

EXHIBIT 1

SOLICITATION NO. 3400001749

Contract Specifications

The Supplier will provide Courier Services for the Oklahoma State Department of Health, Public Health Laboratory. Services may include emergency pick-ups and delivery of clinical specimens from designated locations throughout the State of Oklahoma to the OSDH Public Health Lab (PHL) located at 4615 W. Lakeview Road, Stillwater, OK 74075.

A. Scheduled Pick-Ups

- a. Courier will pick up clinical specimens (infectious and non-infectious,) from locations according to **EXHIBIT 2**, Sunday through Saturday during business hours, excluding legal State holidays. Courier will transport specimens to the OSDH Public Health Laboratory located at 4615 W. Lakeview Road, Stillwater, OK 74075 on the same day of pick-up by 8:00 PM.
 - i. The Courier must visit each pick-up site as indicated in **EXHIBIT 2**. The list includes County Health Departments, Hospitals and other pick-up sites identified by OSDH.
 - ii. Courier must document (preferably by barcode scanning or by legible written documentation) arrival and time at each site and the number of packages received.
 - iii. Courier will provide a legible written or electronic record of time/date visited with Courier name and the number of packages received for each site visit to the OSDH Public Health Laboratory for processing.
 - iv. Courier will provide scheduled pick-ups at the same estimated time unless cancelled or revised by the designated individual at the Public Health Laboratory.
 - v. The Courier will not call the pick-up site in advance of scheduled arrival to determine if specimens are available for pick-up in order to avoid going to that location.
 - vi. Specimens must be delivered to the Public Health Laboratory at 4615 W. Lakeview Road, Stillwater, OK 74075 no later than 8:00 PM the same day.
 - vii. Courier must document in the PHL Specimen Log the Courier name, date/time of entry, and number of packages delivered upon entering the PHL.
 - viii. The Courier must deliver specimens to the designated area for specimen drop off. Specimens must be placed in the appropriate containers/bins at room temperature, or placed in the refrigerator or freezer, as appropriate, for type of specimen.

B. Transport of Specimens

- a. Courier will transport specimens (infectious and non-infectious) on an emergency basis from locations on **EXHIBIT 2**, Sunday through Saturday and legal state holidays when contacted by a designated individual at the Public Health Laboratory.
 - i. Pick up will be at locations within Oklahoma as designated by the caller. Courier must be able to give an estimated time of pick-up and delivery on all emergency calls.
 - ii. Courier should be dispatched to the site within one hour of notification by the designated individual at the Public Health Laboratory.
 - iii. Courier will provide the designated individual at the Public Health Laboratory with an emergency contact number for the Courier employee who will be making the emergency pick-up.
 - iv. Courier will sign and bring chain of custody documentation with all pick-ups.
 - v. Specimens will be transported and delivered to the OSDH Public Health Laboratory at the appropriate temperature following the procedure as described in Section D below (Continuous Temperature Control.)

C. Continuous Temperature Control

- a. Courier must provide continuous temperature-control and provide records of temperature monitoring from time of receipt to time of delivery of specimens/goods as indicated for the type of specimen/good.
 - i. Conditions for transport of specimens/goods will be indicated on the specimens/goods or will be communicated to the Courier by personnel at the pick-up site.
 - ii. Each Courier must be able to provide transport of specimens/goods at the following conditions:
 - (a) Room temperature (15°C to 30°C or 59°F to 86° F)
 - (b) Refrigerated temperature (2°C to 8°C or 35.6°F to 46.4° F)
 - (c) Frozen temperatures (less than or equal to -20°C or -4°F); Courier must be able to provide dry ice.

- iii. Courier must be able to provide record of temperature monitoring **from** time of receipt to time of specimen delivery.
- iv. Transport temperatures may be monitored periodically by the OSDH Public Health Laboratory without notice in order to assure that these temperature conditions are being maintained by the Courier during transport.

D. Leak-Proof Transport

- a. The Courier supplier must distribute sufficient numbers of leak-proof transport bags and/or boxes to each pick-up location as indicated in **EXHIBIT 2** for the purpose of transport of specimens to the OSDH Public Health Laboratory.

E. Scheduled Pick-up of Newborn Screening (PKU) Forms

- a. Courier will be responsible for scheduled pick-up of Newborn Screening (PKU) forms containing blood spots from infants and other patient specimens (infectious and non-infectious) on Sunday through Saturday during business hours from locations according to **EXHIBIT 2**, excluding legal State holidays, and will transport specimen to the OSDH Public Health Laboratory on the same day of pick-up.
 - i. The Courier must visit each pick-up site as indicated in **EXHIBIT 2** and must document by barcode scanning or written documentation, the arrival and time arrived at each site.
 - ii. Scheduled pick-up times must always be met by the Courier unless cancelled or revised by the designated individual at the Public Health Laboratory.
 - iii. A written or electronic record of time/date visited at each site and Courier name must be provided by the Supplier to the OSDH Public Health Laboratory for processing.
 - iv. The Courier is not permitted to call the pick-up site in advance of scheduled arrival to determine if specimens are available for pick-up in order to avoid going to that location.
 - v. Courier must provide continuous temperature-controlled conditions and provide records of temperature monitoring from time of receipt to time of delivery of specimens as indicated for the type of specimen.
 - a) Conditions for transport of specimens will be indicated on the specimens or will be communicated to the Courier by personnel at the pick-up site.
 - b) Courier must be able to provide transport of specimen/goods at the following conditions:
 - i. Temperature of 2°C to 30°C or 35.6°F to 86° F.

- ii. Protected from light and moisture.
 - iii. Courier must be able to provide record of temperature monitoring from time of receipt to time of specimen delivery.
 - iv. Transport temperatures may be monitored periodically by the OSDH Public Health Laboratory without notice in order to assure that these temperature conditions are being maintained by the Courier during transport.
- b. Specimens must be delivered to the Public Health Laboratory at 4615 W. Lakeview Road, Stillwater, OK 74075.
 - c. Access to the OSDH Public Health Laboratory (PHL) for the Courier will be obtained via gate and door codes.
 - d. Upon entering the PHL, the Courier must document their name and date/time of entry in the PHL Log.
 - e. The Courier must deliver specimens to the designated Courier drop off location at the PHL. Specimens that are marked with day of pick-up must be placed in the appropriate containers/bins at room temperature.

F. Animal, Research, and Surveillance Specimens

- i. Courier shall transport animal rabies specimens packaged in the OSDH rabies specimen box to the Oklahoma Animal Disease Diagnostic Lab (OADDL) at 1950 Farm Road, Stillwater, OK.
- ii. Courier must be able to transport the 12 3/8" x 12 3/8" x 14 1/2" box at room temperature (15°C to 20°C or 59°F to 86° F) and provide record of temperature monitoring from time of receipt to time of specimen delivery.
- iii. During regular OADDL working hours (8:00AM to 4:30PM) animal rabies specimens must be delivered at OADDL's admissions desk on the west side of the building before 9:00AM the following day.
- iv. After hours 4:30PM to 8:00AM, Courier must deliver animal rabies specimen by calling OSU campus police for entry after arriving on the west side of OADDL at 1950 Farm Road, Stillwater, OK.
- v. Courier will transport research and surveillance specimens to OADDL at 1950 Farm Road, Stillwater, OK .
- vi. Depending on specimen requirement, Courier must be able to transport at frozen temperatures (less than minus 20° C or minus 4° F) refrigerated temperature (1°C to 10°C or 33.8° F to 50° F) or room temperature (15°C to 20°C or 59°F to 86° F).
- vii. Courier must be able to provide dry ice and provide record of temperature monitoring from time of receipt to time of specimen delivery.

- viii. Research and surveillance specimens must be delivered to OADDL's admissions desk on the west side of the building before 9:00AM the following day.

G. Training Requirements

- i. The Courier supplier must provide documented proof for each Courier staff member involved in the transport of patient specimens for the OSDH Public Health Laboratory of annual training regarding:
 - a. Bloodborne Pathogens and current certification for Department of Transportation Regulations
 - b. OSHA regulations in the shipment of Laboratory specimens
 - c. HIPAA
 - d. Biosafety
- ii. Supplier is solely responsible for providing documented proof of required trainings and certifications as well as maintaining compliance with any new updated regulations.

I. Duties of the OSDH

- i. The OSDH will maintain and update **EXHIBIT 2** including changes as necessitated to pick-ups and deliveries of specimens/goods; OSDH may at its sole discretion update the pick-up sites as needed, without a Contract modification. Supplier will be given notice of such update as soon as practicable.
- ii. The OSDH will provide Courier gate and door access codes to the Public Health Lab.
- iii. The OSDH will provide a designated PHL point of contact with contact information for both during hours of operation and after hours.
- iv. The OSDH will provide appropriate refrigerator, freezer and container bins for specimen drop off.
- v. The OSDH will review and approve invoices for payment.