

30507

**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508**

August 5, 2010

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois**

**PRE-EMPLOYMENT DRUG TESTING AND POST EMPLOYMENT FITNESS FOR
DUTY SERVICES
HUMAN RESOURCES DEPARTMENT
DISTRICT**

THE CHANCELLOR

REPORTS

that it is necessary to provide pre-employment drug testing and post employment fitness for duty services for District Human Resources and Staff Development; and

that a Request for Proposal for pre-employment drug testing and post employment fitness for duty services was publicly advertised May 14, 2010, and a pre-proposal conference was conducted on June 3, 2010; and

that four (4) firms responded to the RFP on June 14, 2010, Mercy Works Occupational Health Network, Concentra Medical Centers, HireRight, Inc., and Employment Background Investigations (EBI) and the submitted proposals were reviewed, evaluated and ranked by District and Harold Washington Human Resources Staff in accordance with evaluation criteria outlined in the RFP, which included: Qualifications and Experiences, Medical Review Officers Qualifications, Accessibility of Proposer’s Testing Sites, Proposed Plan of Action, Past Experience with Similar Services, Fees in relation to Scope of Services, and Compliance with District M/WBE requirements; and

that based on the evaluation scoring, staff recommends acceptance of the highest ranked proposal from MercyWorks Occupational Health Network, to provide pre-employment drug testing and post employment fitness for duty services at the following fees:

1	5 Panel Drug Screen (Includes confirmation testing) / Per Screen	\$26.50
2	Breath Alcohol Test Primary Blow / Per Test	\$28.75
3	Confirmation of Alcohol Test (If initial test is positive) / Per Test	\$28.75
4	Medical Review of Positive drug screens by Medical Review Officer / Per Case	\$16.00
5	Physician/Staff Testifying on behalf of CCC / Per Hour	\$350.00
6	Physical examination by a licensed physician / Per Client	\$100.00
7	Hepatitis B vaccinations (series of three injections) / Per Client	\$150.00

that upon request, these services will include: Trained medical personnel to administer Non-NIDA 5-panel pre-employment drug tests; Medical Review of positive drug tests by Medical Review Officer; Post Employment Breath Alcohol Test Primary Blow; Confirmation of Alcohol Test (if initial test is positive); Hepatitis B vaccinations (series of three (3) injections); Post exposure medical care and follow-up as defined by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standards; Physical examinations by a licensed physician for Post–Employment Fitness for Duty; Professional medical personnel to testify at hearings and /or arbitration on behalf of City Colleges of Chicago; Administrative Support services during regular and extended work hours with the turnaround time from specimen collection being approximately 24 hours; and

that the Office of M/WBE Contract Compliance has reviewed the above request and, based on the required services, Mercy Works Occupational Health Network, Chicago, IL subcontracting with Excel Answering, a certified MBE and Lee Perfect Transcription, a certified WBE for indirect services, is in compliance with the Board Approved Participation plan

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the Chairman to enter into an agreement with Mercy Works Occupational Health Network, Chicago , IL for the services as requested in the RFP, upon request, at the fees as stated in the Fee Proposal, at an amount not to exceed \$48,000 annually, for a three (3) year period beginning August 5, 2010 through August 4, 2013 with the option to extend for two (2) additional one (1) year periods for pre-employment drug testing and post employment fitness for duty services in accordance with RFP#DT 1007 dated June 14, 2010.

FINANCIAL

Not to Exceed \$48,000 Education Fund -00003-0025004- 00086-10570-0000000-539170

Respectfully submitted,

Cheryl L. Hyman
Chancellor

August 5, 2010-Office of Human Resources and Staff Development – District Office