

Date: June 25, 2025

To: Board of Directors

From: Sam Desue, Jr.



Subject: RESOLUTION NO. 25-06-34 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH ARROWHEAD DRUG SCREENING, LLC

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a Contract with Arrowhead Drug Screening, LLC to serve as TriMet's Third Party Administrator for Drug and Alcohol Testing Services.

2. Type of Agenda Item

- ☒ Initial Contract
- ☐ Contract Modification
- ☐ Other

3. Type of Contract Procurement

- ☐ Low Bid / Invitation to Bid (ITB)
- ☒ Request for Proposals (RFP) (inc. CM/GC)
- ☐ Request for Qualifications (RFQ) (Personal Services)
- ☐ Other: Sole Source

4. Reason for Board Action

Board authorization is required for all Contracts obligating TriMet to pay more than \$1,000,000.

5. Type of Action

- ☒ Resolution
- ☐ Ordinance 1st Reading
- ☐ Ordinance 2nd Reading
- ☐ Other

6. Background

As a public transit provider, TriMet is subject to U. S. Department of Transportation (DOT) and Federal Transit Administration (FTA) Drug and Alcohol Guidelines, pursuant to 49 CFR Parts 40 and 655. These regulations require TriMet to have a Drug and Alcohol Program and to conduct drug and alcohol testing of its approximately 2700 employees in safety sensitive positions. Employees holding safety sensitive positions include bus and rail operators, maintenance personnel, safety and security employees, supervisors and similar personnel.

To carry out its Drug and Alcohol Program, TriMet employs a third-party Drug and Alcohol Testing Program Administrator, assisted by an internal Drug and Alcohol Program Specialist.

TriMet operates seven days a week, 24 hours a day, and conducts testing for the presence of drugs and/or alcohol in its safety sensitive employees evenly throughout the day, month, and year, distributed over all hours of operation, including weekends and holidays. TriMet also tests employees who have been involved in incidents or accidents promptly after such events.

TriMet's current contract with A WorkSAFE Service, Inc. (WORKSAFE) for its third-party Drug and Alcohol Testing Program Administrator expires on July 16, 2025.

7. Description of Procurement Process

On March 10, 2025, TriMet issued a Request for Proposals (RFP) for a third-party Drug and Alcohol Testing Program Administrator, with proposals due April 4, 2025. A total of 111 vendors were notified of the RFP via the TriP\$ website. Five (5) vendors submitted proposals: Arrowhead Drug Screening, LLC (Arrowhead), A WorkSAFE Service, Inc. (WorkSAFE), Preferred Alliance, Inc., Premier Biotech, Inc., and Statcare Urgent and Walkin Medical Care, dba Nao Medical.

An Evaluation Committee (EC) consisting of staff from TriMet's Safety & Security Division was appointed to review, evaluate and score the proposals. The evaluation criteria in the RFP included:

- Qualifications of the Proposer
- Qualifications of Staff
- Diversity in Employment and Contracting
- Understanding of the Work
- Price

Initial scoring of the proposals is summarized below:

Evaluation Criteria (Points)	A WorkSAFE Service, Inc.	Arrowhead Drug Screening, LLC	Nao Medical	Preferred Alliance, Inc.	Premier Biotech, Inc.
Qualifications of the Proposer (10 possible points)	8.00	7.75	6.25	7.50	5.50
Qualifications of Staff (10 possible points)	8.00	8.25	5.50	8.00	6.25
Diversity in Employment and Contracting (20 possible points)	11.75	9.75	12.00	8.75	4.75
Understanding the Work (50 Possible Points)	40.25	44.75	23.75	30.00	30.00
Price Proposal/Cost (10 Possible Points)	8.82	10.00	N/A	N/A	N/A
TOTAL OVERALL SCORE (100 Possible Points)	76.82	80.50	47.50	54.25	46.50

After evaluation of the technical proposals, the EC determined that two (2) firms, Arrowhead and WorkSAFE, were in the competitive range for Contract award. Therefore, pricing was opened for both.

After pricing was factored in the scoring, both Arrowhead and WorkSAFE remained in the competitive range. TriMet held interviews with each in order to clarify their submitted proposals. After interviews, a Best and Final Offer (BAFO) was requested from both firms.

Following receipt of BAFOs, the EC reviewed the scoring and determined that Arrowhead provided the best value to TriMet, and recommended that it be awarded the Contract. The proposed contract will be for a five (5) year term, in the total amount of \$1,635,500. Notice of Intent to Award was sent to all proposers on May 21, 2025, and no protests were received.

A summary of final scores is shown in the table below, the maximum scores per category are shown in parentheses:

Evaluation Criteria (Points)	A WorkSAFE Service, Inc.	Arrowhead Drug Screening, LLC
Qualifications of the Proposer (10 possible points)	6.25	8.75
Qualifications of Staff (10 possible points)	7.25	8.50
Diversity in Employment & Contracting (20 possible points)	11.75	10.00
Understanding of the Work (50 Possible Points)	36.75	47.00
Price Proposal/Cost (10 Possible Points)	10.00	8.68
TOTAL OVERALL SCORE (100 Possible Points)	72.00	82.93

8. Disadvantaged & Small Business Utilization

Arrowhead Drug Screening LLC is a single-member, owner-operated firm, has no employees, and will self-perform the work under the Contract.

9. Financial/Budget Impact

The Contract amount is included within TriMet's Adopted FY2026 Budget, and will be paid for with General Funds.

10. Impact if Not Approved

FTA regulations require employers who receive federal funds to implement Drug and Alcohol Programs designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of prohibited drugs by employees who perform safety sensitive functions. If this Resolution is not approved, TriMet will be out of federal regulatory compliance, which would jeopardize any future FTA funding. The lack of a compliant Drug and Alcohol Program also would be detrimental to the health and safety of TriMet's employees, riders, and the general public.

RESOLUTION NO. 25-06-34

**RESOLUTION NO. 25-06-34 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET)
AUTHORIZING A CONTRACT WITH ARROWHEAD DRUG
SCREENING, LLC**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Arrowhead Drug Screening, LLC to serve as TriMet's Third Party Administrator for Drug and Alcohol Testing Services (Contract); and

WHEREAS, by Resolution No. 22-05-35, dated May 25, 2022, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize all Contracts obligating TriMet to pay more than \$1,000,000; and

WHEREAS, the total amount of the Contract exceeds \$1,000,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in the amount of not more than \$1,635,500, over the five (5) year life of the Contract.

Dated: June 25, 2025

Attest:

Presiding Officer

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department