



Date of Memo: December 01, 2022
Current Meeting: December 08, 2022
Board Meeting: December 15, 2022

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Director of Risk and Safety Brian Clem
SUBJECT: Consideration and approval of RFP 22-06-451 Occupational Health, Drug Testing & Physical Therapy

ACTION ITEM A – 4

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, staff requests the Board to authorize the President/CEO to enter a three-year contract including two one-year options with Concentra for occupational health, drug testing & physical therapy services.

BACKGROUND:

Per Indiana Code 22-8-1.1, Indiana employers are required to provide safe and healthful working conditions and coverage to employees for work-related injuries (whether through a fully-insured or self-insured program). To care for injured workers, IPTC must seek the services of a third-party provider for 24/7 medical services. In addition, IPTC is regulated under CFR 49 Part 655 to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and the use of prohibited drugs by an employee. To meet compliance, the Federal Transit Administration (FTA) requires drug and alcohol testing as part of the IPTC's Anti-Drug and Alcohol Misuse Policy. Concentra's current contract was extended by 6 months and currently will expire at midnight on December 31st, 2022.

DISCUSSION:

Bids were reviewed and scored by an evaluation committee of seven IPTC employees. Scoring disciplines evaluated were management approach, experience, locations and business hours, and bid price. Two proposals were able to provide 24/7 services in our designated service area. Scoring was competitive in favor of Concentra, which is the incumbent and most qualified to meet the needs of IPTC.

- RFP 22-06-451 was released on June 28th, 2022
- 20 different vendors downloaded a part or all of the solicitation
- 26 questions were asked and answered in an addendum
- Four total bids were evaluated and narrowed down to two

ALTERNATIVES:

Services are required per the Indiana code and requirements by the Federal Transit Administration for federal funding. If the FTA Administrator determines that a recipient that receives Federal financial assistance under 49 U.S.C. 5307, 5309, or 5311 is not in compliance with this part, the Administrator may bar the recipient from receiving Federal financial assistance in an amount the Administrator considers appropriate. There are no reasonable alternatives.

FISCAL IMPACT:

The anticipated cost fluctuates year to year depending on the number of employee injuries, severity, treatment required, and the number of drug and alcohol tests to be performed in all categories. Based on historical data, the estimated cost is nearly \$110,000 per year. Funding for the service will come from the IPTC operating budget.

DBE/XBE DECLARATION:

This locally funded RFP requires XBE participation based on a set of predetermined goals: 15% MBE, 8% WBE, 3% VBE, and 1% DOBE participation. Concentra has committed to meeting the 15% XBE goal by partnering with certified firms.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on December 08, 2022.