

**The Philadelphia Parking Authority**  
**701 Market Street, Suite 5400**  
**Philadelphia, PA 19106**

**RFP No. 22-18**  
**Pre-Employment Screening & Testing Services**  
**Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: December 15, 2022

No Pages: 5 pages including Appendix A

This addendum is issued on December 15, 2022, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

**QUESTIONS**

- 1. Question:** Regarding section B Location and Hours, subsection 1. of the Work Statement, can you please clarify the statement “Off-site services (when the Authority screener is not in the office) will be performed at the provider’s Philadelphia location. The Offeror must provide contact information for whom authorizations are to be faxed or emailed.” Specifically, can you clarify the statement, “(when the Authority screener is not in the office).”

**Response: When the Authority’s own designated Drug & Alcohol screener is not present, the Authority would like to send potential applicants and promotional employees who do not require a physical and lift assessment to the contractor to perform the drug & alcohol screening only.**

- 2. Question:** Could you please provide us with the anticipated annual or monthly volume of exams to be expected?

**Response: The Authority anticipates up to 100 per month but does not guarantee a minimum or maximum number of exams monthly.**

- 3. Question:** What is the average of maximum amount of time you would require for a block of time when scheduling several appointments at one time?

**Response: There is no preference in block of time. However, the number of applicants/employees permitted at a time is important, please describe how many employees can be scheduled during the same block of time.**

- 4. Question:** Could you please advise who is currently providing these services?

**Response: Concentra (Formerly known as WorkNet).**

- 5. Question:** Could you please provide the current rates for all exam types?

**Response: Please see Appendix A – Pricing Schedule.**

6. **Question:** Is BAT (Breath Alcohol Testing) equipment required or could we utilize disposal BAT test kits?

**Response:** Our policy mirrors the DOT; therefore a BAT is required.

7. **Question:** Could you please provide the annual anticipated volume of BAT's?

**Response:** The Authority anticipates at least 500 BATs annually.

8. **Question:** Is a 10 panel Drug screen acceptable (sent to lab) or alternatively is a 6-panel rapid drug screen acceptable?

**Response:** Rapid tests are not acceptable. A 10-panel drug screen is what we are using currently.

9. **Question:** What drugs should be included in the 10-panel drug screen?

**Response:** The 10-panel drug screen must include amphetamines, barbiturates, benzodiazepines, Cocaine, marijuana, MDA analogues, methadone, methaqualone, opiates, oxycodone, PCP, propoxyphene.

10. **Question:** The RFP states we must store the original of all medical records consistent with all federal, state, and local requirements, is secure electronic storage of files acceptable?

**Response:** Yes, if the law permits.

11. **Question:** How often do same day requests for examinations occur?

**Response:** The Authority can not anticipate how often same-day requests will occur however; they may occur during the contract term. Offeror must be able to accommodate same-day requests if necessary.

12. **Question:** Is it a requirement for the physicians providing exams to also be supervised by a Board-Certified Occupational Medicine Physician or does this requirement apply only to NP (Nurse Practitioner) and PA's (Physician Assistants)?

**Response:** The physicians must be supervised by a Board-certified Occupational Medicine Physician, as well as Nurse Practitioner and Physician's Assistants.

13. **Question:** Is it possible to obtain a copy of the current form utilized for exam results?

**Response:** No.

14. **Question:** The RFP states that if the contractor is incapable of performing lift tests at any of its sites located in Philadelphia, contractor must notify the Authority of such in writing. Are Lift Tests a requirement for the contractor?

**Response:** Yes.

15. **Question:** The RFP states that in the event of an after-hours situation requiring screening and/or testing, the accounting of exam services the patient is to receive will be verbally confirmed by the authorized Authority staff. Is it required for the contractor to be available after hours?

**Response:** No, after hours at this time, only M-F 8:30 am - 5:00 pm. Please describe any after-hours options you provide.

**16. Question:** Is 24/7 coverage required for post-accident drug screens?

**Response:** No, after hours at this time, M-F 8:30 am - 5:00 pm. Please describe any after-hours options you provide.

**17. Question:** The RFP refers to PEO Bike Unit Physical Examination and lists the exam components associated with that exam. Is this exam and all those exam components required of the contractor, i.e., Bicycle Simulation requirements?

**Response:** Yes.

**18. Question:** What drugs should be included in the 10-panel drug screen?

**Response:** See response to question 9.

**19. Question:** Regarding Part III Criteria for Selection, III-4 Evaluation Criteria indicates a 10% weight consideration for Small and Diverse Business entities. If an Offeror were to utilize the services of a subcontractor, approved by the Authority, that holds a Small Business Procurement Initiative certificate issued by the Pennsylvania Department of General Services will any weight be applied to the evaluation?

**Response:** Yes, if a subcontractor participates in the Pennsylvania Department of General Services Small and Diverse Business program, points will be awarded. Offerors must submit the subcontractor's valid Small Diverse Business Procurement Initiative certificate and the subcontractor must maintain their certification throughout the term of the contract. Offerors must include the percentage of work that will be awarded to the subcontractor, points will be determined based on this percentage. The maximum number of points that can be awarded for a subcontractor is 5 points.

**20. Question:** Are original "wet" signatures required when submitting the RFP Response forms or will you accept copies/electronically stamped signatures on your forms?

**Response:** Yes, electronic signatures will be accepted.

**21. Question:** Can you please provide us with an electronic version of the Proposal Form?

**Response:** The word version of the Proposal Form has been posted to our website.

**END OF ADDENDUM ONE**

Appendix A  
Pricing Schedule

# Pricing Schedule

<b>Exam Service</b>	<b>Price</b>
Physical Exam	\$60
10-Panel Drug Test	\$55
Lift Test	\$100
DOT Exam	\$100
DOT Drug Test	\$56.70