



John Canning
Commissioner

Town of Oyster Bay
DEPARTMENT OF HUMAN RESOURCES
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October 6, 2017

The Town of Oyster Bay is reviewing the present **Substance Abuse Professional** contract for renewal. The provisions of that contract are listed, briefly, below. If you are interested in presenting a proposal to the Town of Oyster Bay and can meet the needs presented, please respond by October 23, 2017 for our timely presentation to the Town Board.

Included in this proposal must be your maximum cost for each year of a two-year contract.

SERVICES:

As defined by the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance (ODAPC) and the Town of Oyster Bay Substance Abuse Policy, the following SAP responsibilities will be provided to the Town of Oyster Bay and their employees and will be carried out in coordination with our Employee Assistance Program provider. These services will include, but not be limited to:

1. Screening, assessment and referral of employees who test positive for drug or alcohol use. This will include the development of a treatment plan indicating referral to appropriate modality of treatment. Clinical assessments will be face-to-face with employees and include full psychosocial history. Assessment will also include in-depth drug and alcohol use history and the use of a standardized tool such as the MAST, SASI, and AUDIT. The referral process will also include the facilitation of the employee into the appropriate treatment or education program.
2. Maintenance of records as required by the Department of Transportation (DOT) and National Transit Safety Board (NTSB) regarding employee's participation in the SAP process. Copies of SAP records will be made available to the employees if requested. Compliance will be monitored and reported in writing to the Designated Employer Representative (DER).
3. Communication as needed with the employer or Designated Employee Representative (DER). Releases will be obtained from employees as required by state and federal mandate. A copy of the employee treatment plan (testing plan) outlining recommendations will also be made available to the DER.
4. Communication as needed with the Medical Review officer (MRO) who has reviewed the findings of an employee's laboratory tests regarding test results, quantification levels, and any other pertinent information.
5. Face-to-face evaluation with employees who are being considered for return to safety sensitive work and a written report (of compliance or non-compliance) to the DER. The report will determine the follow-up and/or alcohol testing that the employee will have over the next 12 to 60 months following the date of return to safety sensitive work. This will support the DER who will proceed with performing the "fit for duty" evaluation.

OBLIGATIONS:

In the event that this agreement is terminated by the Town of Oyster Bay or by the agency, a phase-out period of at least ninety (90) days will be provided to assure that patient treatment is not undermined.

PERSONNEL:

All services under the agreement will be provided by your employees. You will not be permitted to subcontract with any other entities without the prior written approval of the Town of Oyster Bay.

STATUTES, LAWS AND CODES:

You shall comply with and ensure that all personnel comply with all the Town of Oyster Bay operational requirements.

LICENSES/PERMITS/INSURANCE:

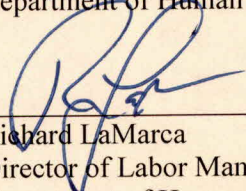
You and all of your employees shall possess for the term of this agreement all necessary qualifications, permits and licenses required to perform the services described above, including professional malpractice and liability insurance.

NONDISCLOSURE OF INFORMATION:

You and your employees will not, without the prior written permission of the Town of Oyster Bay, (1) disclose or publish any findings made by them in the performance of services for the Town of Oyster Bay, or (2) remove from any of the Town of Oyster Bay premises any Town of Oyster Bay property or disclose same to unauthorized persons.

Please forward your response within the time frame indicated. For your convenience, our FAX number is 624-6489 and my email address is rlamarca@oysterbay-ny.gov.

John Canning, Commissioner
Department of Human Resources



Richard LaMarca
Director of Labor Management Relations
Department of Human Resources