



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

June 23, 2020

Helen Balthrop  
Workforce Essentials Inc.  
523 Madison Street Ste. A  
Clarksville, TN 37040

Re: **RFQ 44039 Drug and Alcohol Testing Program Administration Services**

Dear Ms. Balthrop:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above **RFQ 44039 Drug and Alcohol Testing Program Administration Services**. This letter hereby notifies you of Metro's intent to award to **Workforce Essentials Inc.**, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact **Jeremy Frye**, BAO Representative, at **615-862-6638** or at [Jeremy.frye@nashville.gov](mailto:Jeremy.frye@nashville.gov).

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Buyer **Christina Alexander** by email at [christina.alexander@nashville.gov](mailto:christina.alexander@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

A handwritten signature in blue ink that reads "Michelle A. Hernandez Lane".

Michelle A. Hernandez Lane  
Purchasing Agent

Cc: Solicitation File, Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. **Right to Protest.** Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

Procurement Division

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

[www.Nashville.gov](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Enter Solicitation Title & Number Below

Drug & Alcohol Testing Program Administration Services; RFQ# 44039

**30**

Offeror's Name	Bids	RFP Cost Points
Workforce Essentials Inc.	\$162,485.00	<b>24.00</b>
DATCO Services Corp.	\$243,675.00	<b>20.00</b>
Sterling Infosystems Inc.	\$247,586.00	<b>19.69</b>

**RFQ# 44039**  
**Evaluation Committee Score Sheet**

Offeror	DATCO Corporation	Sterling Infosystems	Workforce Essentials
Contract Acceptance (Yes/No)	Yes	Yes	Yes
ISA Questionnaire (Yes/No)	Yes	Yes	Yes
Cost (30 Points)	20	19.69	24
Qualification (25 Points)	19	18	25
Technical Capacity (15 Points)	6	0	15
Business Plan (30 Points)	16	12	29
<b>Total Evaluation Scores</b>	<b>61.00</b>	<b>49.69</b>	<b>93.00</b>

**Evaluation Comments**

<b>DATCO Corporation</b>
<b>Strengths</b>
Firm's proposed weekend hour availability. Firm's proposed training for Metro end users. Firm's proposal demonstrated the use of Quest Labs and minimally provided all of the solicitation's evaluative components required with the exception of the below weaknesses.
<b>Weaknesses</b>
Firm's proposal lacked detail for steroid drug testing. Firm's proposal failed to demonstrate IRMS testing experience. Firm's proposal demonstrated limited MRO experience and provided limited references. Firm's proposal failed to demonstrate electronic database and web based interface experience. Firm's proposal suggests fax and dropbox exchange with no system to run reports. Firm's proposal suggests Randoms are conducted quarterly, not monthly (which Metro required). Firm's proposal lacked detail for technical specifications. Firm's proposal failed to demonstrate self-serve report capability. Firm's proposal failed to provide information for low threshold and communications between MRO and physical doctor. Firm's proposal lacked detail for 24/7 collections. Firm's business plan lacked detail demonstrating capacity to perform scope of work for this solicitation.

## **Sterling Infosystems**

### **Strengths**

Firm's proposal demonstrated years of service in the industry and minimally provided all of the solicitation's evaluative components required with the exception of the below weaknesses.

### **Weaknesses**

Firm's proposal failed to demonstrate steroid testing experience. Firm failed to provide litigation information as requested in the solicitation. Firm's proposal failed to provided lab certifications. Firm's proposal lacked detail for qualifications. Firm's proposal failed to demonstrate technical capacity to preform scope of work for this solicitation. The provided technical capacity was unrelated to Drug Testing. Firm's proposal failed to identify testing site locations as requested in the solicitation. Firm failed to provide collection plan and procedures as requested in solicitation. Firm failed to provide procedures for transporting specimens to lab as requested in solicitation. Firm's proposal failed to demonstrate ability to respond to Metro in requested time frame. Firm's proposal failed to demonstrate knowledge of IRMS testing. Firm failed to provide a response detailing the use of samples for multiple testing. Firm's business plan lacked significant detail to include failing to provide procedure for blood screening, low threshold testing, procedure for BAT results, and procedure for EBT. Firm failed to provide procedures for testifying in court.

## **Workforce Essentials**

### **Strengths**

Firm's proposal demonstrated industry expertise. Firm's proposal demonstrated security measures provided during testing, to include stationed security personnel during testing. Firm's proposal provided detailed technical specifications to include interface to run reports and self-serve access. Firm's proposal provided detailed plan for DER's and personalized training. Firm's proposal demonstrated ability to provide expert witnesses to testify in court when needed. Firm's proposal demonstrated the use of Quest Labs and minimally provided all of the solicitation's evaluative components required with the exception of the below weaknesses.

### **Weaknesses**

Firm's proposed one (1) year non-DOT split specimen request lacked detail and was unclear.

## BAO Small Business Assessment Sheet

<b>BAO Specialist:</b> Jeremy Frye
<b>Contract Specialist:</b> Christina Alexander
<b>Date:</b> 06/16/2020

<b>Department Name:</b> Human Resources
<b>RFP/ITB Number:</b> 44039
<b>Project Name:</b> Drug & Alcohol Testing Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Workforce Essentials	\$ 162,485.00	\$ 2,000.00	Yes	1%	The prime not an approved SBE and will utilize approved SBE Relialab Testing \$2,000/1%.



# Statement of M/WBE Utilization

Proposer's/Firm's Name: <b>Workforce Essentials</b>	Proposer's Phone #: 931-905-3503
Solicitation Title: Drug & Alcohol program Administration	Proposer's Email Address: rdunn@workforceessentials.com
Solicitation #: 44039	Amount Self-performed : \$145,000
Proposer's/Firm's Ownership: <b>Non-M/WBE</b>	Total Bid Amount: 160.000
<b>Proposed EBO Goal (%)</b> : 0 MBE% 0 WBE%	EBO Goal Met? (Y/N) <b>NO</b>

The following MWBE\* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

	MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	Certificate	* MBE/WBE	Code #	Description of Work	MBE/WBE	Percent
				Type (MBE or WBE)	Group Type *	UNSPS/NAICS		Dollars (\$)	of Total Contract
1				Select	Select				
2				Select	Select				
3				Select	Select				
4				Select	Select				
5				Select	Select				
6				Select	Select				
7				Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature) <b>Robin Dunn, Vice President</b>	<i>Robin Dunn</i>	Date <b>06/15/2020</b>
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\*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

<b>Has Prime Complied with EBO Goal?</b> <b>NO</b>	<b>For Internal Office Use ONLY</b>	<b>If No, Good Faith Efforts Met?</b> <b>YES</b>
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**BAO Representative:** Jeremy Frye

**Date:** 06/16/20

<b>Total MBE Subcontracting</b>	0 _____ %	\$ 0 _____
<b>Total WBE Subcontracting</b>	0 _____ %	\$ 0 _____
<b>Total MBE/WBE Participation:</b>	0 _____ %	\$ 0 _____