



Corrections and Community Supervision

Request for Information (RFI) #2017-03

Urinalysis Analyzers

Issued: February 17, 2017

Response Due Date: March 31, 2017

1.0 INTRODUCTION

The New York State Department of Corrections and Community Supervision (DOCCS), guided by the Departmental Mission, is responsible for the confinement and rehabilitation of approximately 53,000 individuals under custody held at 54 state facilities and 36,000 parolees supervised throughout seven regional offices.

The Contract Procurement Unit (CPU) for DOCCS is seeking information from vendors who provide benchtop urinalysis analyzers to be used in our correctional facilities for inmates. This will also include the installation, training, technical support, and maintenance of equipment in the facilities.

2.0 PURPOSE

The purpose of this RFI is to acquire information regarding the interest and capabilities of vendors that can provide urinalysis analyzers for use in a correctional setting. Currently, DOCCS conducts approximately 86,000 tests at 52 locations annually. This equates to approximately 344,000 scans for illicit substances. A normal scan consists of THC (50ng/ml cutoff), Opiate (300 ng/ml cutoff), Buprenorphine (5 ng/ml cutoff), and Synthetic Cannabinoids XLR-11/UR-144 (10ng/ml cutoff).

This RFI invites input and ideas on such machines as well as rough cost estimates. Interested entities experienced and capable in providing a urinalysis analyzer should respond to this RFI by sending the information requested in Section 4. It is DOCCS' intention that the information received as a result of this RFI will assist in the preparation of a competitive solicitation.

This RFI is an inquiry only. No contract or agreement will be made from the results of this RFI.

Responding to this RFI is entirely voluntary and will in no way affect DOCCS' consideration of any proposal submitted in response to a subsequent solicitation.

3.0 INQUIRIES

All inquiries shall be sent via email to the following address: DOCCScontracts@doccs.ny.gov
Please include "RFI #2017-03" in the subject line of your email.

This is not a bid. Please do not request bid documents.

4.0 INFORMATION REQUESTED

DOCCS is seeking a benchtop urinalysis analyzer, similar to the Siemens Viva-JR or Viva-E, capable of maintaining or increasing our current level of testing. The analyzer should operate on a standard 120v outlet and come with a line conditioner as well as an uninterruptable power supply. It should be relatively easy to operate, requiring a minimum GED level education. It should not weigh more than 400lbs. Dimensions be no more than 48”Lx48”Wx48”H.

Reagents: The ability to maintain current testing and add or subtract reagents to meet the needs of NYSDOCCS, without a price increase to per test cost. Reagents should have an efficacy rating of ≥96% when compared to GC/MS or LC/MS.

Responses should also include the following information:

4.1 DESCRIPTION OF SYSTEM FUNCTIONALITY: Documentation should be provided that is descriptive of the functions supported by the system. Existing product literature and prepared marketing materials may be included; however, this information is less useful than a more detailed user and technical document. Please include information on the following:

4.2 DESCRIPTION OF TECHNICAL DESIGN: Respondents should provide information about overall system design including, as applicable, the following:

- a) Hardware specifications
- b) Operating system/software environment
- c) Physical security features, dimensions
- d) Detailed network requirements and protocols
- e) Data Security protocols
- f) Database environment and storage
- g) Description of the user interface, including browser-based screens for all functions of the system
- h) Description of the installation process
- i) Description of application security and auditing features

4.3 DESCRIPTION OF PRODUCT SUPPORT AND MAINTENANCE: Respondents are requested to comment on the following:

- a) Manuals
- b) Onsite and offsite training
- c) Helpdesk Operations
- d) User feedback procedures
- e) 24/7 and 365 support procedures
- f) Preventative Maintenance
- g) Warranty, returns and exchanges

4.5 DELIVERY OF SERVICE:

Installation: How long does equipment take to install?

Delivery: What is the delivery time after the order of equipment and reagents/consumables?

4.6 TESTIMONY: Testimony at DOCCS administrative hearings is required. Testimony may be, but is not limited to, machine operation, calibration, maintenance, procedures, and cross-reactivity. In the event of litigation, DOCCS may require the manufacturer provide an expert in the field of urinalysis drug testing to assist the New York State Attorney General's Office or DOCCS Counsel's Office in defending issues that may arise from the urinalysis testing of inmates. Please describe your company's experience in providing testimony.

4.7 ESTIMATED CHARGES – PRICING: As this document is an RFI, costs can only be estimated. Information on charges will be used for budgeting and planning purposes only – this is not a bid opportunity. All pricing assumptions should be identified including initial costs and recurring costs. Machine and testing consumables should be included in the reagent pricing. Please include options for both equipment purchase, leasing, and reagent rental.

4.8 CORPORATE INFORMATION AND REFERENCES: The following information is requested for those responding to this RFI:

- a) At least two references from law enforcement organizations that have used the system within the last two years
- b) Information on the single largest concurrent user
- c) Description of business experience
- d) Number of years in business
- e) Size of law enforcement/corrections customer base

5.0 INDUSTRY DAY

DOCCS intends to host an Industry Day meeting for all vendors that have an interest in having their products considered for use in its correctional facilities. The date and time of this meeting will be announced at a later date based on the responses received from this RFI.

6.0 SUBMISSION OF RESPONSE

A point of contact for each respondent should be provided, including name, address, email, and phone number. Responses should contain the above information, as appropriate.

Responses should be labeled as “RFI #2017-03 Urinalysis Analyzers” and addressed to:

NYS Department of Corrections and Community Supervision
Support Operations – Contract Procurement Unit
Attn: David Gambacorta
550 Broadway
Menands, NY 12204

Responses are due March 31, 2017.

Responders to this RFI will not be precluded from responding to a future solicitation.

7.0 RFI RESPONSE CLARIFICATIONS

DOCCS may seek additional information (clarifying or otherwise) regarding any of the respondents’ services following the receipt of the RFI responses. Information may be sought via telephone or email communication.

8.0 DISCLAIMER

This RFI is not a contract offer and it is not an open solicitation for any services but rather an informational inquiry by DOCCS. This RFI does not commit DOCCS to award a contract, pay any costs incurred in preparing a response, or to procure or contract for services or supplies. Qualified entities are encouraged to respond to this RFI; however, failure to submit a response will not impact a respondent’s ability to submit a response to any future competitive solicitation process (if any) for projects. Respondents are advised that all costs associated with responding to this RFI will be solely at their expense. There are no representations or warranties regarding the accuracy or completeness of the information contained in this RFI. Respondents are responsible for making their own evaluation of information and data contained in this RFI and for preparing and submitting responses to this RFI.

9.0 PROCUREMENT LAW

Since this is not a solicitation that will result in a contract, it does not fall under procurement lobbying law; therefore, there is no restricted period.