in the organization hierarchy.

a. Route the random name list selected to appropriate agency fast units; and to FAST units above them in the agency FAST hierarchy (as the appropriate request type - pcl; onsite; inhouse).

b. Agency to designate how random selections are routed within agency FAST unit hierarchy.

c. Maintain random names, once selected, on FAST unit until test has been performed. There are no random no shows (for inhouse collections only).

d. Maintain random names selected in FAST unit unless a written authorization is provided by the agency hq.

e. **NOTE**: Only randoms scheduled at clinics will be governed by the 90 day no show rule.

5. **Fast Levels**

a. Provide ability to FAST levels to select whether or not to receive results; and which test type(s) can be selected.

For FAST, need list of prison organizational chart/setup. (Agency to provide)

6. **Random Generator**

a. Provide a unique user id and password in order to access the random generator.

b. Provide ability to include both HHS and DOT employees in overall pool.

c. Provide ability to separate and randomly select just HHS or DOT employees.

d. Provide ability to do daily; weekly; monthly; quarterly; twice yearly and yearly random draws; from both HHS and DOT pools combined or separately.

e. Provide feature to allow user to select the number of random names to be drawn or select a percentage of drug and/or alcohol tests to be performed; date range of selection (by fiscal or calendar year); whether to include people previously randomly selected but not tested before next random selection was made; and how output files are to be sent to fast users (i.e.; pdf; excel, txt).

f. Provide ability to do random selections by one or more location(s) (duty station).

g. Provide explanation of method used for random number generator (i.e., dbase4 generates random numbers in selected range; algorithm adds 1 to each number; etc).

h. Provide ability to include prior no shows in new random list (by hq or any FAST level).

i. Provide ability for hq or other FAST levels to perform random selections.

j. Provide ability for random list generated to be imported into FAST levels as pcl, onsite or inhouse request type.

k. For example:

An employee could be selected for both the HHS and DOT testing random programs, if their names/records were in both pools. Design the random generator so that it will select an employee name only one time from each pool (HHS or DOT) for each time a random draw is generated. Lets say there are 50k employees in the total pools (HHS and DOT combined), and there are 1700 dot positions included in the overall pool.

For example:

In the HHS pool, if 20 names are to be randomly generated, the name Joe Jones can only be selected one time out of the 20 names (this is from the 50k total pool). However, if Joe Jones is also in the dot pool, and under the dot program, if 20 names are also to be randomly selected, Joe Jones could also be selected, but only one time out of the 20 dot names (this is from the 1700 dot total pool).

7. Data Record File Provided By Agency

a. Agency shall provide data field to distinguish between employees in HHS or DOT pool; code whether HHS or DOT in separate field of data to be imported to random generator program.

b. Data fields provided by agency to include: last name; first name; middle initial; ssn; dob; duty location; duty title; HHS or DOT position; drug and/or alcohol test; HHS or DOT test; pcl, onsite or inhouse; gender; etc.

c. Standard file format to be specified by contractor to import into existing FAST system.

d. Contractor will validate file from agency before imported into FAST. Corrections to be made by agency before import will accept data.

e. Provide ability for data to be automatically imported in each record that includes: name; ssn; test type; nondot or dot (for HHS-tdp or DOT-cdl); drug and/or alcohol test; gender; etc.

f. Provide ability in the inhouse collection screen to input spec#; date of collection; city and state; in each fast random record created.

g. Provide ability in the pcl and onsite collection screen to input the required in each FAST random record created.

8. Implementation Schedule

a. Provide implementation time line for completion of various functions (screens; reports; online training; etc) and total product.

9. Security

a. Provide security requirements for random generator that are at same or higher level provided in current FAST system, including encryption, emergency backup and password changes.

10. Reports

a. Provide option to generate random selection reports, including, hhs and/or dot employees randomly selected; list of employees selected but not tested (by date range).

b. Provide option to download all data fields to exel; pdf; or txt formats.

c. For example:

The random selection report will be sorted by FAST unit and information in report will include: HHS or DOT test; drug and/or alcohol; selection date; and fast level acronym (i.e. ALM).

Allow reports to be accessed by all FAST units except as designated by agency (i.e.; not to hrm's level 4).

Provide option to download all report requests to users pc in excel, pdf, and txt formats.

11. <u>Audit Trail</u>

a. Maintain an audit trail of random selections (for 2 years from date of selection).

b. Data maintained shall include: random selection percentage or number; selection date; cancelled by agency hq information.

12. <u>Acknowledgement of Selection Form</u>

a. Provide feature in FAST to allow agency FAST unit to print an acknowledgement of selection form for each random drug test record in FAST (for either HHS and DOT).

b. Audit trail shall be made available to agency upon request.

c. Form shall include information below:

For example:

Fax to agency coordinator at Fax number 123-456-7890.

Acknowledgement of random selection for HHS drug testing program OR DOT drug/alcohol testing (commercial driver's license).

Spec#; date; FAST level acronym (i.e. ALM)

Donor name; ssn

For donor use

You have been identified for drug/alcohol testing under the authority of the HHS or DOT programs. Your identification for testing was based on a random sample of the current testing designated positions (tdp's) OR people with a commercial drivers license (cdl). Each individual had an equal chance of selection.
Your refusal to submit to testing may result in disciplinary action up to, and including dismissal.

Your specimen will be tested for the following five drug classes: 1. thc metabolite, or marijuana; 2. Cocaine metabolite; 3. phencyclidine, or pcp; 4. codeine, morphine; 5 amphetamines.

If your test is found to be positive for the presence of one of the above drugs, then you will be contacted by a physician medical review officer (MRO). The MRO will ask you to submit medical documentation that may support the legitimate use of the identified drug. If the MRO finds no legitimate use of the drug(s) in question, the test will be considered positive for illegal drug use. If your test is determined to be positive, you may request that a second portion of your original sample be reanalyzed at another certified laboratory.

I have read the above information, and I understand that my selection was by means of random sampling, and was not based on any specific knowledge or suspicion of drug use.

Donor name; date

13. <u>Training</u>

a. Provide training for upgrade via HELP menu item (online training manual to adequately explain steps and process of random generator).

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	Page 1 of 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0012	09/25/2003	See Lines	

6. ISSUED BY CODE 00003
Dept of the Interior - National Business Center
Div of Acquisition Services - Washington,1849 Cst NW MS 1324,
Washington, DC 20240

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

PharmChem, Inc.

4600 N. Beach Street

Haltom City, TX 76137

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. NBCWOD00002
(X)	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*
The purpose of this modification is to exercise Option Year IV as follows:

Option Year IV is hereby exercised, extending the contract period of performance through 9/30/04.

All other terms and conditions remain unchanged and in full effect.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Bryan Merryman-Vice President, Customer Service	Ni'mat A. Shakoor

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. United States of America	16C. DATE SIGNED
(Signature of person authorized to sign)	9/25/03	BY *(Signature of Contracting Officer)*	09/25/2003

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

No Changed Line Item Fields

Previous Total:	$0.00
Modification Total:	$0.00
Grand Total:	$0.00

Shipping Addresses

Code	Detail	
0001	Org:	Dept of the Interior - National Business Center
	Addr:	1849 C Street, NW MS 1366 Division of Employee and Public Services Washington DC 20240
	Attn:	Richard Hipkins
	Phone:	(202) 208-5638 ext.
	Fax:	( ) - ext.

Invoice Addresses

Code	Detail	
0001	Org:	Dept. of the Interior-National Business Center, Den
	Addr:	Product and Services, Mailstop D-2777 P.O. Box 272025 Denver CO 80227-9025
	Attn:	Financial
	Phone:	( ) - ext.
	Fax:	( ) - ext.