



**New Castle County**  
Purchasing Division  
87 Reads Way  
New Castle, DE 19720  
(302) 395-5250

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**Bid# 23PP-004-ARPA**  
**COVID PCR Testing Program**

New Castle County is seeking priced proposals for professional services to establish a COVID PCR Testing Program including supplies, courier services, lab services, and test results.

Interested parties are asked to submit a priced proposal to New Castle County Purchasing Division, New Castle County Government Center, 87 Reads Way, New Castle, DE 19720, stating their interest and qualifications. Proposals must be received by July 22, 2022 and must include 23PP-004-ARPA printed hard copies within a sealed envelope.

Questions concerning the project should be submitted in writing via email to Clifton Crawford, Purchasing Agent, at [Clifton.Crawford@newcastlede.gov](mailto:Clifton.Crawford@newcastlede.gov) by close of business July 15, 2022.

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

- Sealed proposal envelopes must clearly display ***Bid# 23PP-004-ARPA, COVID PCR Testing Program*** in the lower left quadrant on the front.
- Facsimile transmissions of proposals are unacceptable and will be rejected without any notice to the bidding vendor.
- Bidders are responsible to retrieve the bid specifications and all addendums from the New Castle County Purchasing website at [www.newcastlede.gov/Bids.aspx](http://www.newcastlede.gov/Bids.aspx).
- Proposals shall be concise and focused.

**TEMPORARY INSTRUCTIONS**

Due to the coronavirus (COVID-19) emergency declared by the State of Delaware, New Castle County bid responses may be accepted electronically at [bids@newcastlede.gov](mailto:bids@newcastlede.gov) and the electronic receipt will serve as the official time stamp with hard copies to follow by mail, provided that the hard copy mailed shall match the electronic submission without exception.

In addition, New Castle County bid openings shall be recorded and published without in person attendance (provided that bid receipts are certified by the County) and will be timely announced on [bids.newcastlede.gov](http://bids.newcastlede.gov).



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**TIMELINE FOR PROPOSAL**

<b>RFP Event</b>	<b>Date</b>
Bid Opportunity is Published Online & Advertised	June 29, 2022
Mandatory Pre-Bid Meeting via Zoom 11 AM	July 11, 2022
Questions Due to <a href="mailto:Clifton.Crawford@newcastlede.gov">Clifton.Crawford@newcastlede.gov</a>	July 15, 2022
Addendum Posted to <a href="http://www.newcastlede.gov/Bids.aspx">http://www.newcastlede.gov/Bids.aspx</a>	July 18, 2022
Bid/Proposal Due to <a href="http://bids.nccde.org/">http://bids.nccde.org/</a>	July 22, 2022
Bid/Contract Awarded No Later Than (*)	September 30, 2022

(\*) NOTE: Pursuant to New Castle County Code and Delaware State Law, no contract will be awarded to any vendor unless, before or in conjunction with the actual award of the contract to such vendor, has submitted proof satisfactory to the County, or to the awarding agency, or the designated representative of the County or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State and the County, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.

Awards, if any, will be made in conjunction with the Delaware Code, Subchapter 2, Chapter 69, Title 29, and the New Castle County Code.



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**BUSINESS REQUIREMENTS FOR PROFESSIONAL SERVICES**

**OBJECTIVE**

New Castle County Government is requesting professional services to establish a COVID PCR Testing Program including supplies, courier services, lab services, and test results.

**BACKGROUND/PROBLEM**

From May 2020 until March 2022, the County provided free COVID testing for the general public and a separate program was developed for employees, retirees, first responders, and families. Testing costs were initially covered by reserve funds until CARES Act relief funds were allocated. The County prioritized testing to identify positive cases and help control the infection rate.

The County also recognized the importance of continuing operations for economic recovery and the need to protect frontline workers and their families. Now that the County has opened its doors to the general public again, the County would like to use ARPA funds to continue a limited PCR Testing Program for County employees, retirees, first responders, and their families.

**SCOPE OF SERVICES**

The scope of services includes providing test kits, courier services, lab services and test results. The scope of services excludes onsite personnel, scheduling, and patient interaction.

**CRITICAL SUCCESS FACTORS**

1. Timely delivery of supplies and consistent surplus of PCR test kits
2. Timely courier service ensuring quick turn-around times
3. Consistent testing, reporting and CLIA compliant practices

**DETAILED SPECIFICATIONS**

1. Providers must have Delaware Public Health Laboratory CLIA Certification.
2. Professional Services include the ability to:
  - Provide a single point of contact that is available during normal business hours
  - Provide regular supply of self-administered PCR test kits to a central location
  - Enable the County to maintain a surplus of approximately 300 PCR test kits
  - Provide insulated specimen courier boxes as needed (for up to 11 locations)



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**DETAILED SPECIFICATIONS (CONT'D)**

- Collect specimens on demand from multiple locations, including same day notice
  - Possible collection sites include up to 10 libraries and one central location
  - Average collection sites per day is 1-6 locations within the County
  - Average count of specimens collected per day is about 50
- Potentially collect specimens on a Saturday
- Conduct lab and courier services following CLIA compliance guidelines
- Ensure there is medical oversight for all specimen handling and testing
- Provide controlled access for limited users to a dedicated account with test results
- Provide an easy-to-use online portal for County staff to track test results
- Ensure that all specimen pick-up locations are reported under one account
- Provide a monthly invoice for services provided
- Dispose any biohazardous waste from the testing process following CDC standards

**REQUIREMENTS FOR PROPOSAL SUBMISSION**

To aid in comparative evaluation:

1. Proposals shall be concise and focused.
2. Company Overview should be provided in a separate cover letter
  - Name, address, and headquarter location
  - Primary contact name and email address
  - Brief background of the firm
  - Principals of firm with full name and title
  - Total count of firm employees
  - Primary services aligned with this RFP
3. Describe your experience and reputation as it relates to this RFP, including relevant expertise, education, and your capacity to perform the professional services requested.
4. Describe your familiarity with government contracts and public work, its requirements, systems, and problems, especially in New Castle County and the State of Delaware.
5. Identify all third-party partners and/or consultants, contractors and sub-contractors that you plan to engage with to perform the professional services requested.
6. Please submit a detailed pricing proposal for all services requested.



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**GENERAL CONTRACT AND PROPOSAL INFORMATION**

1. American Rescue Plan Act (ARPA) – the awarded vendor must comply with ARPA requirements including compliance, reporting, ongoing monitoring and risk assessment, which will be specified in the contract awarded.

Bidders should be aware that this project is being funded through federal funds received under the American Rescue Plan Act (ARPA), State and Local Fiscal Recovery Funds (SLFRF). As such, contractors and subrecipients are subject to additional requirements, restrictions and oversight, which will be discussed further at the mandatory pre-bid meeting. Bidders may wish to consider the following:

- All bidders must have a Unique Entity Identifier Number (which has replaced the DUNS number). Please visit: <https://sam.gov/content/duns-uei>.
- Contractors and subrecipients are subject to the provisions of the Office of Management and Budget Guidance for Grants and Agreements (Uniform Guidance), 2 CFR Part 200 applicable to contractors and subrecipients, respectively.
- Consistent with the Uniform Guidance, subrecipients are subject to subrecipient monitoring through an agent of the County. This includes: (i) subrecipient risk assessment; (ii) Single Audit requirement for those receiving \$750,000 or more in total federal funds from all sources; and (iii) submission of subrecipient reporting and documentation.
- The U.S. Department of Treasury has issued Terms and Conditions regarding the use of SLFRF funds, some of which apply to contractors and subrecipients. Please visit: [https://home.treasury.gov/system/files/136/NEU\\_Award\\_Terms\\_and\\_Conditions.pdf](https://home.treasury.gov/system/files/136/NEU_Award_Terms_and_Conditions.pdf)
- The U.S. Department of Treasury requires the County to provide regular reporting on the use of SLFRF funds, which may require contractors or subrecipients to collect data or other information and provide that information to the County.

2. Acceptance of Proposal Content – the contents of the proposal of the successful firm will become a part of any contract awarded as a result of these specifications.



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3. Firm's Responsibilities – the selected firm will be required to assume sole responsibility for the complete effort as required by the RFP. The County will consider the selected firm to be the sole point of contact with regard to contractual matters.
4. Rejection of Proposals – the County reserves the right to reject any and all proposals or to award in whole or in part if deemed to be in the best interests of the County to do so. The County reserves the right to extend this contract to include other County locations. The County shall have authority to award orders or contracts to firm's best meeting specifications and conditions.
5. Ownership of Material – ownership of all data, material and documentation originated and prepared for the County pursuant to this contract shall be transferred to the County upon completion of the contract.
6. No firm may use the name of the County in any advertisement without the written consent of New Castle County.
7. Licensing – the awarded vendor must comply with appropriate Delaware law to conduct business in this State. Copies of all required licenses and certifications must be supplied prior to the contract negotiations resulting from this RFP.
8. Confidentiality – all work performed under this contract shall be considered confidential in nature.
9. Termination – New Castle County will retain the right to terminate the contract immediately for failing to execute the responsibilities per the specifications of the contract.



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**FUNDING OUT**

The continuation of this contract is contingent upon funding appropriated by New Castle County Council.

**MULTI-AWARD**

Pursuant to New Castle County Code section 2.05.502 B.8., New Castle County may multi award this contract.

**INDEMNITY**

Vendor shall indemnify, defend, and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs, and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss or damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of New Castle County.

**STATE OF DELAWARE BUSINESS LICENSE**

Within seven (7) days from receiving a notice of award, the successful vendor shall either furnish the County with proof of a Delaware Business Licensure or initiate the process of application where required. <https://onestop.delaware.gov/>

**CONTRACT ACCESSIBILITY**

This contract shall be accessible to State agencies, political subdivisions, school districts, and volunteer fire companies.

**CONFIDENTIALITY**

All documents submitted as part of the vendor's bid/proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than New Castle County's Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.



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New Castle County is a public agency and is subject to the Freedom of Information Act (FOIA). State Code Title 29, Chapter 100. Vendor(s) are advised that once a proposal/bid is received by New Castle County and a decision on contract award is made, its contents will become public record, and nothing contained in the proposal will be deemed to be confidential except those proprietary items marked as “trade secrets”.

**SUPPLIER DIVERSITY**

New Castle County encourages supplier diversity. Please provide information on your firm’s effort to encourage supplier diversity in your workforce and in the selection of sub-contractors.

**MINORITY**

Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals and will not be subject to discrimination on the basis of race, color, national origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

**MATERIAL SAFETY DATA SHEETS (MSDS)**

If required by State or Federal regulations, the awarded vendor must provide the MSDS sheets to the Risk Management Division and to the requesting department.

**REQUIRED INSURANCE**

**Workers’ Compensation & Employer’s Liability Insurance**

Vendor shall purchase and keep in force and effect workers’ compensation insurance that will provide the applicable statutory benefits for all of the vendor’s employees who may or do suffer covered injuries or diseases while involved in the performance of their work for the Vendor; and, even if permitted to do so by statute, Vendor shall not reject any workers’ compensation insurance option that, in the absence of such a rejection, would be applicable to any of the said employees. The policy providing the workers’ compensation insurance shall include: (1) broad form all-states coverage; (2) an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.





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Vendor shall purchase and keep in force and effect, Employer's Liability insurance with minimum limits for each employee of \$1,000,000 for each bodily injury by accident, or occupational disease, and \$1,000,000 aggregate minimum limits for all bodily injuries by accidents and occupational diseases within the coverage period, regardless of the number of employees who may sustain bodily injuries by accident or occupational disease.

**Automobile and General Liability Insurance**

Vendor shall purchase: (1) motor vehicle liability coverage, for owned, hired and non-owned vehicles, covering any and all claims for bodily injury and property damage that arise out of Vendor's performance of work for New Castle County, (2) comprehensive Commercial General Liability (CGL) insurance with limits of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The CGL policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by Vendor, with defense provided in addition to and separate from policy limits for indemnities of the named insured, (b) coverage for Independent Contractor Liability providing coverage in connection with such portion of the Services being subcontracted prior to any of the Services being subcontracted, in accordance with the terms and conditions of this Agreement, (c) coverage for Broad Form Property Damage Liability, (d) coverage for Personal Injury and Advertiser's Liability, (e) products and completed operations.

(X) **Professional Liability Insurance** (applicable if checked)

Each vendor of professional services for whom this provision is applicable shall provide professional liability insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate. All insurance required under this contract except workers' compensation, employer's liability, and professional liability (if applicable) shall be provided on a policy(s) that specifically names New Castle County, its officials and employees as additional insureds. Each policy shall provide an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Each policy shall be endorsed to require the insurer to give New Castle County at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer.



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Each policy shall be written by a carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an "A" rating from the A.M. Best Agency with "Stable" outlook. Any change in this rating or outlook must be related to New Castle County by the Vendor or insurance carrier as soon as possible upon learning of same, and the Vendor shall use due diligence with its insurance broker or carrier to keep track of same.

All insurance required under this contract except workers' compensation, employer's liability and professional liability shall expressly provide that such insurance shall be primary insurance, and any similar insurance in the name of Vendor shall be excess and non-contributing.

Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.

**DELAWARE LABOR**

New Castle County encourages the use of Delaware Labor.



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**EVALUATION PROCEDURE**

Based on criteria established pursuant to New Castle County Code, an evaluation committee will be selected to read, screen, and rank in writing all proposals. The New Castle County Chief of Technology and Administrative Services and requesting agency shall have the right to negotiate with individual offerors after their proposals are ranked. The Chief of Technology and Administrative Services shall establish procedures and schedules for conducting negotiations. Disclosure of an offeror's price(s) to another and any information derived from competing proposals is prohibited. The Chief of Technology and Administrative Services shall issue a written request for best and final offer. The request shall set forth the date, time and place for the submission of best and final offer.

At any point in the negotiation process, the Chief of Technology and Administrative Services and the requesting agency may, at his or her discretion, terminate negotiations with any and all parties.

**EVALUATION CRITERIA**

Proposals received by the requested deadline will be evaluated on the following criteria. A weighted average formula will be utilized.

- |  |               |
|--|---------------|
| 1. Experience, Expertise, and Reputation                 | (0-35)        |
| 2. Capacity to Perform and Complete the Study            | (0-35)        |
| 3. Familiarity with government contracts and public work | (0-10)        |
| 4. Cost Proposal   | <u>(0-20)</u> |
|  | <b>100%</b>   |



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**NON-COLLUSION STATEMENT**

By signing below the Vendor certifies they have neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a subcontractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation.

**SIGNATURE PAGE**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Tax ID #: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

Authorized Representative Email Address: \_\_\_\_\_

Authorized Representative Telephone #: \_\_\_\_\_

Authorized Representative Facsimile #: \_\_\_\_\_  
(If applicable)

Authorized Representative Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

How did you hear about this opportunity? \_\_\_\_\_



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**AUTHORIZED REPRESENTATIVE PROCUREMENT AFFIDAVIT**

**I HEREBY AFFIRM THAT:**

I am the (title) \_\_\_\_\_ and I am duly authorized to represent and bind (business) \_\_\_\_\_ (the "Business"), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(Authorized Representative and Affiant)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_