



Request
For
Proposal

**ILLINOIS HIGH SCHOOL ASSOCIATION
REQUEST FOR PROPOSALS**

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**IHSA PED TESTING PROGRAM
REQUEST FOR PROPOSALS**

- Request for Proposals (RFP)**
- Request for Proposals for Professional & Artistic Services (RFP P&A)**

1. INTRODUCTION

- 1.1 PURPOSE:** The Illinois High School Association (IHSA) is requesting offers from responsible vendors to meet the association's needs. A brief description is set forth below for your convenience, with detailed requirements found in Section 4 of the RFP, "Services Required from Vendor." If you are interested and able to meet these requirements, we would appreciate and welcome an offer.

Upon completion of the RFP process, if you are the selected vendor, you will be expected to enter into a binding contract with the Illinois High School Association. The Contract for Services (the Contract) will follow the format and include the contractual terms as specified in the attached sample Contract for Services.

- 1.2 BACKGROUND:** The Illinois High School Association (IHSA) is a not for profit service organization. The association offers state-wide championships in boys' sports, girls' sports, and non-athletic activities. 781 schools currently comprise the association's membership.

Please read the RFP and Contract form and submit your Offer in accordance with Section 5 of the RFP, "Instructions for Preparing and Submitting Offers."

If you have any questions, please contact the RFP Contact identified in Section 3 of the RFP, "Key Information about this RFP."

- 1.3 SUMMARY OF SERVICES REQUIRED:** In accordance with the signing of Public Act 096-0132 into law by Illinois Governor Pat Quinn in August 2009, the IHSA is required to implement a performance-enhancing drug testing program among its membership. The law requires that approximately 1,000 tests be administered during each of the 2009-10 and 2010-11 school terms to approximately 25% of the total number of schools within the association's membership. The IHSA's Banned Drug Classes shall serve as the guide for tested substances.

The IHSA is seeking a professional services agent/vendor, which is not a mobile health testing system, to manage all aspects of the drug testing process in conjunction with the IHSA's Drug Program Coordinator (DPC).

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This includes the selection of student-athletes for testing, collection of urine specimens, laboratory analysis of all urine specimens, Medical Review Officer (MRO) review, a variety of reporting methodologies, and coordination of billing for all services. All services requested by the IHSA will be provided by the vendor in its entirety. Services can be sub-contracted as long as the IHSA is consulted and approves of such arrangements. Vendor must have at least 5 years experience as a service agent for sports-related drug testing.

2. DEFINITIONS

Whenever used in this RFP, contract, or amendment, including schedules and exhibits to this RFP or contract, the following terms will have the meanings defined below. Any objections or questions regarding the definitions should be raised with the IHSA during the RFP process.

- 2.1 IHSA: Illinois High School Association
- 2.2 MRO: Medical Review Officer

3. KEY INFORMATION ABOUT THIS RFP

- 3.1 RFP CONTACT:** The RFP contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful Vendor.

Kurt J. Gibson
Assistant Executive Director, IHSA
2715 McGraw Dr.
Bloomington, IL 61704
Phone: 309.663.6377
Fax: 309.663.7479
E-mail: kgibson@ihsa.org

- 3.3 QUESTIONS:** Please direct all questions to the RFP Contact. Do not discuss this RFP with any person other than the Project Contact. Questions received less than seven calendar days prior to the due date and time may be answered at the discretion of the IHSA. When the answer to a question regarding the RFP may result in a material change to the RFP, we will respond in writing. In that case, we will either send the answer to all eligible recipients for the RFP or post the answer on the IHSA's website, which may be viewed at www.ihsa.org.

- 3.4 SUBMISSION DEADLINE AND PROCUREMENT TIMETABLE:** The following dates are set forth for informational and planning purposes; however, the IHSA reserves the right to change the dates.

Issue RFP	December 18, 2009
Due Date and Time for Offers	January 15, 2010 at 2pm

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Opening Date and Time **January 15, 2010 at 2pm**
Anticipated Announcement of Selected Vendor **January 29, 2010**

- 3.5 VENDOR CONFERENCE:** A Vendor Conference will not be held.
- 3.6 NUMBER OF COPIES:** Submit a signed original and five copies of the Offer in a sealed envelope or container. (Pricing must be sealed separately from the technical portion of your proposal.)
- 3.7 SUBMIT OFFERS TO:**
IHSA
Attn: Kurt J. Gibson
2715 McGraw Dr.
Bloomington, IL 61704
Reference # 0717
- Label Envelopes/Containers
IHSA
Attn: Kurt J. Gibson
Reference # 0717
Due Date/Time: December 1, 2009, at 2 pm
Vendor's Name and Address
- 3.8 OPENING:** The IHSA will open all offers that are submitted in a proper and timely manner and will record the names and other information specified by law and rule. All offers become the property of the IHSA and will not be returned except in the case of a late submission. Offers will be opened at the Submission location.

4. SERVICES REQUIRED FROM THE VENDOR

The IHSA will detail the specific requirements and needs for which the Contract is to address. This section will include the IHSA's needs, goals, and requirements as well as any other specifications. This information should be used by the Vendor to prepare its Offer and will also constitute the terms of the Contract.

4.1 NEED FOR SERVICES

In accordance with Public Act 096-0132 signed by Illinois Governor Pat Quinn in August 2009, the IHSA is required to conduct approximately 1,000 PED tests for substances from its Banned Drug Classes during each of the 2009-10 and 2010-11 school terms.

4.2 GOALS AND OBJECTIVES

The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student-athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not

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only the health of student-athletes, but also impedes in their over-all development. Since this use runs counter to the purpose and value of interscholastic programs, coaches, administrators, school officials or employees, or booster club/support group members have an obligation and responsibility to provide only healthy, safe, and approved substances to student-athletes. In a national study conducted by the U.S. Department of Health in 2003, findings of the survey suggested that just over 3% of surveyed 10th and 12th graders were either currently using anabolic steroids or had used within the past year of the survey. A combination of these results and increased dialogue between member schools and the IHSA brought about the realization that the membership was desirous of more direction on this issue. Furthermore, in December of 2006, member schools approved IHSA By-Law 2.170, which took effect on July 1, 2007 and identifies what schools or school officials can and can not distribute to student-athletes, a change aimed at strengthening the relationship between students and their schools by affirming the school's commitment to offering a safe environment in which their students can develop.

As previously mentioned, over the past few years, the IHSA, through the work of its Sports Medicine Advisory Committee and in conjunction with the National Federation of State High School Associations, has attempted to increase awareness on anabolic steroid use by high school students and provided resources that schools, athletes, and parents could use to reinforce the dangers of anabolic steroids and performance-enhancing dietary substances. For a complete list of resources, interested individuals can access the IHSA's Sports Medicine Advisory Committee's Special Topics page at <http://www.ihsa.org/initiatives/sportsMedicine/index.htm>.

4.3 SERVICES REQUIRED

The professional services vendor will manage and oversee all aspects of the IHSA Performance-Enhancing Drug Testing Program. Vendor will provide a competent and professional collector(s) to collect urine specimens, a performance-enhancing substance testing laboratory with current certification from the Substance Abuse and Mental Health Services Administration of the United States Department of Health and Human Services, the World Anti-Doping Agency, or another appropriate national or international-certifying organization, an MRO, who is licensed to practice medicine in Illinois, to review and ensure compliance with the protocols established in this RFP, and coordination of all billing for these services. Vendor will track and monitor all specimens from collection to completion to ensure timely results. Such vendor will also act as an intermediary between the IHSA and the services required while ensuring confidentiality, integrity, and professionalism at all times. The selection of all services will be made with the input and approval of the IHSA. All services must be provided in their entirety.

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4.3.1 Specifications for Collection Services

1. Contract collector will provide professional, competent, and qualified personnel to perform random on site urine collection for drug testing. Approximately 1,000 urine collections will occur during each school term of the contract period.
2. Contract personnel will wear appropriate clothing with identification. All supplies will be provided by the contractor.
3. Once the specimens are collected, the contract collector will ensure the specimens are delivered by overnight mail and absorb the cost of the shipment to the designated, certified laboratory.
4. The vendor will communicate with the IHSA regarding the scheduling of the urine collections no later than five days prior to any collection.
5. At the request of the IHSA, the contract collector will provide testimonial and witness services with respect to specimens collected under this agreement.

4.3.2 Procedures during Collection

1. Only those persons authorized by the collection crew chief or client representative/site coordinator will be allowed in the collection station.
2. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will officially be signed into the collection station.
3. The crew chief and/or client representative may release a sick or injured athlete from the collection station or may release an athlete to return to competition or meet academic obligations only after appropriate arrangements for having the athlete tested have been made and documented.
4. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid or attach a unique bar code label to the beaker.
5. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. The athlete must remove all outer clothing (e.g., jackets, sweaters). Any problem or concern should be brought to the attention of the collection crew chief or

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client representative for documentation. Athletes must wash and dry hands prior to urination.

6. A collector, serving as a monitor shall assure the integrity of the specimen until the designated volume of urine has been collected. The monitor must secure the room being used for the monitored collection so that no one except the athlete and the monitor can enter it until after the collection has been completed. Dyeing agents will be added to toilet bowls to prevent sample substitution and any unsupervised access to water will be eliminated during the collection process.
7. Monitors must be members of the official drug-testing crew and of the same gender as the athlete providing the sample. The procedure requires the athlete to empty contents of all pockets and place in container to be left in a location where the athlete and the monitor can observe. The monitor must request the athlete raise his/her shirt high enough to observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.
8. The monitor will allow the athlete to enter the stall and close the door for privacy during the voiding process. If the monitor hears sounds or makes other observations indicating an attempt to tamper with a specimen, there must be an additional collection under direct supervision.
9. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled. The monitor shall escort the athlete to the collection processing area.
10. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be free of any banned substances.
11. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. An initial temperature reading from the beaker will be recorded. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.
12. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, the specimen must be discarded.

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13. Upon return to the collection station, the athlete will begin the collection procedure again.
14. The collection processor will pour off a small volume of the specimen into a separate container to perform specimen validity checks. Specific gravity will be measured first, and if in range, the collector will measure the pH of the urine in the presence of the athlete.
15. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
16. If the urine has pH greater than 7.5 (with reagent strip or digital meter), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. No more than 3 urine specimens with a pH greater than 7.5 will be collected. If the urine has a pH less than 4.5 (with reagent strip or digital meter) will be sent to the laboratory and the student-athlete is required to remain in the collection station until another specimen is provided.
17. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.
18. The laboratory will make final determination of specimen adequacy.
19. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
20. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.
21. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form (or uniquely numbered set of bar code seals) from a supply of such.
22. A collector will record the specific gravity and pH values.

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23. For split sample packaging, the collector will pour approximately 60 mL of the specimen into the “A vial” and the remaining amount (approximately 20 mL) into the “B vial.” Samples will be shipped to a laboratory meeting the requirements described earlier in this RFP.
24. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).
25. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete but shall have use a unique identifier to be established by the vendor.
26. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
27. The athlete, processing collector, monitor and witness (if present) will sign affidavits on the Custody and Control Form (paper or paperless) affirming all procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.
28. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
29. The specimens become the property of the client.
30. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.

4.3.3 Specifications for Urine Testing Laboratory

Contract laboratory must be a performance-enhancing substance testing laboratory with current certification from the Substance Abuse and Mental Health Services Administration of the United States Department of Health and Human Services, the World Anti-Doping Agency, or another appropriate national or international-certifying organization.

1. Contract laboratory must work in conjunction with contract collector to ensure all testing procedures are done in accordance with specifications listed in section 4.3.2.

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2. At the request of the IHSA, the contract laboratory will provide testimonial and witness services with respect to specimens tested under this agreement.

4.3.4 Specifications for Medical Review

In the event of positive test results, the contract collector will forward all positive drug-test results to the Medical Review Officer (MRO) to determine if a medical exception is to be granted to the student-athlete. In such cases, the following shall serve as this policy's medical review process:

1. The third party administrator will notify the MRO of the positive test result. At this time, the IHSA will also be notified that a positive test result has occurred.
2. The MRO will have 48 hours from the time of their notification of the positive test result to contact the student's parent(s)/legal guardian(s). If the MRO is unable to establish contact within 48 hours, the submission time outlined in #3 below shall begin.
3. The student's parent(s)/guardian(s) have 48 hours from the time of their notification of the positive test result from the MRO to respond and provide appropriate documentation/materials. If appropriate documentation is not submitted within the prescribed time period, a medical exception shall be denied.
4. Upon receipt of appropriate documentation, the MRO shall have five (5) business days to review submitted documentation/materials and make any final determination whether a medical exception shall be granted or denied.
5. Final determination will be forwarded to the third party administrator and then to the IHSA.

4.3.5 Other Specifications

Vendor shall have at least five (5) years experience performing sports-related drug testing. In RFP/bid response:

- Summarize experience in performing complete and comprehensive sports-related drug testing services.
- Provide a list of customers with whom your company has worked with to provide sports-related drug testing, including name of client, period of service, and phone number.

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4.4 MILESTONES AND DELIVERABLES

Before the end of June 30, 2011, approximately 2,000 (urine) random performance-enhancing drug tests for substances from the IHSA's Banned Drug Classes will be conducted. Random selection of sites and student-athletes will be made by the contract collector. Test results will be reported to the IHSA generally with 7-10 days of each collection. Vendor must be available on a 24 hour 7 day per week basis for consultation and scheduling.

4.5 REPORTING, STATUS, AND MONITORING SPECIFICATIONS

Proper record keeping is required due to the nature of the program and the possibility of litigation. Quarterly summary reports of all tests conducted by the contract collector are required. Urine laboratory must retain the primary and secondary sample reported as a confirmed positive test for one year or longer as required by law, or upon written request of the IHSA. Drug testing records will be stored in a secured area and maintained for one year for negatives and five years for positives unless otherwise directed by the IHSA.

Itemized monthly billing statements including date and receipt of specimens are required by the 10th of each month.

4.5.1 Contract Monitoring

- 4.5.1.1 Vendors are responsible for the faithful performance of the contract and shall have internal monitoring procedures and processes to ensure compliance.
- 4.5.1.2 The IHSA reserves the right to monitor and track Vendor's performance over the course of the contract including any warranty term. The information gathered may be used in administration of the contract including payment, and may be used when evaluating the vendor in future procurements.
- 4.5.1.3 In appropriate circumstances, the IHSA and the Vendor will work together to develop a performance scorecard with conditions, milestones, requirements, or timetables that must be met before additional steps may be taken or payment is due. The scorecard may additionally record matters related to price, service, quality and other factors deemed important.
- 4.5.1.4 The Vendor shall cooperate with the IHSA in this monitoring and tracking activity, which may require that Vendor report progress and problems (with proposed resolutions), provide records of its performance, allow random inspections of its facilities, participate in scheduled meetings and provide management reports as requested by the IHSA.
- 4.5.1.5 The IHSA expects to have quality vendors who are willing to work with us during the term of the contract to provide us with

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better quality at the same price, or to provide the same quality at a lower price. We may consider, in future procurement evaluations, a vendor that successfully provides better quality or price.

4.5.2 STAFFING SPECIFICATIONS

Vendor must have and show the qualifications (education, experience, and technical ability) necessary to perform all functions of this contract.

Vendor must have staffing levels to provide the ability to meet deadlines and requirements.

- Provide evidence you have sufficient staff, resources, and hours of operation to complete the required work by the expressed time frames.
- Articulate how emergency calls will be staffed and handled.
- Education: the MRO will be a physician licensed to practice medicine in Illinois, and provide a copy of his/her certification, with knowledge of performance-enhancing abuse disorders, the medical use of performance-enhancing substances, and the pharmacology and toxicology of performance-enhancing substances.
- Experience: Vendor will have at least five years of experience as a collector for a sports-related organization(s) managing all facets of the drug testing process and be able to verify this by providing a contact name in the organization(s).

4.6 WHERE SERVICES ARE TO BE PERFORMED

Vendor will be required to select the sites for all random tests. Test locations will be at IHSA member schools or state tournament venues as selected by vendor. Locations for all tests will be provided to the IHSA no later than five days prior to any collection.

4.7 TERM OF CONTRACT

To begin February 1, 2010, for 16 consecutive months through June 30, 2011.

5. INSTRUCTIONS FOR PREPARING AND SUBMITTING OFFERS

5.1 GENERAL INSTRUCTIONS

- 5.1.1** These instructions prescribe the format and content of the Offer. They are designed to facilitate a fair and uniform review process. Failure to adhere to this format will affect our evaluation and may result in disqualification of the Offer.

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- 5.1.2** The response – completed, signed and returned – will constitute the Offer. A signed original and the designated number of copies of each Offer are required (see Section 3 of the RFP, “Key Information about this RFP). Failure to submit the required number of copies may prevent the Offer from being evaluated within the allotted time.
- 5.1.3** Your Offer must provide all information requested and must address all points. Suggested exceptions to requirements and contract modifications, while allowed, are discouraged. The IHSA is under no obligation to accept exceptions or modifications suggested by the Vendor (or any Third Parties/subcontractors), and any exceptions or modifications will affect our evaluation and may result in rejection. If the Vendor (or any Third Parties/subcontractors) does wish to suggest exceptions or modifications, all such exceptions or modifications must be submitted with the Offer. Offers, including suggested exceptions to requirements and contract modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. All terms to which the Vendor does not suggest an exception or modification will be deemed by the IHSA as having been accepted by the Vendor. Suggested exceptions or modifications shall be made by the Vendor (or any Third Parties/subcontractors) on the relevant page containing the language to be modified or the requirement to which an exception is proposed. If the suggested changes cannot reasonably be made on the relevant page, the Vendor may include specific, suggested exceptions or modifications referencing specific paragraphs of the RFP or Sample Contract for Services on separate pages, and shall attach those pages to the Offer as addenda.
- 5.1.4** The Offer is divided into two parts: (1) the Technical Proposal and (2) the Price Proposal. The Offer must be submitted in a sealed envelope or container, with the Price Proposal under separate cover in a separate, sealed envelope or container in the Offer container. If multiple envelopes or containers for each Offer are used, the envelopes or containers must be numbered in the following fashion: 1 of 4, 2 of 4, etc. The envelopes or containers must be labeled with the following information: IHSA’s Name and Address, RFP Title and Reference Number, Due Date and Time and Vendor’s Name and Address.
- 5.1.5** If the Vendor designates any information in its Offer as confidential, the Vendor must also submit one (1) copy of the Offer from which confidential information has been excised. The confidential material must excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Offer as possible.
- 5.1.6** Offers must not contain promotional or display materials.

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5.1.7 Attachments must be referenced in the Offer.

5.2 TECHNICAL PROPOSAL:

The following documents and responses will be included in the Technical Proposal and tabbed as such in the order given below:

5.2.1 Transmittal Letter:

An individual authorized to legally bind the Vendor must sign the transmittal letter. The person who signs the transmittal letter will be considered the contact person for all matters pertaining to the Offer unless the Vendor designates another person in writing. The letter must include the Vendor's mailing address, email address, fax number, and telephone number. Any request for confidential treatment of information must be included in the transmittal letter in addition to the specific statutory basis supporting the request, an explanation of why disclosure of the information is not in the best interest of the public, and the specific basis under Section 7 of the Illinois Freedom of Information Act (5 ILCS 140/7) for the exemption from disclosure of such information. The transmittal letter must also contain the name, address, and telephone number of the individual authorized to respond to the IHSA about the confidential nature of the information.

5.2.2 Table of Contents:

The Vendor must include a table of contents in its Offer. Offers must be page numbered sequentially from front to back.

5.2.3 Executive Summary:

The Vendor must prepare an Executive Summary and overview of the services it is offering including all of the following information:

- 5.2.3.1 Statements that demonstrate that the Vendor understands the services as specified in Section 4 of the RFP, "Services Required from the Vendor".
- 5.2.3.2 An overview of the Vendor's plans for completion of required tests and reports.
- 5.2.3.3 A demonstration of the Vendor's knowledge of athletic drug testing, specifically as it relates to the high school interscholastic environment.

5.2.4 Technical Approach (Plan to Address the Services Required from the Vendor):

The Vendor must provide a detailed description of how the Vendor plans to approach each service requirement as expressed by the IHSA in Section 4 of the RFP, "Services Required from the Vendor". Offers must be fully responsive to each service requirement. Offers must identify any deviations from the stated requirements or requirements that the Vendor cannot satisfy. Any deviations from the stated

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requirements or any requirements that the Vendor cannot satisfy will affect the evaluation of the Offer and may disqualify the Vendor.

5.2.5 Technical Experience:

The Vendor must provide the following information regarding its experience:

- 5.2.5.1 Number of years experience with providing types of services specified in Section 4 of the RFP, “Services Required from the Vendor”.
- 5.2.5.2 Describe the level of technical experience in providing the types of services specified in Section 4 of the RFP, “Services Required from the Vendor”.
- 5.2.5.3 List all services and other relevant experience similar to those specified in Section 4 of the RFP, “Services Required from the Vendor” that the Vendor has provided to other businesses or governmental entities.

5.2.6 Personnel:

The Vendor must provide resumes for all key personnel, including the project manager, who will be involved in providing the services contemplated by the RFP. Resumes must include the full name, education background, and years of experience and employment history particularly as it relates to the scope of services specified herein.

5.2.7 Financial Capacity Information:

Submit end of year financial statements for the last 3 years. Vendor may also be required to provide additional financial information upon request.

5.2.8 Changes to the RFP:

If the IHSA issues any changes (including amendments or addenda) to this RFP, these changes must be signed by an individual authorized to legally bind the Vendor and included in the Technical Proposal.

5.3 PRICE:

The Price Proposal must be submitted in a separate, sealed envelope or container in the Offer container. The Vendor will provide its Price Proposal in accordance with the specifications provided below for the services specified in Section 4 of the RFP, “Services Required from the Vendor”. Detail pricing requirements with at least the following categories of information:

5.3.1 Method and Rate of Compensation:

Identify the method of charging (hourly, daily, project, item, or other method) and provide the rate or price for each type of supply or

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service. Pricing shall be in accordance with the unit of measure specified and only one unit price shall be quoted per item unless specifically provided below. All extensions and totals requested shall be shown. Prices quoted must be net after deducting all trade or quantity discounts. Prices must be F.O.B. DESTINATION with all transportation and handling included and paid by the Vendor.

5.3.2 Maximum Compensation for Supplies and/or Services:

Show price in checked category only:

- 5.3.2.1 Firm Price
- 5.3.2.2 Not-to-exceed
- 5.3.2.3 Estimated Price
- 5.3.2.4 Other Price per Test/Service (for each below)

Price Breakdown of Services/Testing:

Administrative Services (price per month)
Drug Screens (list by proposed panel(s))
Expert Witness Testimony
Collector
Urine Lab
MRO
MRO review
Any other charges, including after hour call out fees

5.3.3 Expenses:

This contract does not allow for separate reimbursement of any expense incurred by vendor, including, but not limited to, telephone or other communications device, postage, copying, travel, transportation, lodging, food, and per diem.

5.3.4 Payment Terms and Conditions (including when paid, frequency, and retainage):

Payment will be made after completion of the Contract unless otherwise specified below.

5.3.5 Tax Exemption:

The IHSA's Illinois tax exemption number is E9991-2686-05. Federal tax exemption information is available upon request to the IHSA.

6. HOW WE WILL EVALUATE OFFERS

6.1 EVALUATION STEPS:

The evaluation and award process will consist of the following:

- 6.1.1 Review of the offers to assess compliance with mandatory administration requirements.
- 6.1.2 Detailed evaluation of mandatory service requirements and proposed services, programs, and solutions.

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- 6.1.3 Clarifications, discussions, and presentation (if determined necessary by the Evaluation Committee). Best and Final Offers may be included in this step or at later stages of the evaluation process.
- 6.1.4 Scoring of Technical Proposals.
- 6.1.5 Review of Price Proposals.
- 6.1.6 Integration of the Technical Proposal score and the Price Proposal score into an Evaluation Committee recommendation to management.
- 6.1.7 Award decision by management of IHSA.
- 6.2 NOTIFICATION:**

If your Offer is selected by the IHSA, the IHSA will send you a written notice. This notice will extend the Offer Firm Time until a contract is signed or its determined negotiations have failed. Receipt of a notice of award is not equivalent to a contract with the IHSA. Protested awards are subject to resolution of the protest.
- 6.3 EVALUATION COMMITTEE:**

The IHSA intends to conduct a comprehensive, fair, and impartial evaluation of offers received in response to this RFP. The IHSA will use an Evaluation Committee to review and evaluate the offers.
- 6.4 EVALUATION CRITERIA:**

We evaluate four categories of information: administrative compliance, Vendor responsibility, responsiveness, and price. All offers, regardless of the type of RFP, must meet the following administrative and responsibility criteria.

 - 6.4.1 Evaluation of Administrative Compliance:

The IHSA will determine whether the Offer complied with Section 5 of the RFP, “Instructions for Preparing and Submitting Offers.” We must reject your Offer if you submit it late. Failure to meet other requirements will affect our evaluation and may result in rejection.
 - 6.4.2 Evaluation of Vendor Responsibility:

The IHSA will determine whether the Vendor submitting the Offer is one with whom the IHSA can or should do business. Factors that may be evaluated to determine “responsibility” include, but are not limited to: certifications, conflict of interest disclosures, taxpayer identification number, past performance, references (including those found outside the Offer), compliance with applicable laws, financial stability, and the perceived ability to perform completely as specified. A Vendor must at all times have financial resources sufficient, in the opinion of the IHSA, to ensure performance of the contract and must provide proof upon request. Any failure to supply information and our determination of the equality of the information will affect our evaluation and may result in rejection.
 - 6.4.3 Evaluation of Responsiveness and Price:

A point ranking system or other evaluation methods are tools the IHSA often, but not always, uses to aid it in the evaluation process. The IHSA reserves the right to use its discretion to eliminate offers that are deemed unacceptable. We will determine how well offers

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satisfy Section 4 of the RFP, “Services Required from the Vendor” in terms of “responsiveness” to the requirements. We will rank offers, without consideration of price, from best to least qualified using appoint ranking system (unless otherwise specified) as an aid in conducting the evaluation. References may be considered again in this portion of the evaluation. We will determine whether any failure to supply information, or the quality of the information, will result in rejection or downgrading the offer. Vendors who do not rank sufficiently high need not be considered for price evaluation and award. The “responsible” offeror whose offer meets “administrative” requirements and minimum requirements will be eligible for award consideration. If we do not consider the price submitted in response to the RFP to be fair and reasonable and that price cannot be negotiated to an acceptable level, we reserve the right to award to the next highest ranked Vendor. We will determine whether the price is fair and reasonable by considering the Offer, including the Vendor’s qualifications, the Vendor’s reputation, all prices submitted, other known prices, the project budget, and other relevant factors. The point evaluation system is described below:

- 6.4.3.1 The total number of points for “responsiveness” is 500.
- 6.4.3.2 Vendors who do not receive 350 of the total “responsiveness” points need not be considered for price evaluation and award.
- 6.4.3.3 The elements of responsiveness that will be evaluated and their relative weights are:

<u>Elements</u>	<u>Weight</u>
<p>Overall experience, credentials, and references of Vendor. Vendor must have at least 5 years experience as a service agent for sports-related drug testing.</p> <ul style="list-style-type: none"> • Provide a summary including highlights of your company’s experiences. Include name, address, and phone number of contact person for this procurement. • Summarize your company’s prior experience over the past 5 years managing drug testing services in sports-related drug testing, including at the high school level. Provide a list of athletic organizations, period of service for agency, agency contact name, and telephone number. • Provide a list of key personnel, their titles, qualifications, and relevant experience. 	400 points

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<p>Staffing levels to provide the ability to meet deadlines and requirements.</p> <ul style="list-style-type: none">• Provide evidence you have sufficient staff, resources, and hours of operation to complete the required work by the expressed time frames.• Articulate how emergency calls will be staff and handled.	<p>100 points</p>
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6.4.3.4 Price will not be considered in determining the most qualified Vendor, but prices submitted by all Vendors will be used in negotiating a fair and reasonable price.

6.4.3.5 Alternative Evaluation: If three or fewer Offers are received, the Offers may be evaluated using simple comparative analysis of the elements of responsiveness (and price where applicable) instead of any announced method of evaluation (such as points).