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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 10, 2014**

**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)
(RATIFICATION)**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to ratify 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 3, 2014 through August 2, 2015, 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 ended on August 4, 2013.

1st RENEWAL TERM:

The option term of this agreement commenced on August 5, 2013 and ended on August 2, 2014.

2nd RENEWAL TERM:

The renewal term of this agreement shall commence on August 3, 2014 and shall end on August 2, 2015.

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 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:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Professional Dynamic Net 20280 Governors Hwy Olympia Fields, IL 60461	MBE	15	Indirect	CMS-State of IL
Excel Answering 5742 S. Pulaski Rd. Chicago, IL 60629	MBE	10	Indirect	CMS-State of IL
Lee-Perfect Transcription 680 N. Lakeshore Dr. Chicago, IL 60611	WBE	7	Indirect	CMS-State of IL

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: \$55,000

Charge to: Office of Human Resource and Staff Development

Source of Funds: Education Fund

FY15: 530000-00003-0025004-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

November 10, 2014 - Office of Human Resources and Staff Development