SUMMARY STATEMENT

ITEM NO.: DRPA-14-103
SUBJECT: DRPA/PATCO Medical Service Provider for Drug & Alcohol Testing/Training, Physical Exams, Medical Evaluations and Health Screening

COMMITTEE: Finance

COMMITTEE MEETING DATE: August 6, 2014
BOARD ACTION DATE: August 20, 2014

PROPOSAL: That the Board authorizes staff to contract with Interstate Mobile Care, Inc. and WORKNET Occupational Medicine to provide the medical services that are required by the United States Department of Transportation (DOT) and DRPA/PATCO Policies and Procedures.

If approved, both agreements would be for a three-year term beginning January 1, 2015 and would expire on December 31, 2017. The total cost of the two (2) contracts would not exceed $540,000 over a three-year term. The approval of the Medical Service Provider would be validated upon the following: (1) the expiration of the New Jersey Governor’s Veto Period; and (2) a fully executed Vendor Agreement between the Delaware River Port Authority and Interstate Mobile Care, Inc. and WORKNET Occupational Medicine.

PURPOSE: U.S. DOT regulations and DRPA/PATCO policies and procedures require certain drug & alcohol testing and training, pre-employment physical exams, medical evaluations, return to work drug and alcohol testing, fitness for duty evaluations and other health screenings.

BACKGROUND: DRPA-11-065 authorized staff to enter into an agreement with Interstate Mobile Care, Inc. to perform the medical services, testing, and training noted above. The term of the agreement was effective 1/1/2012 and will expire on 12/30/2014.

PATCO-11-003 authorized staff to enter into an agreement with WORKNET Occupational Medicine to perform required drug and alcohol testing/training. The term of this agreement was effective 12/1/2010-12/30/2013. The Board subsequently approved a one-year extension to 12/30/2014. When needed, through a finance voucher process, DRPA’s Claims Administration Department uses WORKNET to perform fitness for duty evaluations and Medical Review Officer reviews of prescription medications.
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PATCO-11-014 authorized staff to enter into an agreement with Interstate Mobile Care to provide required drug and alcohol testing/training, pre-employment physical exams for DOT and non-DOT employees, fitness for duty evaluations, and other health screenings. The term of this agreement was effective 1/1/2012 and will expire on 12/30/2014.

In an effort to improve efficiency and obtain pricing based on economies of scale, staff recommended that the Authority bid these services required by DRPA and PATCO jointly, through a Request for Proposal (RFP). The Authority publicly advertised its intent to retain a Medical Service Provider. We advertised the RFP on DRPA’s website beginning on April 16, 2014. Proposals were due on May 15, 2014. Interested vendors were required to attend a mandatory pre-proposal meeting on April 30, 2014.

A mandatory pre-proposal meeting was conducted on April 30, 2014. The following Medical Service Providers attended:

   Interstate Mobile Medical Care, Inc.
   WORKNET Occupational Medicine

Staff from DRPA Safety, PATCO Safety, Human Resources Services, Public Safety and Claims Administration attended the pre-proposal meeting to answer questions from the vendors.

Proposers were required to submit two (2) sealed and clearly marked envelopes: (1) Technical Proposal; and (2) Cost Proposal. The committee received proposals from the following two (2) Medical Service Providers:

   Interstate Mobile Care, Inc. (WBE)
   P.O. Box #64
   Sewell, NJ 08080

   WORKNET Occupational Medicine
   1001 James Drive, Suite B30
   Leesport, PA 19533

The review committee consisted of:

   Mark Armbruster, DRPA Safety Specialist
   Khalil A. Christian, DRPA Safety Specialist
   David Fullerton, PATCO System Safety Program Manager
   Lieutenant Robert Finnegan, Public Safety
   Brenda Greene, Claims Administrator; and
   Kelly Forbes, Director, Human Resources Services
Howard M. Korsen, Manager, Contract Administration recused himself from reviewing any proposals. His role was limited to providing oversight of the review and evaluation process.

Pursuant to DRPA-10-044, all members of the evaluation team including Mr. Korsen were interviewed by staff in the Office of the Inspector General and screened for potential conflicts. No conflicts were noted. The OIG confirmed on July 30, 2014, that each vendor submitted the required Political Contribution Disclosure & Certification Forms, and that all is in order.

On June 13, 2014, the review committee met to evaluate the Technical Proposals and Cost Proposals. The committee found the proposals from Interstate and WORKNET to be responsive and the proposed prices to be fair and reasonable. Both vendors offer similar services, but had differing costs for on-site testing vs. in-office testing and daytime vs. nighttime testing. The following is a partial list of the scope of services to be provided by Interstate Mobile Care and WORKNET Occupational Medicine:

- Pre-employment physicals, DOT and Non-DOT
- On-site random drug and alcohol testing for safety-sensitive positions
- Reasonable suspicion drug and alcohol testing
- DOT Commercial Driver’s License (CDL) physicals
- 24-hour on-call reasonable suspicion and post-accident testing for drugs and alcohol
- Return to work drug and alcohol testing
- Blood lead level testing
- Hepatitis Vaccines
- Asbestos Physicals
- Respirator Fit Test
- Respiratory Physicals
- Employee training related to the DRPA Drug and Alcohol Policy
- Fitness for Duty Evaluation
- MRO review of prescription medication

In evaluating the proposals, the review committee also considered the location of the two vendors and the needs of DRPA and PATCO operations. Given the location of PATCO and the hours of operation, PATCO management recommended that certain testing be conducted by a vendor located in close proximity to PATCO to avoid lost time. In the end, after carefully considering the scope of services offered,
SUMMARY STATEMENT  Medical Service Provider for Drug & Alcohol Testing/Training, Drug & Alcohol Testing/Training, Physical Exams, Medical Evaluations and Health Screening

the hours of operation for each vendor, the locations of the vendors and the needs of DRPA and PATCO, the review committee determined that the Authority’s needs would be best served by contracting with two vendors. WORKNET is located in very close proximity to many of the PATCO facilities. Interstate Mobile Care has a mobile unit which is conducive to Bridge operations.

In the end, the committee agreed that the Authority would benefit by having the ability to choose the vendor who could provide the required medical services at the best rate and with minimal disruption to Authority operations. The selection of two highly qualified vendors – Interstate Mobile Care, Inc. and WORKNET Occupational Medicine will afford staff with the flexibility to meet the Authority’s medical service needs in a cost effective and efficient manner.

In making its recommendation, the committee also considered that both Interstate Mobile Care and WORKNET Occupational Medicine have provided services and training to the Authority for many years. Both vendors are known for their strong technical skills and knowledge of DOT regulations, as well as DRPA/PATCO policies and procedures.

Therefore, staff seeks authorization to negotiate agreements with Interstate Mobile Care, Inc. and WORKNET Occupational Medicine. If approved, each agreement would be for a three-year term commencing on or before January 1, 2015 and expiring on December 31, 2017. The Authority will advise each vendor, in writing, that neither Medical Service Provider will be guaranteed any portion of the $540,000 over the three-year term.

The n-te $540,000 contract value is based on an average annual expenditure. Based upon three years of historical data, the average is approximately $180,000 annually for drug & alcohol testing/training, physical exams, medical evaluations and health screening across the Authority. For budgetary purposes, it is intended that these funds will be budgeted in the amount of $180,000 annually over the 3-year contract term. If all budgeted funds are not expended in any given year, the unexpended funds will be moved to the following budget year. Conversely, if more than $180,000 is needed in the first contract year, the additional monies required for drug & alcohol testing/training, physical exams, medical evaluations and health screening will be deducted from the remaining total contract amount. Thus the allocations for second and third years of the contract term will be adjusted accordingly.
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<th>SUMMARY</th>
<th>Amount</th>
<th>$540,000 over 3-years (On or before January 1, 2015 through December 31, 2017)</th>
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<td>Source of Funds</td>
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<td>Capital Project #</td>
<td>N/A</td>
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<td>Master Plan Status</td>
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<td>Other Fund Sources</td>
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<td>Duration of Contract</td>
<td>Three years (On or before January 1, 2015 through December 31, 2017)</td>
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<td>Other Parties Involved</td>
<td>Interstate Mobile Care Inc. and WORKNET Occupational Medicine</td>
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RESOLUTION

RESOLVED: That the Board authorizes staff to enter into an agreement with Interstate Mobile Care, Inc. of Sewell, New Jersey to provide the medical services that are required by the United States Department of Transportation (DOT) and DRPA Policies and Procedures;

RESOLVED: That the Board authorizes staff to enter into an agreement with WORKNET Occupational Medicine of Leesport, Pennsylvania to provide the medical services that are required by the United States Department of Transportation (DOT) and DRPA Policies and Procedures;

RESOLVED: That the Board authorizes staff to enter into agreements n-t-e $540,000 combined over the three-year term; (approximately $180,000 annually; based on testing needs); and be it further;

RESOLVED: That the Board authorizes staff to advise each vendor, in writing, that neither Medical Service Provider will be guaranteed any portion of the $540,000 over the three-year term;

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.
SUMMARY:

Amount: n-t-e $540,000 over 3-years (On or before January 1, 2015 through December 31, 2017)

Source of Funds: Revenue Fund/General Fund

Operating Budget: DRPA and PATCO Operating Budgets (2015-2017) Budgets

Capital Project #: N/A

Master Plan Status: N/A

Other Fund Sources: N/A

Duration of Contract: Three years (On or before January 1, 2015 through December 31, 2017)

Other Parties Involved: Interstate Mobile Care Inc. and WORKNET Occupational Medicine