

**NYS Department of Corrections and Community Supervision
RFP 2014-08 Statewide Centralized Laboratory Services**

Questions and Answers

1. Q: In request for proposal 2014, Page 19 "Proposal Submission" Section X(D,6) do the two original reference letters have to be addressed to the bidder or as follows:
- Attn: Marla Henriquez
NYS Department of Corrections and Community Supervision
Contract Procurement Unit Support Operations
Proposal for BID 2014-08
550 Broadway
Menands, NY 12204
- A. The letters can be addressed as listed above to my attention.
2. Q: In Attachment B, Section I Mandatory Requirements line 7 (a) how many copies of the compendium are to be submitted and (b) shall they be in the same package as the sealed proposal considering the size of each compendium?
- A. (a) Per the RFP, as many copies as the proposal requires, total 9.
(b) Please refer to the RFP, page 19, Section X. Proposal Submission.
3. Q: In Attachment B, section I line 8 requiring all phlebotomists to have 1 year of experience (a) is a simple statement affirming that the requirement will be met or (b) do you need copies of their applications, resumes or other proof included with the proposal?
- A. (a) Refer to Attachment B, page 1, Section I. Mandatory Requirements.
(b) Please refer to response #2(b).
4. Q: In Attachment B, Section 1 line 6 (a) What credentials are required? (b) Can the bidder just state that every individual who processes, tests and reports results has been checked and their personnel records be made available upon request?
- A. (a) Please refer to the RFP, page 19, Section X. Proposal Submission and Attachment B, page 1, Section I. Mandatory Requirements.
(b) Provide a copy of the employee certification and the #of years of experience?
5. Q: Does DOCCS require a turnaround time of 24 hours or less for any tests covered under the bid? *Attachment B, p.2, Reporting/Record Keeping, #1*
- A: No. Please see Attachment B, p.2, Reporting/Record Keeping, #1
6. Q: Please define what constitutes DNA testing under the bid? *Attachment B, p.6, DNA Testing, Section IV, #1*

- A: Collection of specimens via oral swab and handling specimens with chain of custody. Please see Attachment B, p.6, DNA Testing, Section IV, #1
7. Q: Is there a NY State specific standard for chain of custody protocols? For example is it expected that the successful bidder will comply with the State Department of Health chain of custody guidelines for paternity/identify testing?
http://www.wadsworth.org/labcert/clep/files/PAIT_June2014.pdf- *Attachment B, p.6, DNA Testing, Section IV, #2*
- A: Please see Attachment B, p.6, DNA Testing, Section IV, #2
8. Q: Does DOCCS expect that the successful bidder will perform the DNA testing?
Attachment B, p.6, DNA Testing, Section IV, #1
- A: No. *Please see Attachment B, p.6, DNA Testing, Section IV, #2*
9. Q: If the answer to the prior question = No, where will the DNA testing be performed? *Attachment B, p.6, DNA Testing, Section IV, #1*
- A: *Please see Attachment B, p.6, DNA Testing, Section IV, #2*
10. Q: Is a chain of custody protocol required for any testing other than DNA testing?
Attachment B, p.6, DNA Testing, Section IV, #2
- A: Yes.
11. Q: Please define STAT service as required under the bid? *Attachment B, p.3, Reporting/Record Keeping, # 4*
- A: Specimens marked stat are to be processed as a priority and the results are to be sent to a designated fax at each Correctional Facility. Stat specimens will be picked up per this routine. The vendor or a NYS DOCCS employee will draw the blood. The blood marked stat once received by the vendor will be processed as a priority and the results faxed upon completion to a designated fax at a Correctional Facility
12. Q: Is there a defined STAT test menu? Does the STAT test menu differ by facility site? *Attachment B, p.3, Reporting/Record Keeping, # 4*
- A: This is not applicable
13. Q: Please define the hours of STAT service expectation. *Attachment B, p.3, Reporting/Record Keeping, # 4*
- A: During normal business hours

14. Q: Is the expectation that the successful bidder will perform or arrange for the STAT testing? Are there any exceptions in remote locations to utilize a hospital subcontractor? *Attachment B, p.5, Services Delivery Requirements, Section III, #3*
- A: Please see the answer to question 11 regarding defining stat services. Use of a hospital subcontractor is not necessary for the processing of stat specimens.
15. Q: The bidder requests a list of current subcontractors utilized for STAT services. *Attachment B, p.5, Services Delivery Requirements, Section III, #3*
- A: Not Applicable
16. Q: Are logistic subcontractors currently being utilized to pick up specimens from DOCCS facilities in remote areas? *Attachment B, p.5, Services Delivery Requirements, Section III, Logistics, #2*
- A: No
17. Q: The bidder requests a current list of logistic subcontractors authorized to have access to the correctional facilities. *Attachment B, p.5, Services Delivery Requirements, Section III, Logistics, #2*
- A: Not Applicable
18. Q: The bidder requests the current logistics pickup schedule by facility site. *Attachment B, p.5, Services Delivery Requirements, Section III, Logistics, #2*
- A: The specimen pick up schedule is between the hours of 7:00 am and 7:00 pm
19. Q: Please define the service expectation guidelines required for hardware maintenance as it pertains to bidder supplied computers, printers, label writers, modems, phone lines and any other computer related hardware? *Attachment B, p.3, Reporting/Record Keeping, Section I, #6*
- A: Service call must be performed within 1 business day
20. Q: The bidder requests the latest reported test utilization by facility site, in order to determine required staffing needs. *Attachment B, p.6, Service Delivery Requirements, Section III, Logistics #7*
- A: NYS DOCCS Health Services does not maintain this information
21. Q: Are phlebotomy services required at all DOCCS facility sites? *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*

- A: Yes
22. Q: Please identify the DOCCS facilities that currently utilize DOCCS employees (and/or subcontractors outside the scope of the current Contract Award) to collect specimens. *Attachment B, p.6, Service Delivery Requirements, Section III, Logistics, #7*
- A: All NYS DOCCS Correctional Facilities utilize DOCCS employees.
23. Q: For those sites where DOCCS phlebotomy / nurse employees are in place is the successful bidder required to provide additional phlebotomy coverage? *Attachment B, p.6, Service Delivery Requirements, Section III, Logistics, #7*
- A: Yes
24. Q: The bidder requests the current staffing hours schedule for phlebotomy services by facility site. *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*
- A: NYS DOCCS does not maintain that information.
25. Q: How many employees (per facility) will be allowed security clearance? Is there a DOCCS protocol that allows the bidder to obtain security clearance for multiple employees in order to cover any for any vacations? *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*
- A: As many as are necessary to perform the function. Yes.
26. Q: Is there a code of conduct on/off site in which the bidder's on-site phlebotomists must follow? If yes, the bidder requests a copy of code/policy. *Attachment B, p.2, Mandatory Requirements, Section I, #3*
- A: Yes. This will be provided upon award.
27. Q: Are there any disqualifications for a bidder's phlebotomist to be denied security clearance? *Attachment B, p.2, Mandatory Requirements, Section I, #1*
- A: Yes
28. Q: Does each DOCCS facility have a designated area for the bidder to collect process and store specimens? *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*
- A: Yes

29. Q: Is the designated area for collection / processing / storage of specimens a limited access area? *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*

A: Yes

30. Q: What is the process for scheduling a recollection of a specimen from an inmate? *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*

A: This will be per provider order as with an initial request.

31. Q: What is the protocol if the inmate refuses to have his/her specimen collected? *Attachment B, p.2, Mandatory Requirement Section I, #7*

A: An inmate has a right to refuse care per policy. The contractor will follow DOCCS policy.

32. Q: What is the protocol for the bidder’s phlebotomist in the case of lockdown? *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*

A: Contractor will follow the Correctional Facility security direction and it can vary on a case by case basis.

33. Q: Is the bidder expected to conduct swab collections? If yes, which ones? *Attachment B, p.5, Service Delivery Requirements, Section III, Logistics, #1*

A: Yes, Oral.

34. Q: Test Clarification – 2013 Test Counts *Attachment J, 2013 Test Counts*

See attached spreadsheet. Test listed below require additional clarification. Please note tests with high test volume.

Index	Code	Description	Test Volume	Comments	Clarification Comments
3	P934	PANEL P934	23,637	Define Panel Components and current Vendor Test Code	
74	9408	PANEL 9408	652	Define Panel Components and current Vendor Test Code	
78	9149	PANEL 9149	612	Define Panel Components and current Vendor Test Code	
100	9406	PANEL 9406	377	Define Panel Components and current Vendor Test Code	
123	9444	PANEL 9444	279	Define Panel Components and current Vendor Test Code	
145	8292	PANEL 8292	173	Define Panel Components and current Vendor Test Code	
194	8274	PANEL 8274	92	Define Panel Components and current Vendor Test Code	
276	9407	PANEL 9407	38	Define Panel Components and current Vendor Test Code	
416	984	HEPATITIS MANAGEMENT	13	Define Panel Components and current Vendor Test Code	
436	6616	PANEL 6616	12	Define Panel Components and current Vendor Test Code	
482	8280	PROFILE 8280	9	Define Panel Components and current Vendor Test Code	
653	9719	ACT I	3	Define Panel Components and current Vendor Test Code	

779	1112	INTL NORMALIZED RATIO	2	Need More Information and current Vendor Test Code	
830	9761	ACT 3	1	Define Panel Components and current Vendor Test Code	
831	9753	ACT 4	1	Define Panel Components and current Vendor Test Code	
926	5022	GP/LEUKEMIA/LYMPHOMA,FIS	1	Need More Information and current Vendor Test Code	
937	5069	HEP.B,BDNA,DILUTION	1	Need More Information and current Vendor Test Code	
986	756	PANEL 0756	1	Define Panel Components and current Vendor Test Code	
987	2289	PANEL 2289	1	Define Panel Components and current Vendor Test Code	
988	P791	PANEL P791	1	Define Panel Components and current Vendor Test Code	
1084	2861	VITAMIN PANEL	1	Define Panel Components and current Vendor Test Code	

A: Please refer to the attached sheets for the breakdown of the panels.

35. Q: Bidders are required to submit an M/WBE Utilization Plan with their proposal. *Section VI, Item A on p.8* The above requirement appears to be inconsistent with *Section X, Item D on p. 19* which indicates that the M/WBE requirements are set forth in Attachment F and only required from a bidder who is actually offered a contract. Please clarify whether or not the M/WBE information must be submitted in the documentation with the Proposal Submission due 12/11/14.

A: Please refer to Section X, Item D on p. 20 “Note: Bidders may submit these items with the bid, if desired”.

36. Q: Please confirm The Technical Component, *Section X, Item B on p. 19* is to be written as a narrative which provides a response to each section in *Attachment B*. Is a line item response required for everything noted in *Attachment B* along with the statement?

Example: I Mandatory Requirements, Question 1: Table of Organization “The Bidder has attached the Table of Organization”.

A: Yes.

Please complete and submit with your proposal

Bidder’s Name: _____

Signature: _____

Title: _____ Date: _____

2013 Est. Count - Gatecorder Facilities

Code	Description	Totals
0756	PANEL 0756	1
2289	PANEL 2289	1
6616	PANEL 6616	12
8274	PANEL 8274	92
8292	PANEL 8292	173
9149	PANEL 9149	612
9406	PANEL 9406	377
9407	PANEL 9407	38
9408	PANEL 9408	652
9444	PANEL 9444	279
P791	PANEL P791	1
P934	PANEL P934	23,637

9408	CBC WITH DIFF
9408	ALBUMIN SERUM
9408	TOTAL PROTEIN
9408	BILIRUBIN, TOTAL
9408	BILIRUBIN, DIRECT
9408	ALKALINE PHOSPHATASE
9408	SGOT
9408	SGPT
9408	LDH

Test Code

P934	CBC W/DIFF., PLATELET CT
P934	ALBUMIN
P934	BILIRUBIN, TOTAL
P934	BILIRUBIN, DIRECT
P934	BUN
P934	CALCIUM
P934	CHLORIDE
P934	CHOLESTEROL
P934	CREATININE
P934	GGTP
P934	IRON
P934	LDH
P934	PHOSPHORUS
P934	POTASSIUM
P934	TOTAL PROTEIN
P934	AST
P934	ALT
P934	SODIUM
P934	TRIGLYCERIDES
P934	URIC ACID
P934	ALK PHOS
P934	GLUCOSE
P934	RPR SEROLOGY
P934	HEPATITIS B CORE ANTIBOD
P934	URINALYSIS
P934	HEPATITIS B SURFACE ANTI
P934	HEPATITIS B SURFACE ANTI
P934	HDL CHOLESTEROL

Test Code		f	
2289	HDL CHOLESTEROL	8292	CBC WITH DIFF
2289	CBC W/DIFF., PLATELET CT.	8292	RETIC COUNT
2289	T3 UPTAKE (T3U)	8292	GLUCOSE
2289	THYROXINE (T4, TOTAL)	8292	SODIUM
2289	TSH	8292	POTASSIUM
2289	ESR	8292	CHLORIDE
2289	FERRITIN	8292	BUN
2289	RPR SEROLOGY	8292	CREATININE
2289	GLUCOSE	8292	URIC
2289	SODIUM	8292	ALKALINE PHOSPHATASE
2289	POTASSIUM	8292	CALCIUM
2289	CHLORIDE	8292	TOTAL PROTEIN
2289	BUN	8292	ALBUMIN
2289	CREATININE	8292	PHOSPHORUS, SERUM
2289	URIC	8292	GGTP
2289	ALKALINE PHOSPHATE	8292	SGOT
2289	CALCIUM	8292	SGPT
2289	TOTAL PROTEIN	8292	LDH
2289	ALBUMIN	8292	CHOLESTEROL
2289	PHOSPHORUS, SERUM	8292	TRIGLYCERIDES
2289	GGTP	8292	BILIRUBIN, TOTAL
2289	SGOT	8292	IRON
2289	SGPT	8292	CARBON DIOXIDE
2289	LDH	8292	TIBC COMPONENT
2289	CHOLESTEROL	8292	FERRITIN
2289	TRIGLYCERIDES	8292	HEP B SURFACE ANTIGEN
2289	BILIRUBIN, TOTAL		
2289	IRON		
2289	CARBON DIOXIDE	9149	COMPREHENSIVE METABOLIC
		9149	CBC WITH DIFF
Test Code		9149	TSH
0756	FSH		
0756	LH		
0756	PROLACTIN, SERUM		
P791	SODIUM, RANDOM URINE	9406	AMYLASE SERUM
P791	CREATININE RANDOM URINE	9406	TOXOPLASMOSIS
P791	SODIUM, SERUM	9406	CBC WITH DIFF
P791	CREATININE, SERUM	9406	CD3 TOTAL T-CELL MARKER
		9406	T CELLS TOTAL COUNT
		9406	NATURAL KILLER CELLS
		9406	B CELLS TOTAL COUNT
		9406	G-6-PD

9444	CBC WITH DIFF	8274	GLUCOSE
9444	RETIC COUNT AUTOMATED	8274	SODIUM
9444	TIBC COMPONENT	8274	POTASSIUM
9444	FERRITIN	8274	CHLORIDE
9444	HEP B SURFACE ANTIGEN	8274	BUN
9444	ALUMINUM	8274	CREATININE
9444	POST DIALYSIS BUN	8274	URIC
9444	GLUCOSE	8274	ALKALINE PHOSPHATASE
9444	SODIUM	8274	CALCIUM
9444	POTASSIUM	8274	TOTAL PROTEIN
9444	CHLORIDE	8274	ALBUMIN
9444	BUN	8274	PHOSPHORUS SERUM
9444	CREATININE	8274	GGTP
9444	URIC	8274	SGOT
9444	ALKALINE PHOSPHATASE	8274	SGPT
9444	CALCIUM	8274	LDH
9444	TOTAL PROTEIN	8274	CHOLESTEROL
9444	ALBUMIN	8274	TRIGLYCERIDES
9444	PHOSPHORUS, SERUM	8274	BILIRUBIN TOTAL
9444	GGTP	8274	IRON
9444	SGOT	8274	TIBC COMPONENT
9444	SGPT	8274	FERRITIN
9444	LDH	8274	BILIRUBIN DIRECT
9444	CHOLESTEROL	8274	HEPATITIS A AB TOTAL W/R
9444	TRIGLYCERIDES	8274	HEP B SURFACE ANTIGEN
9444	BILIRUBIN, TOTAL	8274	HEP B AURFACE ANTIBODY
9444	IRON	8274	HEPATITIS B CORE IGM
9444	CARBON DIOXIDE	8274	HEPATITIS C ANTIBODY
		8274	ALUMINUM
		8274	PTH INTACT
9407	HEMOGLOBIN FRACTIONATION	8274	CBC W/DIFF.,PLATELET CT.
9407	CYTOMEGALOVIRUS IGG	8274	RETICULOCYTE COUNT
9407	ANTIBODY SCREEN	8274	CARBON DIOXIDE
9407	RUBELLA TITER (IGG)		
9407	BLOOD TYPING ABO		
9407	BLOOD TYPING RD (D)		
9407	CULTURE URINE	Test Code	
9407	HEPATITIS C ANTIBODY	6616	RAST: BERMUDA GRASS
		6616	RAST: TIMOTHY GRASS
		6616	RAST: PENICILIN NOTATIUM
		6616	RAST: COTTON-WOOD
		6616	RAST: MUGWORT
		6616	RAST: SHEEP SORREL
		6616	RAST: WHITE MULBERRY
		6616	RAST: WALNUT TREE
		6616	RAST: SYCAMORE
		6616	RAST: MOUNTAIN JUNIPER
		6616	RAST: CARELESS/ROUGH PIGW