

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
DRUG AND ALCOHOL TESTING
FOR
CRIMINAL JUSTICE TREATMENT SERVICES (CJTS)

Due By: 2:00 pm CT – October 6, 2026

1.0 **Introduction and Background**

Outagamie County's Department of Criminal Justice Treatment Services (CJTS) requires drug and alcohol testing for participants enrolled in programs such as Drug and Alcohol Treatment Court (DATC), DATC Low Risk/High Need Court, Mental Health Court (MHC), Veterans Treatment Court (VTC) and other applicable CJTS programs. During the first 8 months of 2026 5,440 tests (rapid and lab-based) have been completed. The information provided on historic testing is given so the vendor knows anticipated volume. There is no guarantee the testing under this contract will be the same. We are seeking a vendor to provide these drug and alcohol testing services.

The Vendor shall provide frequent, random, and scheduled testing as directed by CJTS and shall accommodate changes in participant volume, testing frequency, testing panels, and program requirements throughout the contract term.

2.0 **Scope of Services**

We are seeking the following from the vendor:

Collection Services, Location and Hours

The Vendor shall provide specimen collection and laboratory testing services, including urine, oral fluid, and drug patch testing, as applicable. Services shall include instant, screening, confirmation, comprehensive, specimen validity testing, and testing for prescription medications.

The Vendor shall maintain at least one specimen collection location in Appleton, Wisconsin, reasonably accessible to program participants and located on or within reasonable walking distance of an established public transportation bus route.

Minimum collection hours shall be:

Monday–Thursday: 9:00 a.m.–5:00 p.m.

Friday: 8:00 a.m.–4:00 p.m.

Saturday–Sunday: Collection for a minimum of one hour each day between the hours of 8:00 a.m.–4:00p.m.

The times requested above are non-holiday days.

CJTS desires expanded availability to support random testing practices and the needs of the programs covered by this RFP, consistent with standards and evidence-based practices. CJTS prefers Monday through Friday hours that would begin earlier in the morning and extend into the evening, additional weekend availability based on participant volume or need, and testing availability on at least some holidays.

Observed urine collections shall be conducted by a trained staff member of the same gender as the participant, consistent with applicable law and accepted collection practices.

Laboratory Testing and Testing Panels

The Vendor shall provide testing panels appropriate for program participants. At a minimum, testing shall be available for:

- 6-AM (Heroin Metabolite)
- Marijuana/THC

- Cocaine
- Amphetamines
- Methamphetamines
- Fentanyl
- Benzodiazepines
- Buprenorphine
- Methadone
- Barbiturate
- Oxycodone
- Gabapentin
- Ketamine
- MDMA
- Tramadol
- Morphine
- Ethyl Glucuronide (ETG)
- Kratom
- Phencyclidine
- 6-AM (Heroin Metabolite)
- K2

Reference Laboratory Services

The primary laboratory and specimen collection site shall be the same location.

If specialized or additional testing is required that is not performed at the primary laboratory, the Vendor may utilize a contracted reference laboratory, provided that the reference laboratory maintains all required CLIA certifications, licenses, accreditations, and regulatory compliance applicable to the services performed.

The Vendor shall remain responsible for the quality, accuracy, timeliness, confidentiality, chain of custody, and reporting of all testing services, including services performed by a reference laboratory.

Random, Scheduled, and Frequent Testing

The Vendor shall support random, scheduled, and frequent testing established by CJTS, including multiple tests per week when required. CJTS will be responsible for participant notification and communication regarding testing assignments.

The Vendor shall be capable of:

- Receiving and processing testing assignments.
- Maintaining participant testing information.
- Tracking completed tests and identifying missed or incomplete tests.
- Reporting testing compliance to authorized CJTS personnel.
- Accommodating changes in testing frequency, testing requirements, or participant status.
- Providing same-day testing when requested and feasible within established collection hours.
- Supporting testing following a suspected relapse or other program concern.

Laboratory Analysis, Testing Requirements and Compliance Reporting

All laboratory testing shall be performed using validated methodologies and appropriate quality-control procedures.

The Vendor shall promptly report collection-related issues observed during the testing process, including failure to provide a specimen, refusal to test, and suspected specimen substitution or adulteration.

Quality Assurance and Regulatory Compliance

The Vendor shall maintain all required licenses, certifications, and regulatory approvals, including a current CLIA certificate of compliance or certificate of accreditation, as applicable.

The Vendor shall comply with all applicable federal, state, and local laws and regulations and shall provide documentation of required credentials upon request.

The Vendor shall promptly notify CJTS of any regulatory action or change in status that could affect its ability to provide services.

The Vendor shall ensure that any subcontractor or reference laboratory used to perform services maintains all required licenses, certifications, and regulatory approvals.

Program Support and Scalability

The Vendor shall provide a designated account representative to support program implementation, training, system access, reporting, billing, problem resolution, and other program-related needs.

The Vendor shall provide training to authorized CJTS personnel on use of the testing and reporting system.

The Vendor shall demonstrate the ability to accommodate changes in participant volume, testing frequency, testing panels, and program requirements without disruption to services.

3.0 Contract Term

We are seeking an initial one-year term to begin on January 1, 2027, and continue through December 31, 2027. There will be the option of four (4) annual renewals at the County's discretion. During the course of the contract, the County does not guarantee the number of participants.

4.0 Pricing

Provide a fee schedule for the various services offered relating to the drug and alcohol testing. Include information on your fee schedule to include if there are different charges based on day, weekend or holiday testing. Include information if there is an additional charge for expedited service. You must include all costs associated with specimen validity testing. Only fees on this fee schedule will be paid. If awarded the contract, no additional fees outside of what is listed on the fee schedule will be paid for services. Include if there are any minimum charges. Include the not to exceed percentage increase for the optional annual renewals.

5.0 Insurance and Indemnification

Refer to Attachment A. This form must be completed and returned with the proposal response. A Certificate of Insurance will only be required from the awarded consultant.

6.0 Proposal Submittal

To maintain uniformity between proposals, it is required that interested vendors submit proposal responses in the following order (all in a single PDF document):

- Cover Letter (maximum of one page) which will reference the vendor's primary contact(s) for this project along with their email and telephone number.
- Section 1: Qualifications – Indicate your firm's particular abilities and qualifications related to this service, addressing both general capabilities and specific capabilities described in the Scope of Services.
- Section 2: References – provide references for a minimum of three and maximum of five similar clients. Include company name, contact name and phone number, services provided and length of time served.
- Section 3: Vendor Questions – Complete the form titled "Vendor Questions" and include in this section.
- Section 5: Fee Structure – Include your fee structure as outlined in Section 4.0 Pricing. As stated in Section 4.0, the only fees paid under this contract as ones listed in this section.
- Section 5: Forms – Include Completed Attachment A and acknowledge of any addenda issued (if one is issued a form will be provided). Additionally in this section, include your fee structure.

Failure to provide all requested information may result in the rejection of a firm's proposal.

7.0 Contact Information

Technical Information

Chelsea Niemuth
Deputy Director, CJTS
(920) 961-4689
Chelsea.Niemuth@outagamie.org

Purchasing Policy & Procedure Information
Nicole Schoultz
Procurement Coordinator
(920) 832-6083
Nicole.Schoultz@Outagamie.org

8.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s) additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely

only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will post any addenda online at www.outagamie.org under Bids & Proposals then this project. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

9.0 County Reservation

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County reserves the right to request clarifications for any proposal.

10.0 Closing Date

Proposals will be received up until 2:00 pm CT October 6, 2026.

11.0 Proposal Submittal

Email proposals to Nicole.Schultz@outagamie.org

12.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

13.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

14.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

15.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.gov → Bids & Proposals.