

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FROM AN ORGANIZATION TO PROVIDE COLLECTION AND CERTIFIED LABORATORIES TO CONDUCT APPLICANT AND EMPLOYEE DRUG SCREENING SERVICES AND TO APPROVE THE SELECTION COMMITTEE

At its meeting of May 21, 1997, Agenda Item G-64, the School Board authorized the Superintendent to enter into a contract for applicant and employee drug screening services through June 30, 2001. The purpose of the Request for Proposals (RFP) is to obtain the professional services from an organization to provide collection and certified laboratories to conduct applicant and employee drug screening services in a cost effective manner.

The Miami-Dade County Public Schools Drug-Free Workplace Policy includes provisions for pre-employment drug screening of applicants for full time positions, substitutes, bus drivers, and police officers. Additionally, drug screening required under specified circumstances, have been implemented for employees in compliance with School Board Rule 6Gx13-4-1.05, Drug-Free Workplace General Policy Statement, amended August 25, 1999.

The selection committee will consist of the following:

- two administrators from Personnel Management and Services
- a representative from the Division of Business Development and Assistance
- an administrator from the Office of Risk and Benefits Management
- an administrator from Management and Accountability

The estimated time for implementation of the RFP is as follows:

- Contract Review Committee March 8, 2001
- Request Board Approval to issue RFP March 14, 2001
- Mailing of Requests for Proposals March 16, 2001

- Opening of Proposals April 3, 2001
- Evaluation Completed by Selection Committee April 12, 2001
- Recommendation to School Board for Approval May 16, 2001

A copy of the Request for Proposals will be forwarded to the Board under separate cover and will be on file in the Office of the Board Recording Secretary, and the Citizen Information Center, Room 158.

The approximate expenditure for this RFP is \$350,000. The appropriations for this RFP will be included in the General Fund of the 2001-2002 Tentative Budget to be approved by the Board in July 2001.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. authorize the Superintendent to issue a Request for Proposals from an organization to provide collection and certified laboratories to conduct applicant and employee drug screening services, and;
2. approve the selection committee that will review the proposals for subsequent submission to the School Board for approval.

The appropriations for this RFP will be included in the General Fund of the 2001-2002 Tentative Budget to be approved by the Board in July 2001.