

31891
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 6, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK STATE OF ILLINOIS

PRE-EMPLOYMENT DRUG TESTING AND POST EMPLOYMENT FITNESS FOR DUTY SERVICES
MERCYWORKS OCCUPATIONAL HEALTH NETWORK
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE
(RENEWAL OPTION)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to exercise the option to renew the agreement with MercyWorks Occupational Health Network to provide pre-employment drug testing and post-employment fitness for duty services for potential new employees and current employees at City Colleges of Chicago for the period from August 5, 2013 through August 3, 2014, at a total cost not to exceed \$55,000.

VENDOR: MercyWorks Occupational Health Network
 2525 South Michigan Avenue
 Chicago, Illinois 60616

USER: City Colleges of Chicago-District Office of Human Resources & Staff Development

ORIGINAL TERM:

The original term of this agreement commenced on August 5, 2010 and will end on August 4, 2013.

OPTION/RENEWAL TERM:

The renewal term of this agreement shall commence on August 5, 2013 and shall end on August 2, 2014.

SCOPE OF SERVICES:

City Colleges of Chicago will continue to retain the services of MercyWorks Occupational Medicine to provide pre-employment drug testing and post-employment fitness for duty services for potential new employees and current employees. The services MercyWorks Occupational Medicine will provide include: 1) trained medical personnel to administer Non-Regulated 7-panel pre-employment drug tests; 2) medical review of positive drug tests by a Medical Review Officer; 3) post-employment breath alcohol test primary blow; 4) confirmation of alcohol test (if initial test is positive); 5) hepatitis B vaccinations (series of three (3) injections); 6) post exposure medical care and follow-up as defined by the Occupational Safety and Health Administration (OSHA)

bloodborne pathogens standards; 7) physical examinations by a licensed physician for post-employment fitness for duty; 8) professional medical personnel to testify at hearings and / or arbitration on behalf of City Colleges of Chicago; and 9) administrative support services during regular and extended work hours with the turnaround time from specimen collection being approximately 24 hours.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing MercyWorks Occupational Health Network will enable the District Office of Human Resources and Staff Development to provide pre-employment drug testing and post-employment fitness for duty services for potential new employees and current employees.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report 30507 adopted August 5, 2010, the Board approved an agreement with MercyWorks Occupational Health Network to provide pre-employment drug testing and post-employment fitness for duty services for potential new employees and current employees at City Colleges of Chicago. Competitive bids were obtained from four (4) vendors; 1) MercyWorks Occupational Health Network; 2) Concentra Medical Centers 3) HireRight, Inc.; and 4) Employment Background Investigations (EBI). The submitted proposals were reviewed, evaluated and ranked by an evaluation committee.

The committee recommended acceptance of the highest ranked proposal from MercyWorks Occupational Health Network, to provide pre-employment drug testing and post-employment fitness for duty services for potential new employees and current employees based upon the following criteria outlined in the RFP:

1. Qualifications and Experiences
2. Medical Review Officers Qualifications
3. Accessibility of Proposer's Testing Sites
4. Proposed Plan of Action
5. Past Experience with Similar Services
6. Fees in Relation to Scope of Services
7. Compliance with District M/WBE Requirements

The Office of Human Resources and Staff Development desires to exercise the option to renew the contract with MercyWorks Occupational Health Network to provide pre-employment drug testing and post-employment fitness for duty services for potential new employees and current employees at City Colleges of Chicago.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the request to renew the agreement referenced above and has determined that MercyWorks has complied and will continue to comply with the Board Approved Participation Plan using the vendors noted below:

MBE Vendors:

| | | |
|---|-------------------------------|-----------------------------|
| Professional Dynamic Net 20280 Governors Hwy | Indirect Participation 15% | Central Management Services |
|---|-------------------------------|-----------------------------|

Olympia Fields, IL 60461

Excel Answering
5742 S. Pulaski Rd.
Chicago, IL 60629

Indirect Participation
10%

Central Management Services

WBE Vendor:

Lee-Perfect Transcription
680 N. Lakeshore Dr.
Chicago, IL 60611

Direct Participation
7%

Central Management Services

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY14: \$55,000

Charge to: Office of Human Resource and Staff Development

Source of Funds: Education Fund

Respectfully submitted,

Cheryl L. Hyman
Chancellor

June 6, 2013 - Office of Human Resources and Staff Development