

Financial Affairs  
George M. Burgess, Chief Financial Officer

**SUBJECT: EXTEND CONTRACT NO. 149-AA10 – APPLICANT AND  
EMPLOYEE COLLECTION AND DRUG-SCREENING SERVICES**

**COMMITTEE: BUSINESS AND FINANCIAL SERVICES**

The purpose of the Request For Proposals, awarded by the Board on March 13, 2002, was to establish a contract, at a firm price, to conduct applicant and employee collection and drug-screening services, for Personnel Management Services. At its meeting of March 12, 2003, the Board extended this contract for a 90-day period, and directed staff to meet with the awardee, RN Expertise, Inc., of Altamonte Springs, Florida, to discuss performance-related issues during the initial-year contractual period.

As directed, staff met with RN Expertise, Inc. on May 12, 2003, to discuss the vendor's performance. It was evident that performance deficiencies were identified by the originating department, which occurred throughout the contractual period. However, these concerns were not communicated to Procurement Management Services in a timely manner, in order for staff to formally notify the vendor and initiate corrective actions or default proceedings.

As a result of the meeting and the vendor's improved performance during the extended 90-day period, both parties have mutually agreed to continue the contract for the first annual extension period. Staff will closely monitor the vendor's performance during the extension period and communicate, in writing, performance deficiencies. Failure to comply with the terms and conditions of the contract will result in default proceedings and contract termination.

Fund Source  
0100 - General

M/WBE Eligibility  
Female - \$350,000

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **EXTEND** Contract No. 149-AA10 – APPLICANT AND EMPLOYEE COLLECTION AND DRUG-SCREENING SERVICES, at a firm price, to conduct applicant and employee collection and drug-screening services, for Personnel Management Services, effective March 13, 2003, through March 12, 2004, as follows:

1. RN EXPERTISE, INC.  
691 DOUGLAS AVENUE, SUITE 101  
ALTAMONTE SPRINGS, FL 32714 ESTIMATE \$350,000  
OWNER: CHRISTINE STEELE, PRESIDENT (WF)

5 Panel NIDA drug screen @ \$27.80 each.

8 Panel drug screen @ \$26 each.

Breath alcohol testing @ \$25 per test.

Blood alcohol testing @ \$30 per test.

**(First Annual Extension and Second Year of Contract)**

2. Authorize Procurement Management Services to purchase up to the total estimated amount of \$350,000.

GMB/lja