

Management Committee

Meeting date: July 28, 2021

For the Metropolitan Council meeting of August 11, 2021

Subject: Occupational Health, Medical, Drug, Alcohol Collections, Lab & TPA Services, Contract 21P068
District(s), Member(s): All
Policy/Legal Reference: FM14-2 - Expenditures for the Procurement of Goods and Services Policy
Staff Prepared/Presented: Deborah Aebi, Senior Human Resources Manager; 651-602-1319
Division/Department: Regional Administration/ Human Resources

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute contracts 21P068(A-D) with Minnesota Occupational Health, Inc. to provide occupational health medical services, drug and alcohol collection and lab services in an amount not to exceed \$3,962,650, and with CMS Medical Services to provide drug and alcohol program administration services in an amount not to exceed \$248,133. The total procurement value will not exceed \$4,210,693.

Background

Occupational health medical, drug and alcohol collection and laboratory services are necessary to ensure that Council employees are safe to transport the public. Contracted services include DOT and non-DOT pre-placement and DOT medical re-certifications; fitness for duty examinations for our safety-sensitive workforce; medical screening services, onsite drug and alcohol collection and laboratory testing services. Services provided satisfy FTA, FRA and FMCSA medical and drug and alcohol regulations and Minnesota state law.

A third-party administrator (TPA) is needed to provide DOT-compliant records management services and consultation services to the Council. The TPA will provide compliance reporting, records management and Drug and Alcohol program development services to ensure that the Council complies with drug and alcohol testing requirements of the Department of Transportation (49 CFR Part 40); FTA (49 CFR Part 655); FRA (49 CFR Part 219) and FMCSA (49 CFR Part 382).

The individual contract amounts are listed below:

- Group A Medical Services award amount total is \$2,517,280 to Minnesota Occupational Health, Inc.
- Group B Drug and Alcohol Collection Services and Group C Laboratory Services award amount total is \$1,445,280 to Minnesota Occupational Health, Inc.
- Group D Third Party Administrator Services (TPA) award amount total is \$248,133 to CMS Medical Services

Rationale

The Council received nineteen (19) separate proposals that were evaluated in the consideration of these awards.

Proposals were solicited for each of four (4) separate services: Medical Services (Group A), Drug and Alcohol Collection Services (Group B), Laboratory Services (Group C) and Third-Party Administrator Services (Group D):

- Four proposers submitted proposals for Group A Medical services.
- Five proposers submitted proposals for Group B Drug and Alcohol Collection services.
- Six proposers submitted proposals for Group C Laboratory services.
- Four proposers submitted proposals for Group D Third Party Administrator services.

A Request for Proposals was issued on April 20, 2021. The pre-proposal meeting was held on May 4, 2021. This meeting was hosted by Council staff and outlined the solicitation requirements, discussed project specifications and responded to plan holder inquiries.

The following criteria was used in the evaluation of proposals; proposer quality, proposer qualifications, experience, price and the ability to meet current and future needs. The evaluation process included an independent evaluation of the proposals by panel members followed by a meeting of the panel to discuss findings. The panel requested Best and Final offers from the highest ranked proposers in each service group before providing a final recommendation.

Office of Equal Opportunity

OEO thoroughly reviewed this procurement in accordance with applicable federal and state laws and regulations. A goal was not set upon results of the analysis. However, MCUB vendors were contacted directly about the solicitation in an effort to generate interest to submit proposals.

Thrive Lens Analysis

This action furthers the Thrive outcomes of Equity, Livability and Sustainability within the region by improving access for all residents to real, sustainable transportation.

Funding

Funding for this contract is included in the Human Resources, Regional Administration operating budget

Known Support / Opposition

No known support or opposition