

ADVERTISEMENT FOR BIDS

The Scott County School Board is seeking bids on **Random Alcohol and Drug Testing** for Students participating in VHSL-sanctioned extracurricular athletics.

In administering the program, the division will test for the presence of certain substances that may include, but are not limited to, the following substances or their metabolites: alcohol, marijuana (THC), synthetic cannabinoids, opiates, cocaine, methamphetamines, anabolic steroids and phencyclidine (aka PCP), MDMA (aka Ecstasy), and/or any other substance defined as a “controlled substance” by either Virginia or Federal Law.

The company will comply with the Program Coordinator to ensure that testing of eligible students is conducted in a manner that is random. Selection of eligible students for testing will be conducted on a purely and entirely random basis by a third party vendor selected by Scott County Public Schools to administer the Random Alcohol and Drug Testing Program. The company will comply with the request to perform on-site testing of students at Gate City Middle School, Gate City High School, Rye Cove High School, Twin Springs High School, and Scott County Career and Technical Center. Bids should be submitted based on testing 30 students at one testing time participating in VHSL-sanctioned extracurricular activities four times annually. Testing should include a **minimum** of four (4) times per academic year.

During the random drug testing, the Company will comply with test administration. All aspects of the program, including the taking of specimens, will be conducted so as to safeguard the personal and/or privacy rights of the participant to the maximum extent possible. The program treats a participant’s test result as a confidential health record pursuant to both federal and state regulations 42C.F.R. 2.1 and 2.2; VA Code Section 32.1-126.1:03. As such, any information obtained by the program which would identify the participant as a drug or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations in accordance with 42C.F.R. – Part II. No testing record of any participant will be used to initiate or substantiate any criminal charges against a participant or to conduct any investigation of him or her, and the division will not share participants’ individual test results with law enforcement authorities unless legally required by court order or subpoena.

The Company will comply with Scott County Public School’s Oral fluid/Urine testing procedures as follows:

- No purses, bags, or containers may be taken in to the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- Student is asked to rinse his/her hands and dry them. If no water is easily accessible, an alcohol free wipe may be used instead.
- The Testing Custody and Control Form is completed by the student and collector.
- The student is told to check expiration date on the back of kits for validity.
- The student opens the kits.

- The collector instructs the student to position the swab in their mouth and rub back and forth several times on inside of cheek one at a time.
- The student places the swabs in his own mouth.

The collector and the student fill in designated sections of the laboratory chain of custody form.

- The samples and chain of custody form are labeled by the student and packaged for overnight delivery to the SAMHSA certified lab.
- The top lab copies of the Testing Custody and Control Form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student is given the donor copy of the form.
- The student may wash his/her hands and be released from the testing site.
- The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- The Program Coordinator will be notified immediately of any student who refuses to give a sample or is suspected of tampering with the sample.

Urine Testing Procedures

- No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- Student is asked to rinse his/her hands and dry them. If no water is easily accessible, an alcohol free wipe may be used instead.
- The Testing Custody and Control Form is completed by the Student and collector.
- The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- The student enters a closed stall or single use bathroom to collect the specimen, and then hands the container to the collector when they exit the stall or bathroom.
- The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the Program Coordinator will be notified.
- With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.

- The collector takes the properly signed and student initialed bottle seals and places them over the caps and sides of the bottles. The sealed bottles are placed inside the transport bag.
- The top lab copies of the Testing Custody and Control Form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student is given the donor copy of the form.

The Company will comply with Scott Co. School's intent for a Medical Review Officer (MRO) and their (MRO) responsibilities are as follows:

- The MRO will review all results of oral fluid/urine testing. Any urine specimen testing positive for alcohol, illegal drugs, unauthorized drugs, banned substances, or adulteration will be handled in the following manner:
 - The MRO determines if any discrepancies have occurred in the Chain of Custody.
 - Depending on the substances found in the urine, if necessary, the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
 - If the student is on medication, the parent/guardian(s) will be asked to provide documentation from the prescribing physician, within five working days, to document what medication(s) the student is currently taking. Failure to provide such requested information will be considered a positive result.
 - The MRO will determine if the prescribed medications resulted in the positive test result. For example, a positive test result for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction. Or, if the student has a positive screen for codeine and has no documented physician order for the medication (maybe a parent/guardian gave the student one of his/her pills), this would likely be ruled a positive test by the MRO.
- Finally, the MRO, based on the information given, will certify the test results as positive or negative and report this to the Program Coordinator, initially reporting positive results by phone.
- Screens positive for alcohol or illicit drugs (marijuana, heroin, cocaine) would automatically be considered positive by the MRO.
- The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

During the performance of this contract the vendor will not discriminate against any student because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by law.

During the performance of this contract the vendor agrees to follow the Code of Virginia on sex offender's entry onto school property and provide written statements on all work forces on school property.

Scott County School Board reserves the right to reject any and all quotes.

An optional pre-bid conference will be held Monday, July 30, 2018 at 10:00 a.m. in the Scott County School Board Conference Room, 340 E. Jackson Street, Gate City, VA. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to the solicitation.

Bids will be received by the Scott County School Board at their office, 340 E. Jackson Street, Gate City, VA 24251 until 1:00 local prevailing time on Thursday, August 2, 2018 at which time they will be publicly opened and read. Bids should be sealed in an envelope marked "**RANDOM ALCOHOL AND DRUG TESTING**" and also marked Attention: Jason Smith, Assistant Superintendent. No facsimile bids will be accepted.

Scott County Virginia Schools reserves the right to cancel the contract at any time if the services are unsatisfactory and the parties to the contract are unable to resolve problems to the satisfaction of the Scott County School Board.