



OFFICE OF STATE COURTS ADMINISTRATOR
 P.O. Box 104480
 2112 Industrial Drive
 Jefferson City, MO 65110-4480

RFP NO. OSCA 11-029-00
TITLE: Drug/Alcohol Testing
Equipment & Services
ISSUE DATE: January 6, 2011

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RETURN PROPOSAL NO LATER THAN: February 10, 2011 AT 5:00 PM

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package.

RETURN PROPOSAL TO:

(U.S. Mail)
 Office of State Courts Administrator
 Contracts Unit
 PO Box 104480
 Jefferson City Mo 65110 - 4480

or

(Courier Service)
 Office of State Courts Administrator
 Contracts Unit
 2112 Industrial Dr
 Jefferson City Mo 65109

CONTRACT PERIOD: JULY 1, 2011 THROUGH JUNE 30, 2012

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

MISSOURI TREATMENT COURTS THROUGHOUT THE STATE OF MISSOURI

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Office of State Courts Administrator or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the vendor and the Office of State Courts Administrator.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE <i>Jeanne Maples</i>		DATE February 4, 2011
PRINTED NAME Jeanne Maples		TITLE President
COMPANY NAME Global Drug Testing Services of Midwest, LLC		
MAILING ADDRESS 112 N Kansas		
CITY, STATE, ZIP Edwardsville IL 62025		
VENDOR NO. (IF KNOWN) 77058315300		FEDERAL EMPLOYER ID NO. 27-4727167
PHONE NO. 618-692-9055	FAX NO. 618-692-9066	E-MAIL ADDRESS corporate@globaldrugtestingservices.com

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: IN ITS ENTIRETY AS SUBMITTED		
CONTRACT NO. OSCA 11-029-09	CONTRACT PERIOD July 1, 2011 through June 30, 2012	
CONTACTS COORDINATOR <i>Robert J. Conna</i>	DATE 2-23-2011	STATE COURTS ADMINISTRATOR <i>Gregory P. Lihner</i>

PRICING PAGE

<u>Service</u>	<u>Price Per Unit</u>
Drug Court Random Testing Program	\$15.00
GS/MS Confirmation	\$25.00
Samples Picked up at Providers	Free of Charge
Court Personnel Training	\$20.00 per trainee
Hair Testing	\$100.00
EtG Testing	\$15.00

Global Drug Testing Services agrees to participate in the State of Missouri's Cooperative Procurement Program as described in RFP NO. OSCA 11-029-00.

EXHIBIT D
METHOD OF PERFORMANCE

1. Describe what is provided with which to collect each sample (cups, chain of custody forms, mailing packets).

Global provides Missouri based urine sample collection facilities that are located in close proximity to each treatment court served. These facilities are staffed with Missouri residents that are DATIA certified and trained. In addition, Global provides all of the materials and supplies necessary to collect and analyze urine samples. When possible Global procures collection and laboratory materials and supplies from Missouri based suppliers. For example, Global purchases its collection cups from Integrity Products, a manufacturer located in Grandview, Missouri.

As described below, Global employs strict chain of custody protocols for the pre-collection, collection, post collection, and laboratory analysis processes. These protocols are designed to ensure that a valid sample is collected, appropriately tested, and accurately reported to the drug court team. Through more than 16 years of experience, Global has developed a drug testing program that prevents adulteration, tampering, and substitution – once clients realize they cannot beat the testing program, they start to embrace the important steps toward recovery.

Pre-collection Process

As outlined below, Global uses an efficient six step pre-collection process designed to capture a valid sample while minimizing the time a client is at a site – allowing the client to maintain employment and or attend school with minimal interference.

	<p>1. Clients are processed immediately upon entering a testing site – if the client is prepared to provide a sample the entire process will take less than 2 minutes.</p>
	<p>2. The client’s identity is confirmed with a valid photo I.D. and if required the client’s Co-pay is collected.</p>
	<p>3. At every visit the client’s signature is captured electronically with time and date stamp that is stored for subsequent confirmation (if needed). The client’s signature is applied to a label that is affixed to the collection cup.</p>
	<p>4. The signed label is affixed to the collection cup in the client’s presence.</p>

	<p>5. At the option of the treatment court, Global will conduct a breath alcohol test on the client with a DOT approved breath alcohol device.</p>
	<p>6. The client is required to wash their hands completely under the supervision of the collector, minimizing the ability of the client to slip a foreign substance into the sample.</p>

Collections Process

Global performs same gender observed collections. The client and collector enter a specially designed bathroom after the client’s hands are completely washed. Collectors are trained to position themselves within 12 to 36 inches of the client and in a manner that provides a clear view, yet does not encroach on the client’s space. Clients provide a midstream sample that is collected after the client starts, stops, and start again – provides a sample – stops, and then finishes. It is absolutely critical to observe the urine coming directly from the client’s body. As a redundant step that strengthens court testimony, bluing devices make it impossible for a client to substitute a sample with toilet water and there are no sinks in the bathroom. **Through the entire process, clients are treated with respect and dignity – for many clients this is one of their first experiences to be treated in such a manner and plays a role in the recovery process.**



Post Collection Process

After collecting a sample, it is tested for specific gravity, creatinine, PH, color, odor, and temperature. Tests for specific gravity, creatinine, PH, color and odor are conducted to detect possible “flushing” patterns. “Flushing” does not constitute a positive test, but the court is notified and the client is monitored and tracked for abnormal behaviors. The temperature of all samples is tested to confirm that the sample falls within an appropriate temperature range, providing a redundant check. The pre-collection, collection, and post collection protocols often lead to the detection of devices or adulterants and if a sample does not pass these tests we often request that the client provide another sample.

Global’s professional collectors are trained to be intuitive and as equally creative as the client trying to trick the test. When substitution devices are observed the collector confiscates the device, takes a second sample, and prepares a detailed report for the treatment court.



2. Describe the instruction or training provided to treatment court staff pertaining to properly collecting a sample and completing necessary documentation.

Global provides all of the necessary sample collection and documentation services to allow the drug court team to focus on the judicial and treatment process. Global also provide consultation and training sessions for its drug court partners. Periodic training sessions with judges, attorneys, case workers, and treatment providers facilitates an efficient and effective drug testing program. Training sessions are conducted in a classroom or in the laboratory, allowing the drug court team to visualize the testing process and protocols. Classroom sessions cover topics such as interpretation of results, understanding how to properly judge patterns of drug abuse, cross reactivity issues, and other drug testing related topics.

3. Describe how the sample is transported to the testing laboratory (US Postal, Fed Ex, UPS, etc.).

Global co-locates its collection facility and laboratory in the same site, eliminating the need for the traditional chain of custody documentation since there is no change of custody from one person or location to another person or location. We provide a complete accounting of each sample to ensure that the integrity of the sample meets the standards necessary for a court proceeding.

4. Describe the methods of testing which are employed (LC/MS/MS, GC/MS, and/or Immunoassay methods).



All of Global's collectors are trained and certified as both collectors and laboratory technologist and all laboratory procedures and protocols are supervised by experienced, certified toxicologists. The collected sample is handled by the same person throughout the entire testing process, from collection to laboratory analysis and if positive, to secure frozen storage. In the event the sample is required to be sent to another independent laboratory, Global will prepare the appropriate chain of custody documentation to follow the sample from one location and person to another location and person.

Global's laboratory technologists perform a full enzyme multiple immunoassay ("EMIT") drug analysis on each sample for all drugs specified by the court. Drug testing laboratories are located in a secure area of each of our collection sites and are scientifically calibrated each day prior to the testing and analysis of samples.

Global's laboratory analyzes each sample and produces analytical equations that are interpreted by the lab technologist. The cut-off levels are set to meet standards specified by the drug court. Positive samples are retested a second time using the index sample in order to produce a statistically similar result (double EMIT confirmation). The final results are reviewed and scrutinized by a second trained lab technologist who must agree with the findings. All results are reported to the drug court on the same day or if necessary, within minutes of collecting a sample. All positive samples are then sealed and secured in frozen storage for later analysis if required. Negative samples are destroyed within 24 hours after they have been tested.

Confirmation testing serves as an important tool in the recovery process – clients that request a confirmatory test that are subject to harsher sanctions or fines if the test confirms positive are more likely to speak the truth and confront the reason for their use. Confirmation testing can be made available to all clients. The secure, frozen storage of positive samples for a predetermined time period (often



30 days) facilitates the confirmation testing option. Global outsources confirmations to Medtox Laboratories, a SAMHSA and CLIA certified laboratory that provides Gas Chromatography Mass Spectrometry (GC/MS) sample certifications. Medtox's SAMHSA and CLIA certifications are included in Appendix B. Samples are sent via overnight shipping along with the proper chain of custody packaging and documentation. Confirmation results are provided within 2 to 3 business days and are immediately reported to the drug court.

5. Provide the testing cutoff levels which are available (100ng/mL, 250 ng/mL, 500ng/mL, 1000ng/mL). What cutoff level is recommended to safe guard against incidental false positive?

Currently all of the Missouri drug courts that Global provides services for use the following cutoff levels:

Amphetamines – 1000 ng/mL	Methamphetamines – 1000 ng/mL
Baritourates – 300 ng/mL	Methadone – 300 ng/mL
Benzodiazepines – 200 ng/mL	Methaqualone – 300 ng/mL
Cannabinoids – 20 ng/mL	Opiates – 300 ng/mL
Cocaine – 300 ng/mL	PCP – 25 ng/mL
Breath Alcohol – .000	Propoxyphene – 300 ng/mL
EtG – 500 ng/mL	

Certain drugs can be tested at higher levels depending on the courts preferences, such as Cannabinoids at 50 ng/mL or Opiates at 2000 ng/mL (the DOT cutoff levels). At this time no Missouri drug courts have requested the higher cutoff levels.

6. Describe the turnaround time for results. AND

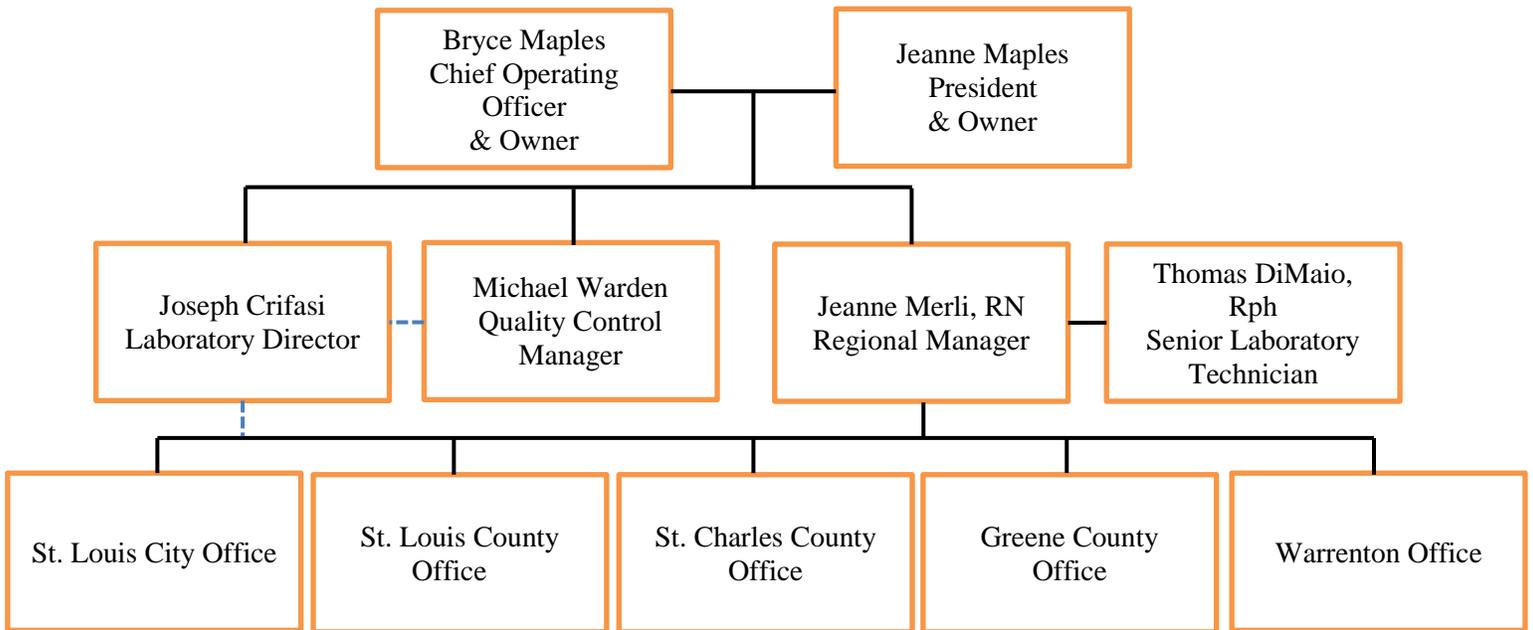
7. Describe how test results will be reported (telephone, fax, or e-mail).

Global's proprietary data base and reporting system were designed specifically for the reporting needs of the criminal justice and treatment agencies. Drug testing results are available on a daily basis and are provided to the drug court before the start of the next business day for all testing completed the day prior. Results are available within minutes if needed for emergency response testing, spot tests, etc. The system allows for custom reports tailored to the specific needs of each drug court. Results are available 24 hours a day, seven days a week via secure electronic communication channels or if preferred traditional ink and paper is also available. We maintain all records, allowing for a complete history as well as custom reports and analyses. Standard reports include:

- **Daily Exception Report** – provides qualitative and quantitative data for positive tests, identifies drug(s) detected, no show reporting, notes on any substitution or adulteration attempts, notes if test was diluted and dilute history (a single dilute does not constitute a positive test), and notes on any other adverse behavior.
- **Donor History** – provides the testing history for a specific donor.
- **Results by Case Manager** – testing results by case manager.

In addition to traditional results reporting, Global provides its court clients with relevant details regarding clients' behavior or any other observations that are helpful to the recovery process.

8. Organizational Chart



9. Assurance of Satisfactory Contract Performance and Sufficient Resources

- General requirements – As outlined in Exhibits A and D, Global satisfies all of the specified general requirements for providing alcohol and drug testing products and related services. Global’s testing program is delivered in accordance with industry standards and/or the local Treatment Courts’ internal policies with FDA approval wherever necessary. Test results are provided only as instructed by the Treatment Court Judge or Administrator and Global abides by all of the required confidentiality measures.
- Training & Support – While Global provides a comprehensive outsourced testing program and administration, the Company provides training, as outlined in Exhibit D, to improve the efficiency and effectiveness of the testing program’s integration into the overall recovery program. Technical and general customer support is available within and beyond the requested window of Monday through Friday 7:00 am to 7:00 pm Central Time Zone.
- Accreditation – Global adheres to the Drug and Alcohol Testing Industry Association (DATIA) and utilizes contracted SAMSHA, CLIA, and CAP certified laboratory partners, including Medtox, for confirmation testing or wherever necessary. In an effort to improve the already high standards and quality of Global’s service offering to the Missouri courts, the Company is also in the process of securing CLIA certification and COLA accreditation to provide further assurance that high quality standards are maintained. Global has also hired a laboratory director to conduct quality audits of collection procedures and laboratory results, track performance, and increase our high operating standards. The combination of Global and its contracted partners meets or exceeds all of the accreditation requirements and it is expected that Global (alone) will meet or exceed these requirements either before or shortly after the commencement of the new contract period. As part of this process, Global will also pursue approval by Medicare to provide the relevant laboratory services.
- Onsite Drug Testing Kits Non-Instrumental Based Immunoassay (both urine and saliva) – Global currently does not provide these products but will likely seek approval to include these products in the OSCA contract per the General Requirement language of this RFP.
- Testing Service Requirements, Transportation of Specimens, and Testing Service Result Reporting – As outlined in Exhibits A and D, Global satisfies all of these requirements.

- Test Order Forms and Billing Form – The Company current handles these forms and processes according to the specifications of the local Treatment Court and meets the outlined requirements.
- Electronic Alcohol Monitoring – Global does not currently provide electronic alcohol monitoring but may seek approval to include these products in the OSCA contract per the General Requirements language if this RFP.
- Contractual Requirements – Global understands and agrees to abide by the specified contractual requirements.
- Additional Information – Over Global’s sixteen years of operating history, the Company has developed and honed proven processes and protocols to ensure that Global provides a high service standard. Further, Global has been serving Missouri treatment courts for more than ten years and is a current preferred vendor for the state. Global manages all relationships locally with regional general managers and significant day-to-day involvement from the executive management and ownership team. The Company’s current Missouri court clients know that they can reach a decision maker who will provide them with what they need and that Global will resolve any potential issues at a moment’s notice.

10. Outside United States.

Nearly all of Global’s services performed for Missouri are completed within Missouri and all services are performed within the United States. Global does not perform any services at sites outside the United States.