**EXHIBIT 1**

1. The Supplier will charge and collect from the individual the cost of the drug testing and any charge for the online case management/compliance monitoring support. Supplier should provide individuals with a convenient method of payment. Prospective Suppliers should state what their charges to the individual will be. There will be no costs to the Oklahoma Board of Nursing related to this contract.
	1. Supplier will pay all costs for transmission of monitoring records of current participants from current contracted monitoring system.

### Comply with all confidentiality and security requirements of OBN including background screening and training protocols of vendor employees.

1. Maintain open lines of communication with OBN and licensees at all times regarding any changes in the operation of the services being provided and will provide a minimum of forty (48) hours’ notice to program and licensees of any updates and/or changes to the system and/or software that may impact usability, access and/or end user experience. This includes but is not limited to:
	1. Addition or closing of collection sites
	2. Web-site technical errors, complaints, etc.
	3. Billing complaints
	4. Laboratories utilized
2. Maintain a system to notify individuals they have been selected to test. Notification system should be available 7 days per week. System is accessible by Interactive Voice Response and/or secure website.
3. Enroll individuals in the drug testing program. Enrollment should be via secure website and/or toll-free number utilizing forms and directions agreed to by the OBN. Provide each individual a unique personal identification number. Provide fully randomized selections.
4. Manage Specimen Collection
	1. Maintaining legal chain of custody of specimens.
	2. Providing chain of custody forms.
	3. Collection Sites

Provide collection sites geographically dispersed statewide so that individuals do not have to travel more than 30 miles one way for specimen collection on weekdays or 50 miles on weekends. (Respond using Exhibit 2 (part b), by quantity of counties)

Provide collection sites throughout the U.S. outside of Oklahoma (Respond using Exhibit 2, (part b) by quantity of states).

Provide initial, and if needed, remedial training to collection sites on OBN Body Fluid Testing Guidelines for specimen collections.

* 1. Alternative Collection Sites

Locating alternative collection sites for observed collections outside of Oklahoma with appropriate notice by the licensee.

* 1. Assuring observed specimen collection from urethra to cup by an observer of the same gender on all specimens collected.
	2. Assuring specimen collection is compliant with United States Department of Health and Human Services/Substance Abuse and Mental Health Services Administration (“USDHHS/SAMHSA”) collection criteria.
	3. Assuring all specimen collections are split specimens.
	4. Assuring collection site staff requires and reviews photo identification to be produced by the donor before each collection.
	5. Providing training for collection sites.
	6. Providing documentation of any failure by the licensee to cooperate with the collection site staff to the OBN within 1 business day.
	7. Verifying individual’s arrival time at the collection site as well as the time of the actual specimen collection.
	8. Reviewing all documentation pertaining to collections to ensure the provided OBN Guidelines are followed. Documentation of any variances in collection process by the collector and efforts to correct will be documented in the licensee record. Any variances created by the licensee will be reported to the OBN point of contact immediately and documented in the licensees’ record.
1. Manage Laboratory Services
	1. Utilizing a Laboratory for testing which meets the Laboratory Approval Criteria for Body Fluid Testing of the Investigation and Peer Assistance divisions of OBN (referenced in Attachment C).
	2. Providing for specimen transportation, tracking and analysis, preferably by courier within 24 hours of collection.

Specimen tracking Vendor will be responsible for tracking specimens from site to LAB. Specimens that are ordered but not collected for any reason will be reported as a missed selection within 24 hours. Vendor will initiate tracking on any specimens not received at the lab within five (5) business days and the program notified. If within ten (10) days if the specimen cannot be located the specimens will be identified as Cancelled/Lost in transit.

Vendor will be responsible for tracking specimen from receipt at lab through analysis and ensuring reporting of body fluid testing results are comprehensive, accurate and timely.

* 1. Assuring all necessary initial screens and confirmation tests are run for all drugs identified and validity testing performed on all specimens.
	2. Confirming all positive results by gas chromatography/mass spectrometry (GC/MS), Liquid chromatography/mass spectrometry (LC/MS) or an equivalent accepted method of equal or greater accuracy.
	3. Retaining specimens identified as positive, adulterated or substituted for a minimum of one (1) year. During this year the OBN may request the specimen be retained for an additional period of time.
	4. Retaining dilute specimens for a minimum of two (2) weeks after being reported out to the OBN. During this time the OBN may request further testing on the specimen.
	5. Retain all specimens for thirty six (36) hours after results post. During this time the OBN may request further testing on the specimen.
	6. Maintaining procedures to assure the specimen is not tainted and the proper identification of the specimen is maintained throughout the process.
	7. Assuring all positive results are verified by a Certified Medical Review Officer, who has received training through the American Society of Addiction Medicine (ASAM) Medical Review Officer Course.
	8. Providing drug screen panels to cover all drugs listed in the OBN Laboratory Approval Criteria.
1. Reporting Services
	1. Secure web site access available to OBN providing specific documented user ID access to the following information:

Drug screen results; posted daily and within 24 hours of finalization of the results.

Provide OBN individual reports on each specimen tested identifying the individual by name, identification number, specimen identification number, whether the test result was positive/ negative or a combination of positive; dilute; abnormal etc., negative dilute, abnormal etc. A non- negative report status will be available and used on any test that requires additional testing, (e.g. ETG, methamphetamine dimer). If the confirmation test result is positive and the MRO has verified a reason for the positive result, the report must state the screen is “positive report as negative” and list the reason for the positive result.

If a screen is positive, the drug screen report will include a quantitative result for all drugs identified in the screen, MRO notes and signature, with corresponding notations regarding any issues with the collection, and the CCF. This report will be available to Program staff within one readable, retrievable/exportable report for usable evidence.

* 1. Daily selection records and confirmation of notice of selection, including time of notification and the notification message received that is exportable to a readable format for usable evidence.
	2. Notification records of each licensee.
	3. Ability of the OBN to interactively manage and search general compliance and toxicology administration data.
	4. Availability of toxicology administration records on-line for the duration of the licensee’s monitoring agreement or probation.
	5. Aggregate reports of all selections, notifications, and results for all licensees.
	6. Provide push technology to alert participants when a compliance item is due (i.e. report, check-in) and for items not received by the due date.
	7. Provide staff with the ability to use push technology to alert licensees to unread messages within the system with retrievable documentation that this has occurred.
	8. Provide alerts for licensees for a missed check-in and for a missed specimen submission. Provide alerts for staff when the following occur: a missed check in, upon a missed specimen submission, when no specimen result has posted within five (5) days of submission, and for any specimen not resulting as Negative
1. Supplier Support
	1. Access to Medical Review Officer (MRO) services at no cost, Monday-Friday during OBN office hours.
	2. Provide the Agency, employers of licensees, and licensees with assistance 7 days per week. A Supplier representative must be available by telephone or email in case of collection issues or similar problems. Documentation of all contacts will be documented in the licensees record.
	3. Provide emergency support after hours or on weekends for collection or notification assistance.
	4. Payment collection from licensees.
	5. Notification to OBN of any systems problems or failures to occur immediately upon discovery.
	6. Ability to manage at least 400 licensees and 900 drugs screens per month.
	7. If requested by the OBN, the vendor will provide expert testimony and witness services by qualified professionals (e.g. MRO, pathologists, biochemists, forensic toxicologists, etc.) to the Oklahoma Board of Nursing, at no cost, and without a set number allowable during each year.
	8. If requested by the OBN, will provide a minimum of one (1) training to the Oklahoma Board of Nursing per year, at no cost, on the topics of alcohol and drug abuse and drug testing. Will provide all materials, supplies, and professional trainers if requested by the OBN.
2. Report and Records Management
	1. Provide ability for individuals to submit reports online via secure login.

Licensees

Third parties

Enroll third parties with restricted access. Access levels to be assigned by Program. e.g. Attendance and report submission, report submission, view only.

* 1. Maintain electronic records of all reports submitted to Case Management via secure website. Provide for staff, third parties, and licensees to upload and store hard copy documentation to the licensee record.
	2. Licensees’ history and participation records maintained electronically, from initial contact through completion or termination.
	3. Records secure and accessible online to identified personnel.
	4. Ability to provide limited record access to identified individuals involved in monitoring the licensees.
	5. Provide Program Staff ability to enter, edit and delete information on records including removal of hard copy documentation, with a retrievable history of record removed, date and by whom.
	6. Statistical reporting via searchable database to include at a minimum:

Drug screen selections, by date, individual, panel, and results

Individuals enrolled in the program, with ability to breakdown by case manager, stage, status, gender, license type, referral source.

Number of individuals enrolled in the program within a time period, length of time an individual is enrolled in the program, number of individuals at end of time period, differentiate between termination and discharged individuals.

Third party relationships employment, counseling, treatment, nurse support group, or other.

Number of reports received within time period, number of late reports received, number of hard copy reports uploaded

All records maintained electronically by the Supplier on individuals monitored by the OBN are the property of the OBN.

All records are to be confidential at all times and accessible only to authorized personnel.

All costs associated with the migration of data from existing database to selected supplier database will be the responsibility of the supplier.