Drug & Alcohol Testing
Mandatory for listed State agencies

Term:

Notice of Cancellation has been issued, contract ends May 31, 2015. Please see new MMCAP contracts for continued services.

Renewals:
None

The Division of General Services has established this mandatory contract for Drug and Alcohol Testing Services for State employees required to hold a Commercial Drivers License as condition of employment. The program does not include counseling or rehabilitation services. See below for additional information.

Delivery Locations:

Contract Award # 2008-9900-7496

Beacon Occupational Health & Safety Services
800 Cordova Street
Anchorage AK 99501

Phone: (907) 563-8378
Fax: (907) 563-8380

Contract Intent: This is a mandatory contract for participating Executive Branch Departments for a Drug and Alcohol Testing Program for State employees required to hold a Commercial Drivers License as a condition of employment. The program does not include counseling or rehabilitation services. The program includes: urine specimen collection, laboratory specimen analysis by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory, Medical Review Officer interpretation, breath alcohol concentration testing, record keeping and supervision of record access, federal reporting of testing results and other required matters.

There are two parts to the contract:

1. Mandatory Use: The items that fall under this heading are random drug testing (50% of pool of 880 employees), random alcohol testing (10% of pool of 880) and contractor consulting services.

2. Non-Mandatory Use: The items that fall under this heading are the pre-employment, reasonable suspicion, post-accident, return-to-duty, and follow-up testing.

Location of Work: This is a statewide program covering employees in seven Executive Branch Departments located at numerous job sites throughout the state. The seven Executive Branch Departments are as follows:
- Commerce, Community & Economic Development
- Corrections
- Fish & Game
- Labor & Workforce Development
- Military & Veterans Affairs
- Natural Resources
- Department of Transportation & Public Facilities

Last updated 3/19/15
Each Department has a designated Drug Program Manager. All testing must be coordinated at the Drug Program Manager (or designee) level.

**TESTING:** The testing required under this contract falls into the following categories:

1. **RANDOM DRUG & ALCOHOL TESTING:** The contractor will maintain a random pool of individuals. The State will provide the contractor with names and duty stations of covered employees for inclusion in random pool. The contractor will be responsible for randomly drawing names to be tested. Testing is to be performed at any location in the State as required without any travel, lodging or expense reimbursement due to the contractor. The provisions of consulting services as required are to be included in the per unit cost of the tests. Random alcohol tests will be administered to at least 10% per year, subject to federal requirements. Random drug tests will be administered to at least 50% per year, subject to federal requirements.

2. **PRE-EMPLOYMENT TESTING:** Pre-employment drug tests will be requested when the responsible State official determines it is required under federal requirements. Requests for pre-employment drug tests are to be billed to the requesting agency. Contractor transportation, food and lodging costs are not applicable.

3. **POST-ACCIDENT TESTING:** Post accident tests may be requested when the responsible State official determines it is required under federal requirements. Transportation, food and lodging costs will be borne by the contractor for post-accident tests in Juneau, Anchorage and Fairbanks. At locations outside of Juneau, Anchorage and Fairbanks the State agency requesting the test will reimburse the contractor’s travel expenses in accordance with the State of Alaska Travel and per-diem rates and policies in effect at the time of travel.

4. **REASONABLE SUSPICION TESTING:** Reasonable suspicion tests may be required when the responsible State official determines it is required under federal requirements. Transportation food and lodging costs will be borne by the contractor for post-accident tests in Juneau, Anchorage and Fairbanks. At locations outside of Juneau, Anchorage and Fairbanks the State agency requesting the test will reimburse the contractor’s travel expenses in accordance with the State of Alaska travel and per diem rates and policies in effect at the time of travel.

5. **RETURN TO DUTY TESTING:** Return to duty tests may be required when the responsible State official determines it is required under federal requirements. Contractor transportation, food and lodging costs are not applicable to return to duty drug and alcohol testing.

6. **FOLLOW UP TESTING:** Follow up tests may be required when the responsible State official determines it is required under federal requirements. Transportation food and lodging costs will be borne by the contractor for post-accident tests in Juneau, Anchorage and Fairbanks. At locations outside of Juneau, Anchorage and Fairbanks the State agency requesting the test will reimburse the contractor’s travel expenses in accordance with the State of Alaska travel and per diem rates and policies in effect at the time of travel.

**CONTRACT PRICE:** The contract fee schedule is firm for the initial term of the contract. Annual thereafter, the Contractor may request price adjustments, in writing, at least 30 days prior to the renewal date. Price adjustments will be made in accordance with percentage change in the U.S. Department of Labor Consumer Price Index (CPI) for Urban Wages Earners and Clerical Workers, all items Anchorage area. If you have any questions or concerns with this contract please contact the contracting Officer listed below.

**PAYMENT PROCEDURES:** The contractor shall submit separate monthly invoices to each participating agency for their pro rata share of the random testing and consulting portion of the contract. Invoices for firm fixed price deliverables and monthly payments shall be pro rated to participating departments as set out below:

"Participating Department Pro-Rata Share"
<table>
<thead>
<tr>
<th>Department</th>
<th>Employees</th>
<th>Pro-Rate Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community &amp; Economic Development</td>
<td>2</td>
<td>0.23%</td>
</tr>
<tr>
<td>Corrections</td>
<td>16</td>
<td>1.83%</td>
</tr>
<tr>
<td>Fish &amp; Game</td>
<td>15</td>
<td>1.72%</td>
</tr>
<tr>
<td>Labor &amp; Workforce Development</td>
<td>8</td>
<td>0.92%</td>
</tr>
<tr>
<td>Military &amp; Veterans Affairs</td>
<td>45</td>
<td>5.15%</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>36</td>
<td>4.12%</td>
</tr>
<tr>
<td>Transportation &amp; Public Facilities</td>
<td>751</td>
<td>86.03%</td>
</tr>
<tr>
<td>Grant Total</td>
<td>873</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

In addition, the contractor will provide monthly invoices to each participating agency for direct costs, based on actual services provided for the billing period for such things as travel expenses and lodging, actual test samples collected and analyzed, etc. Each billing must consist of an invoice and backup for the direct costs. No payment will be made until the invoice has been approved by an authorized agency financier person.

**CONTRACT ADMINISTRATION:** The administration of this contract is the responsibility of the Department of Administration, Division of General Services.

While this document contains an edited version of a majority of the terms and conditions that apply to the above contract, it is not intended to be the complete contract. If you have questions that are either not addressed in this document, or wish to receive a complete copy of the contract, please contact the contracting officer listed below:

Linda Polk  
Contracting Officer  
State of Alaska  
907 465-8292  
Linda.Polk@alaska.gov