



**Office of the Administrative Director – Financial Services Division**

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March 9, 2011

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: Janell Kim  
Financial Services Administrator

SUBJECT: ADDENDUM NO. 2  
REQUEST FOR PROPOSAL J12001  
TO PROVIDE STATEWIDE DRUG CONFIRMATION TESTING  
FOR THE JUDICIARY, STATE OF HAWAII

Transmitted herewith is a copy of Addendum No. 2 for your review. A copy of this Addendum is also available from our Judiciary web page at <http://www.courts.state.hi.us>. An amended Proposal form is included in this addendum.

Please direct questions to Ms. Joan Sakaba of the First Circuit Court at (808) 539-4510 or email [Joan.L.Sakaba@courts.state.hi.us](mailto:Joan.L.Sakaba@courts.state.hi.us)

Janell Kim  
Financial Services Administrator

ADDENDUM NO. 2  
REQUEST FOR PROPOSAL J12001  
TO PROVIDE STATEWIDE DRUG CONFIRMATION TESTING  
FOR THE JUDICIARY, STATE OF HAWAII  
March 9, 2011

The items listed hereinafter are hereby made a part of Request for Proposal J12001 for the above project and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

The following questions and answers are in response to questions by prospective proposers concerning Request for Proposal J12001.

1. What percentage of testing is done by oral fluids?

***The percentage of testing done by oral fluids is low. Currently, confirmation of oral fluids are done twice a year.***

2. How many confirmation tests will be urine specimens and how many will be oral fluids?

***The majority of the confirmation tests will be urine specimens, the Judiciary may request two or three oral confirmation tests a year.***

3. What is the specific name of the instant testing device being used for screening before confirmation?

***The testing device currently being used for screening is American Biomedica Corporation Rapid Tox Cup II.***

4. Is confirmation testing priced and performed per drug?

***Yes, confirmation testing is priced and done per drug.***

5. Does current vendor pricing include shipping?

***Yes, the current vendor pricing includes shipping.***

6. RFP Section 2.3 General Specifications, B. Supplies, requires provision of collection and transport supplies. This section does not specify to oral fluid collections. Will you be shipping oral fluid samples in original collection devices you already have? What oral fluid device are you using?

***We have conducted a few oral fluid tests but it is used very rarely. We would like to keep our options open as we may institute the use of oral fluids testing. Please include your company's transport supplies for oral fluids.***

7. How many confirmation tests were done last year for LSD, Steroids, and Inhalants?

***The number of confirmation tests done last year for the following were: LSD - 0, Steroids -2, Inhalants -1.***

8. How many Spice/K2 tests do you anticipate per year?

***The quantity of Spice/K2 confirmation tests are unknown at this time as it is a new requirement due to the enactment of federal laws banning Spice distribution.***

9. What shipping method are you currently using (i.e. FedEx 1-day, 2-day, other method)?

***For the current contract, we are using FedEx overnight services and the United States Postal Service to transport the specimens to the laboratory. A minimum of 3 - 5 samples are required for a FedEx shipment.***

***However, you may propose and utilize any shipping method to insure the most efficient and expedient way to transport the samples.***

10. Do you ship samples every day and if not, how often? Does it vary by location?

***Samples are shipped daily from Honolulu (Oahu) and shipment from the other islands vary from island to island based on testing frequencies.***

11. In buildings where there are multiple locations (e.g. 777 Punchbowl Street), do you have a centralized pickup (are all samples shipped together)?

***At present, we do not have a formal central pickup per location. Samples are shipped contingent on the quantity of samples from each office. However, pickup/shipment have been consolidated between the individual offices at the same location to meet the minimum of 3 -5 samples required for FedEx shipment from one location.***

12. How many confirmation tests were done last year for each of the drugs specified under Section 2.2.B.? (i.e. number of Alcohol, number of Amphetamines).

***The number of tests conducted last year were:***

• Alcohol (ETG)	1,233
• Amphetamines	1,985
• Barbiturates	21
• Benzodiazepines	518
• Cannabinoids	1,528
• Cocaine	318
• Lysergic Acid Diethylamide (LSD)	0
• Methadone	80
• Opiates	330
• Phencyclidine	40
• Steroids	0
• Spice/K2 (list compounds tested for)	new requirement
• Inhalants	1

13. Can you rank the requested drugs to be tested by prevalence of positive results? For instance, if the most positive results were found to be cannabinoids, amphetamines/metamphetamine second, etc.

***Ranking of requested drug by prevalence of positive results were:***

1. ***THC***
2. ***Amphetamines/Metamphetamines***
3. ***Alcohol (ETG)***
4. ***Opiates***
5. ***Cocaine***
6. ***Benzodiazepine***
7. ***Oxycodone/PCP***

14. a. Do you want a flat invoice per location per month (based on an estimated volume for that location), with a separate invoice for the “overage” for that location? If so, what if there is an “underage” (less than the estimated number of tests ordered)? Any clarification of the invoicing requirements would be helpful.

***We should be billed only for services provided; and each location should be billed separately.***

b. Just want to clarify that each location needs four (4) copies of every monthly invoice

***Yes***

15. The top of page 2 of the "SECTION FOUR PROPOSAL FORM", the "Undersigned represents:" - the second choice is "Complaint Non-Hawaii business", contains a phrase at the end ".....has a separate branch or division in the State that is capable of fully performing under the contract". This phrase seems to apply more to a construction contractor, as we intend to send specimens to Tacoma WA and do not currently have a laboratory in Hawaii, just as the current contractor sends specimens to Arizona. Is the current AZ-based contractor in compliance ?

***Yes, the current contractor is a Compliant Non Hawaii business. To answer any questions regarding the Hawaii Compliance Express, go to:***

***<http://vendors.ehawaii.gov/hce/splash/faq.html>.***

**Modifications to SECTION THREE – SPECIAL PROVISIONS**

The following item is **added** to this section and shall be amended to read:

**3.5. SUBMISSION OF PROPOSALS**

2. Evaluation Criteria. The intent of this part is to standardize the Proposals and to allow for comparison in the logistics of the confirmation testing. The technical phase shall be evaluated as follows:

Evaluation Criteria	Score
Completeness & conformance to bid specifications	40
Efficiency and ease of utilizing transport methods and materials	10
Efficiency and speed of access to test results	10
Completeness of report format	10
Content and Ease of accessing and utilizing electronic/web based results reporting system	10
Security of data contained in computer based reporting system	5
Invoicing capabilities and ability to set up and maintain multiple testing and billing accounts	5
<b>Financial Management of Company</b>	10
Total Score	100

The following item is **added** to this section and shall be amended to read:

**3.7. PROPOSAL PREPARATION**

e. Other

1. In order to determine the adequacy of the applicant's accounting system, the following documents are requested as part of the Proposal Application (may be attached):

- The most recent financial statement
- The most recent financial audit

2. The applicant shall disclose any FDA warning letters that they received during the last five years including an explanation on how these issues were resolved.

3. The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.