

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**



**REQUEST FOR INFORMATION (RFI)**

**TO: POTENTIAL RESPONDENTS**

**RFI Number: DCCB-2022-I-0006**

**Caption: COVID-19 Testing Services**

**Issuance Date: December 22, 2021**

**Due Date: January 7, 2022**

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The Office of the Attorney General (OAG) has a need for a contractor to assist OAG with the establishment and implementation of COVID-19 testing procedures as employees return to the office. OAG is conducting market research to identify potential suppliers and to develop a government estimate for this project.

OAG has policy and procedures related to COVID-19 vaccine and testing mandates in place and wants to add testing procedures that are convenient for employees while ensuring proper sample collection to maximize result accuracy. Therefore, the preference is for supervised sample collection either in-person or via video telehealth rather than bulk receipt of tests for employees to administer without supervision or the current practice of employees picking up self-tests from various DC locations.

When maximal telework ends, there will be an option for telework as a regular policy. Testing procedures are needed for employees who will work onsite as well as employees who are teleworking. For the latter, the ability to have a test sent to the employee's home with telehealth supervision is optimal.

For results management, it is envisioned that designated OAG Human Resource personnel would be able to see all results, ideally consolidated on a dashboard, without waiting for the employee to report it.

**Treatment of RFI Responses and Respondents**

This is not a Request for Offers. Rather, following review of the RFI responses, the District may prepare one or more Solicitation for Bids for diversity services.

The District considers responses to this RFI as part of its outreach and research effort; and as such, more in the nature of a survey. The District intends to use the information in the responses to establish parameters and requirements included in the Solicitation for Bids. Potential respondents must determine for themselves, the relative advantages and disadvantages of responding to the RFI.

The District assumes no responsibility or liability for any potential claim of harm and damage. By submitting a response, the respondent expressly acknowledges that the District assumes no such responsibility or liability.

### **SUBMISSION OF RESPONSES**

It is not the intention for this RFI to be an extensive or expensive undertaking for Respondents. Rather concise descriptions are desired. Glossy production quality and expensive productions are neither desired nor required.

The RFI responses should address the questions listed in Item 6 below. Responses should be emailed to the attention of Gena Johnson at [gena.johnson@dc.gov](mailto:gena.johnson@dc.gov).

#### **5. Response Submission Date:**

The closing date for receipt of responses is January 11, 2022 on or before 2:00 p.m. local time to the address listed above.

Questions may be referred to Gena Johnson via email at [gena.johnson@dc.gov](mailto:gena.johnson@dc.gov).

Questions regarding this Request for Information must be received in writing no later than 10:00 am on Thursday, January 6, 2022.

#### **6. Questions:**

- A. Have you provided similar services as described in Attachment A - Requirements to other government agencies, in particular any DC government agency, or any private entity? If so, which ones? Please provide dates of the engagement and a point of contact for your client(s).
- B. Working with your clients, approximately how long would it take to establish policy and procedures for testing?
- C. Based on the requirements provided in Attachment A, are there any items that OAG should consider in establishment of testing procedures?
- D. Would you need a dedicated space for administering tests onsite? If so, how much space?
- E. What additional information would you need in order to establish policy and procedures?
- F. What brand of tests do you utilize to provide COVID-19 testing? Do you have current contracts in place to ensure you have adequate supply of test kits?

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- G. Based on the requirements in Attachment A, how much personnel would be needed?
- H. What is your process to ensure personnel assigned have the appropriate credentials to administer tests?
- I. Do you have a current contract in place with a certified lab(s) to analyze test results? Does the contract include any performance criteria and measures related to accuracy of test results and turnaround times?
- J. What technology and processes do you use for telehealth sessions?
- K. Do you have a process in place for conveying test results? Have you encountered any obstacles in conveying test results to employee and their employer? Does your technology comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA)?
- L. What technology and processes do you have in place for contact tracing?
- M. For budgeting purposes, would you provide estimates for testing services based on the parameters in A.3 of the requirements (Attachment A).

## **ATTACHMENT A - REQUIREMENTS**

- A.1. Provide recommendations on COVID-19 testing procedures. Assist with development of policy and procedures.
- A.2. Provide appropriately credentialed personnel to administer tests. Utilize appropriately credentialed/certified tests and laboratory to analyze tests.
- A.3. Provide nasal sample collection for SARS-CoV-2 testing for a single site at the Office of the Attorney (OAG) for the District of Columbia, 400 6<sup>th</sup> Street, NW, Washington, DC 20001, for 25-35 tests per week. Provide alternative pricing for:
  - 1) Monday, Wednesday, Friday from 9:00am to 1:00pm and Tuesday, Thursday from 12:00pm to 4:00pm
  - 2) Monday, Wednesday, Friday from 9:00am to 1:00pm
  - 3) Tuesday and Thursday from 9:00am to 2:00pm
- A.4. Complete testing, via real-time RT-PCR test for SARS-CoV-2 and reporting of results, typically within 48 hours from a certified laboratory per FDA Emergency Use Authorization.
- A.5. Correctly instruct, directly observe and assure proper patient collection of nasal swab by vendor's trained staff at the OAG specified sample collection site.
- A.6. Provide written instructions with graphic illustrations to each patient for proper collection.
- A.7. Provide a website link for employee pre-registration for in-person and telehealth testing that will be promoted within OAG.
- A.8. Provide video telehealth testing services to employees through a HIPAA-compliant communication portal to correctly instruct, directly observe and assure proper patient collection of nasal swab by vendor's trained staff.
- A.9. For video telehealth testing, provide employees with test kit via delivery to employee-provided address and prepaid overnight delivery for sample return to vendor for testing. Alternatively, provide bulk test kits (minimum 35) to OAG testing site for employee pickup and sample return to vendor via vendor-provided prepaid overnight delivery.
- A.10. Provide results directly to employee via employee-designated email address or text from a HIPAA compliant electronic communication portal.
- A.11. Provide electronic result reporting to OAG, within OAG-specified timelines, for employees who sign HIPAA consent form.

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A.12. Provide a HIPAA-compliant electronic portal to OAG to review consolidated employee test results for employees who sign a HIPAA consent form.

A.13. Provide a customer service telephone number to assist with patient results.