FY 2022

HUMAN RESOURCES

Budget & Fiscal Affairs Committee

Tuesday, August 3, 20122

Jane E. Cheeks
Human Resources Director

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Assistant Director

Alcohol and Controlled Substance Testing Services

City of Houston Request For Proposal

The contract for Alcohol and Controlled Substance Testing Services expired on July 31, 2021, and was extended for 90 days, expiring on October 31, 2021.

Request for Proposals were issued to ensure that the City continues to provide a healthy and safe working environment in compliance with the requirements of the Drug-Free Workplace Act of 1988.

Alcohol and Controlled Substance Testing Services

Program Overview

o This program is governed by EO 1-12 Amended Controlled Substance & Alcohol Abuse and EO 1-32 CDL Drivers Alcohol & Controlled Substance Testing Procedures.

o The vendor selected provides turnkey services to perform alcohol and controlled substance testing to detect the presence of illegal drugs, prescription drugs, or any other substances that could impair an employee's ability to safely and effectively perform the functions of any given job.

o The goal is to eliminate the potential of accidents, absenteeism, substandard performance.

Alcohol and Controlled Substance Testing Services

Procurement Process

o RFP was issued/ advertised on June 4, 2021.

o The proposals distributed to the evaluation committee for review on July 19, 2021.

o The Evaluation Committee (EC) that evaluated and rated the RFP, consisted of (4) members from Human Resources and Housing Department.

o The EC evaluated five vendors that responded to the RFP:
- Alere Technology
- RN Expertise
- DISA Global Solutions
- Fastest Labs Central
- Pre-Employ.com

o Expected Project contract start date is October 29, 2021.

Alcohol and Controlled Substance Testing Services

Criteria for evaluation of proposals:

o Technical Competence - the ability of the vendor to perform the Scope of Services requested in the RFP.

o Financial competitiveness and solvency.

o The ability of the vendor to provide the best value for the dollars that the City of Houston will expend.

o Responsiveness of Proposal.

Alcohol and Controlled Substance Testing Services

Approve vendor for Alcohol and Controlled Substance Testing Services

THANK YOU