



October 11, 2022

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

NOTICE TO OFFERORS

**SUBJECT: Request for Proposals (RFP) 2-2746
"Information Technology Contracted Technical Staffing"**

All Offerors:

This letter shall serve as **Addendum No. 2.** to the above RFP issued by the Orange County Transportation Authority (OCTA). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., October 24, 2022.**

A pre-proposal conference was held via teleconference on October 4, 2022. The pre-proposal registration sheets are presented as Attachment A to this Addendum No. 2.

The following are responses to written questions received on or before October 6, 2021, as stated in the RFP:

Question 1: How many vendors will be awarded?

Response 1: Per the RFP, OCTA reserves the right to award its total requirements to one Offeror or to apportion those requirements among several Offerors as the Authority may deem to be in its best interest.

Question 2: What is the tentative start date of this engagement?

Response 2: This contract is scheduled to start March 1, 2023.

Question 3: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

Response 3: There is an incumbent and it is Intratek.

Question 4: If there is an incumbent, is the incumbent eligible to submit the proposal again?

Response 4: Yes.

Question 5: Are there any pain points or issues with the current vendor(s)?

Response 5: The incumbent is meeting the existing contract's requirements.

Question 6: Could you please share the previous spending on this Contract, if any?

Response 6: 2018: \$1.1M
2019: \$1.7M
2020: \$2.7M
2021: \$2.7M
2022: (YTD) \$2.0M

Question 7: Is there any mandatory subcontracting requirement for this Contract? If yes, is there any specific goal for the subcontractor?

Response 7: There is no mandatory subcontracting requirement.

Question 8: Could you please let us know how many positions were filled in the last contract? And how many positions do we expect in the current contract?

Response 8: This information is not available. Refer to Exhibit A-Scope of Work, Section 3.2 "Evaluation Requirements", Sub-Section 3 "work plan", Item 3.1.1 for current positions., All current full-time Personnel who will need to be immediately transitioned or replaced (if transition is not successful).

Question 9: What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

Response 9: See response to Question 8. See hourly rates below:

Description	Year One	Year Two	Year Three	Year Four	Year Five
Senior Data Warehouse Architect	\$117.00	\$120.51	\$124.13	\$127.85	\$131.68
Data Warehouse Architect	\$105.00	\$108.15	\$111.39	\$114.74	\$118.18
SharePoint Developer	\$100.00	\$103.00	\$106.09	\$109.27	\$112.55
Senior IS Project Manager	\$115.00	\$118.45	\$122.00	\$125.66	\$129.43
Senior Help Desk Technician	\$36.00	\$37.08	\$38.19	\$39.34	\$40.52
Senior Desktop Technician	\$47.00	\$48.41	\$49.86	\$51.36	\$52.90
Senior Network Engineer	\$90.00	\$92.70	\$95.48	\$98.35	\$101.30
Senior Programmer Analyst	\$75.00	\$77.25	\$79.57	\$81.95	\$84.41
Programmer Analyst	\$43.00	\$44.29	\$45.62	\$46.99	\$48.40

Question 10: If the proposed candidates are not available at the time of award, will the agency allow us to provide replacements personnel with similar or more skill sets?

Response 10: If the current full-time Personnel are not transitioned, the Firm shall replace them. Refer to Exhibit A-Scope of Work, Section 3.2 "Evaluation Requirements", Sub-Section 3 "work plan", Item 3.1.1 for current positions.

Question 11: Are hourly rate ranges acceptable?

Response 11: No.

Question 12: Is it entirely onsite work or can it be done remotely to some extent? Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Response 12: Refer to SOW's Facility and Work Information 2.6, 2.7 and 2.8. Many Consultants may be extended the privilege of a "hybrid" working schedule, which includes OCTA office and home. OCTA does not anticipate any Consultants to be 100% remote moving forward

Question 13: Could you please provide the list of holidays?

Response 13: 2022 OCTA Holiday Calendar:

1. **New Year's Day Friday, January 1**
2. **Memorial Day Monday, May 31**
3. **Independence Day Monday, July 5 (Observed)**
4. **Labor Day Monday, September 6**
5. **Thanksgiving Day Thursday, November 25**
6. **Day after Thanksgiving Friday, November 26 (Designated)**
7. **Christmas Friday, December 24 (Observed)**
8. **New Year's Day Friday, December 31 (Observed)**

Question 14: Are there any mandated Paid Time Off, Vacation, Etc.?

Response 14: Yes. Refer to Exhibit A, Scope of Work, Section 3 Requirements "Phase 1: Minimum Requirements Questionnaire, Sub-section 3.1.6.

Question 15: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Response 15: This solicitation is conducted because the existing contract will expire on March 31, 2023. The current vendor is Intratek.

Question 16: Can you please let us know the previous spending of this Contract?

Response 16: The current contract's budget for fiscal year 2018 through 2023 is approximately \$12M.

Question 17: Please confirm if we can get the proposals or pricing of the incumbent(s)?

Response 17: See response to Question 9. For a proposal copy, please submit a formal public records request using the following link:

[https://octa.govqa.us/WEBAPP/rs/\(S\(ok4jpmsresuwvydc1culb3m4\)\)/support/home.aspx](https://octa.govqa.us/WEBAPP/rs/(S(ok4jpmsresuwvydc1culb3m4))/support/home.aspx)

Question 18: Are there any pain points or issues with the current vendor(s)?

Response 18: See response to Question 5.

Question 19: Please confirm the anticipated number of awards.

Response 19: See response to Question 1.

Question 20: Is this a new initiative? If not, who are the current vendors?

Response 20: See response to Question 3.

Question 21: Is the vendor required to submit all job titles?

Response 21: Yes.

Question 22: What are the historical annual spending volumes in the project?

Response 22: See response to Questions 6 and 16.

Question 23: Can you please share technical and cost proposal of current vendors?

Response 23: See response to Question 17.

Question 24: Can you please share Bid tabulation and bid scoring sheet?

Response 24: See response to Question 17.

Question 25: Can you please share copy of purchase orders issued to all vendors?

Response 25: See response to Question 17.

Question 26: What is the annual monetary spent value of the current contract since inceptions?

Response 26: See response to Question 6.

Question 27: Can you please share the no. of positions served in previous years under this contract?

Response 27: OCTA's portfolio of Position Titles are listed in the table found in the Introduction section of the Scope of Work. These are very similar to the Position Titles that were supported in previous years.

Question 28: How many resources are currently engaged in the current contract? Please share titles and count?

Response 28: There are 20 positions that will need to be transitioned or replaced (if the transition is not successful). Refer to Exhibit A-Scope of Work, Section 3.2 "Evaluation Requirements", Sub-Section 3 "work plan", Item 3.1.1 for current positions., All current full-time Personnel who will need to be immediately transitioned or replaced (if transition is not successful).

Question 29: Can you please share the amount of business each vendor did under this contract since inception?

Response 29: See response to Question 6.

Question 30: Can you please provide us with an estimated or NTE budget allocated for this Contract?

Response 30: The budget for this five (5)-year contract is approximately \$23.5M.

Question 31: Could you please share the previous spending on this Contract, if any?

Response 31: See response to Question 6.

Question 32: Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

Response 32: Candidate resumes do not need to be submitted as part of the proposal. (NOTE: Resumes for the Firm's Administrative staff must be submitted as part of the proposal as noted in the RFP under Section II. Proposal Content, subpart b "Proposed Staffing and Project Organization.")

Question 33: Are hourly rate ranges acceptable?

Response 33: See response to Question 11.

Question 34: Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets?

Response 34: See response to Question 17.

Question 35: Please share the incumbent vendors current pricing?

Response 35: See response to Question 9.

Question 36: How many incumbents are going to be hired from each position?

Response 36: See response to Question 8.

Question 37: Could you please let us know the length of the Contract?

Response 37: Five (5) years.

Question 38: Is this a single award or multiple award contract?

Response 38: See response to Question 1.

Question 39: If it is a multi-award contract, please confirm the total number of vendors to be awarded this Contract?

Response 39: See response to Question 1.

Question 40: How will job requests be shared among multiple awarded vendors?

Response 40: See response to Question 1.

Question 41: Will all job requests be shared among all awarded vendors simultaneously?

Response 41: See response to Question 1.

Question 42: Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

Response 42: See response to Question 1.

Question 43: Is this a new contract or renewal of an existing contract?

Response 43: See response to Question 3.

Question 44: If there is an existing contract, could you please share the name of the current supplier?

Response 44: See response to Question 3.

Question 45: Could you please share the current supplier's pricing and proposals?

Response 45: See response to Questions 9 and 17.

Question 46: When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?

Response 46: See response to Question 16.

Question 47: Please share the historical spending for the year 2021 and 2022.

Response 47: See response to Question 6.

Question 48: Can you please share the amount of business each vendor did under this contract in previous years?

Response 48: See response to Question 6.

Question 49: Can you please share the number of positions served in previous years under this contract?

Response 49: See response to Question 27.

Question 50: What were the most commonly filled positions in the past?

Response 50: This information is not available.

Question 51: Can you share details from where we can get old RFP details?

Response 51: See response to Question 17.

Question 52: Can you please tell us where we can see the records for the old contract?

Response 52: See response to Question 17.

Question 53: Can you please share the email id/details where we can raise the public record request for old RFP?

Response 53: See response to Question 17.

Question 54: Will the Orange County Transportation Authority (OCTA) be giving any preference to local vendors over out of state vendors? Please confirm.

Response 54: OCTA does not give any preference to local vendors over out of state vendors. Please note that Firms are required to attend quarterly on-site meetings.

Question 55: How many positions are expected to be filled under this contract?

Response 55: See response to Question 8.

Question 56: Out of these mentioned staffing positions, what are the most commonly filled positions? Please share.

Response 56: See response to Question 50.

Question 57: In order to be responsive, is it mandatory to bid for all listed staffing? Please confirm.

Response 57: The Firm must be able to fulfill open job requisitions for any and all position titles when OCTA identifies a job opening, including transitioning, or replacing the current full-time Personnel (as identified in Evaluation Requirement 3.1.1).

Question 58: Can you please share the minimum guaranteed hours for each position?

Response 58: All positions are currently planned to be long-term full-time positions. See Evaluation Requirement 3.1.1.

Question 59: Can you please share the minimum or maximum duration for each job position?

Response 59: See response to Question 58.

Question 60: Do we have to provide any documentation to show our firms financial condition? Please confirm.

Response 60: Please review the RFP under Section II, Proposal Content.

Question 61: Is it mandatory for Key Personnel's to be onsite or they can work via remote? Please confirm.

Response 61: Firm's administrative personnel are not required to work onsite but must be available for onsite meetings on a quarterly basis.

As for the consultants, OCTA reserves the right to assign a hybrid schedule on a case-by-case basis. Refer to the Scope of Work, (Exhibit A), Facility and Work Information (Part 2), subparts 2.2, 2.6, 2.7 and 2.8.

Question 62: If we are not involved in litigation with the contracting authority for past five (5) years, do we still have to submit STATUS OF PAST AND PRESENT CONTRACTS FORM? Please confirm.

Response 62: All forms are required to be submitted with the proposal.

Question 63: If it is multiple award contract, how would you select the vendor for transition of existing staff?

Response 63: See response to Question 19.

Question 64: Will first page/cover page will be counted in page limit?

Response 64: No.

Question 65: Questions (6) in section b. Proposed Staffing and Project Organization and question (14) in c. Work plan is regarding Complete Phase 2 Evaluation

Requirements Questionnaire. Can you please confirm in which section do we need to complete?

Response 65: All the sections of the Phase 2 Evaluation Requirements Questionnaire must be completed. It can be submitted as part of the Technical Proposal.

Question 66: Do we need to add PHASE 2: Evaluation Requirements Questionnaire form in Question 6 in section b. or question (14) in c. Work Plan.

Response 66: See response to Question 65.

Question 67: Will you count PHASE 1: Minimum requirements Questionnaire and Phase 2: Evaluation Requirements Questionnaire in page limit? Please confirm.

Response 67: No.

Question 68: In which section do we need to add Phase 1: Minimum Requirements Questionnaire and Phase 2: Evaluation Requirements Questionnaire form? Please confirm.

Response 68: The Phase 1: Minimum Requirements Questionnaire can be submitted after the Letter of Transmittal. See response to Question 65 regarding Phase 2: Evaluation Requirements Questionnaire.

Question 69: Do we need to add Phase 1: Minimum Requirements Questionnaire form before letter of transmittal?

Response 69: See response to Question 68.

Question 70: How many positions are currently open?

Response 70: As of September 2022, there were nine (9) open/unfilled positions. These nine (9) open/unfilled positions are not included in the 20 positions that will need to be transitioned or replaced (if the transition is not successful).

Question 71: Are these fulltime positions and what is a duration of these positions?

Response 71: The contract is for full-time, long-term Consultants for all the currently identified positions.

Question 72: Will appendices be counted in the page limit? Please confirm

Response 72: No.

Question 73: Is incumbent allowed to bid on this contract?

Response 73: See response to Question 4.

Question 74: Is that any issue with incumbent service delivery?

Response 74: See response to Question 5.

Question 75: Is OCTA satisfied with the incumbent service?

Response 75: See response to Question 5.

Question 76: Will you accept reference of commercial clients?

Response 76: Yes.

Question 77: Does In-house staff must be from USA location? Or can be offshore out of Country?

Response 77: See response to Question 61.

Question 78: Hourly rates, do we need to submit our own best competitive hourly rates?

Response 78: Yes.

Question 79: Do we need to submit responses as "Phase 1" & "Phase 2" separately? or we need to submit one proposal response including both Phases 1 & Phase 2 data together on October 24, 2022?

Response 79: See response to Questions 65 and 68.

Question 80: The 3.c Work Plan under technical proposal, Section II-Proposal content – proposal format and content, as this is a staffing opportunity, what "Quality Control" methods are you anticipating? Also, as we understand, OCTA is managing the project budget and schedule, what is the anticipation as a response for "budget and schedule control for the project"?

Response 80: It is the firm's responsibility as part of its proposal submittal to identify methods that it will use to ensure quality control as well as budget and schedule control for the project.

Projects
Question 81: Should we use Exhibit D to provide three references for the projects, as requested in Technical Proposal, Section II – Proposal content – proposal format and content?

Response 81: No, please submit references as noted in Section II, Proposal Content, subpart 3.a, under Technical Proposal. Exhibit D is not for references and must be submitted separately.

Question 82: With limited knowledge of the OCTA's IT environment, are you referring to innovation in recruitment?

Response 82: No.

Question 83: There is 13 Job Titles, and about 26 positions (Associate, Mid, Senior, and Principal for a few of the Job Titles). Do you currently have 20 resources supporting this engagement (as per Section 3.1.1 under Phase 2 of Exhibit A) or 26 resources?

Response 83: As described in Evaluation Requirement 3.1.1, there are 20 current full-time Personnel who will need to be immediately transitioned or replaced (if transition is not successful).

Question 84: Is this opportunity to transition or replace 20 positions?

Response 84: See response to Question 83.

Question 85: Would there be more positions opening during the Contract? Meaning, more than 20 resources.

Response 85: There may be more position openings in the future. OCTA reserves the right to add or remove positions.

Question 86: Could you please provide the split of the 20 positions or count defined in the table under Section 3.1.1 under Phase 2 of Exhibit A – please categorize them as Associate, Mid, Senior or Principal level resources?

Response 86:

Co unt	Title	Level
1	Business Analyst Senior	(1) Sr.
1	Transit Business Analyst	(1) Mid.
2	Programmer Analyst	(1) Sr., (1) Jr.
4	IS Project Manager	(3) Sr., (1) Mid.
1	IS Project Manager – Operations Security	(1) Mid.
1	Business Intelligence (BI) Analyst (Business Objects/Qlikview)	(1) Sr.
1	Data Warehouse Architect	(1) Sr.
1	Database Administrator	(1) Sr.
1	Help Desk Technician	(1) Sr.
2	Desktop Technician	(1) Assoc., (1) Sr.
1	System Engineer	(1) Sr.
1	Network Engineer	(1) Sr.
3	Applications Analyst	(1) Mid., (2) Sr.

- Question 87: As per our Pricing Model, we provide a fully burdened hourly rate that includes consultant's hourly rate (for normal and overtime hours), G&A overhead, travel expenses, and profit. How should we provide "hourly pay rate" and "hourly billable rate"? In our case, can they both be same?
- Response 87: The Price Summary Sheet in Exhibit B of the RFP is requesting both an "hourly pay rate" and an "hourly billable rate."**
- Question 88: There are several exhibits included/provided in the RFP. What exhibits should we complete and submit along with our proposal?
- Response 88: Please review the RFP for which exhibits should completed and submitted with the proposal.**
- Question 89: Will the Contractor or the consultant be working 160 hours a month?
- Response 89: The positions are full-time. Per Evaluation Requirement 1.6, a maximum of 80 hours can be submitted on each Consultant's timesheet within a two (2)-week period.**
- Question 90: What form of financial stability is required to prove the vendor's financial capability?
- Response 90: Offerors should submit information as part of its proposal that would substantiate their financial capability.**
- Question 91: Do we need to submit resumes of the key staff (Recruitment Team) overlooking the project?
- Response 91: Yes. Resumes for the Firm's Administrative staff must be submitted as part of the proposal. The Administrative staff include the roles identified in Minimum Requirement #2, and Evaluation Requirement #2.2.**
- Question 92: Refers to the cost proposal, can the proposer expect a hike in the rates of the consultant after a period of a year or two? How do you want the proposer to address it?
- Response 92: Please submit pricing on Exhibit C, Price Summary Sheet.**
- Question 93: Would the consultants who get selected be able to use a remote model to work or would it be a hybrid model or semi-remote?
- Response 93: See response to Question 61.**
- Question 94: Do we need to submit only Phase 1 before October 24, 2022, or do we have to submit Phase 2 along with Phase 1? Please clarify.
- Response 94: Submit all together.**

Question 95: If we have to submit only Phase 1, then kindly list out a set of questions that we need to submit, apart from Minimum Qualifications. And what is the deadline for the Phase 2 submission?

Response 95: See response to Question 94.

Question 96: Are we required to provide resumes of our proposed candidates as a part of our response? If yes, will the County be requiring live resumes or sample resumes for each position listed in the RFP?

Response 96: See response to Question 32.

Question 97: Please provide a list of the Bill rates issued by the previous incumbent?

Response 97: See response to Question 9.

Question 98: If this is not a new requirement, who are the vendors that are currently providing these services?

Response 98: See response to Question 3.

Question 99: What are the current hourly bill rates or mark-up percentage that OCTA spends for each position?

Response 99: The overhead rate is approximately 40 percent (40%).

Question 100: How many positions has OCTA requested in the last 3 years?

Response 100: This information is not available.

Question 101: What has been the average or typical duration (in days, months, or hours) for positions requested in the past?

Response 101: See response to Question 71.

Question 102: What percentage of temporary personnel has OCTA converted to full time employees in the past?

Response 102: See response to Question 71. This contract is not for temporary personnel.

Question 103: What is the required response time from when OCTA makes a request for a temporary contractor to when a vendor is expected provide candidates?

Response 103: Refer to Evaluation Requirement 3.2.2 of Exhibit A, Section 3.

Question 104: Does the client's evaluation process provide an advantage of any kind for local businesses?

Response 104: No.

Question 105: Has OCTA ever awarded this work to a non-local vendor?

Response 105: See response to Question 104. Award is based on the evaluation criteria outlined in the RFP.

Question 106: Can OCTA clarify that Key Personnel positions of Account Manager and Project Manager are the same?

Response 106: If this is referring to Section II. Proposal Content, subpart 3 Technical Proposal, under part "b", then Project Manager is referring to the administrative staff assign to administer the resulting OCTA contract from this RFP, which is also the Account Manager.

Question 107: Will you provide details (resumes or yrs of experience, types of roles, PTO, accruals, etc.) about the current consultants that we need to transition?

Response 107: OCTA is unable to provide this information. The contract will allow for a thirty (30)-day period with the current Consultant to review and transition these positions.

Question 108: Is there any Off-shore work being completed?

Response 108: No.

Question 109: Are there consultants that are 100% remote?

Response 109: Yes, there are two (2) currently 100% remote; however, OCTA does not anticipate any Consultants to be 100% remote moving forward.

Question 110: On the current contract, does every consultant need to come into the office each week? If so, how often?

Response 110: See response to Question 61.

Question 111: Is any of the work done off-site with deliverables to be met?

Response 111: No.

Question 112: 2.3.1.10 states that Firm shall provide personnel who are self-motivated, capable of meeting deadlines, and can work independently with minimal or no supervision. Are there any current vacancies that OCTA has identified for immediate replacement? Are there any labor categories where you see dramatic room for improvement or additional resources needed?

Response 112: As of September 2022, there are currently nine (9) vacancies that need to be filled.

Question 113: Is this a new requirement or an existing requirement?

Response 113: See response to Question 3.

Question 114: How many incumbents are there performing this work?

Response 114: See response to Question 3.

Question 115: What are the incumbent names, contract #s, and revenues received under the incumbent contract?

Response 115: See responses to Questions 1 and 6.

Question 116: How many FTE's were on the previous contract? Has the PWS changed?

Response 116: See Question 28.

Question 117: What did you like about the previous contract? Dislikes?

Response 117: See response to Question 5.

Question 118: What are your KPIs?

Response 118: The KPIs are documented within the SOW (Exhibit A of the RFP).

Question 119: If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?

Response 119: No.

Question 120: Could you please the name of Current Suppliers (who are currently providing services to Agency?

Response 120: See response to Question 3.

Question 121: Could you please share current suppliers pricing and proposal?

Response 121: See responses to Questions 6 and 17.

Question 122: When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

Response 122: See response to Question 6.

Question 123: Can you please share the amount of business each vendor did under this contract in previous years?

Response 123: See response to Question 6.

Question 124: Is sub-contracting mandatorily required for this contract?

Response 124: No.

Question 125: How much percentage goal we need to achieve for subcontracting?

Response 125: See response to Question 123.

Question 126: Please confirm, if there is any additional points or preference in evaluation for the contractors who are subcontracting the portion of business to small business?

Response 126: See response to Question 123.

Question 127: How many staff for the given positions we can expect under this contract throughout the given term?

Response 127: See response to Question 85.

Question 128: How many vendors agency is planning to select?

Response 128: See response to Question 1.

Question 129: Can you please confirm the most commonly filled positions of this contract?

Response 129: See response to Question 50.

Question 130: Please confirm the average range of assignment tenure for IT Staff/Personnel to be assigned under this contract?

Response 130: These positions are intended to be long-term and full-time.

Question 131: Please confirm, what kinds of benefits currently are being provided to IT Staff currently assigned under the resulting contract?

Response 131: The current Consultants are offered Medical, Dental, Vision, a minimum of twenty-six (26) days per year of Paid Time Off (PTO), and a Savings Investment Plan.

Question 132: Please confirm, if response to 3.2 Phase 2: Evaluation Requirements Questionnaire will exclude the 50-page limit of proposal?

Response 132: No.

Question 133: Are actual resumes mandatory to submit else shall we submit the sample resumes?

Response 133: See response to Question 32.

Question 134: Is there any chance of extending the due date of RFP?

Response 134: Not at this time.

Question 135: Any possibility of replacing the candidates if not available during issue of Statement of Work (SOW)?

Response 135: See response to Question 32.

Question 136: Is there any incumbent, if so please provide the details?

Response 136: See response to Question 3.

Question 137: Is there any incumbent for this Contract? If yes, can you please let us know the names of the incumbents, their hourly rates, and historical spending?

Response 137: See response to Question 3.

Question 138: Can you please provide us with an estimated budget allocated for this contract?

Response 138: See response to Question 30.

Question 139: Do we need to provide the resumes as listed in the Scope of Work?

Response 139: See response to Question 32.

Question 140: Please confirm the anticipated number of awards

Response 140: See response to Question 19.

Question 141: Is there a local preference/requirement?

Response 141: No.

Question 142: Are there any pain points with your present staffing vendors?

Response 142: See response to Question 5.

Question 143: Please confirm if we can get the proposals or pricing of the incumbent(s)?

Response 143: See response to Questions 9 and 17.

Question 144: How many vendors are you planning to select as a result of this RFP process?

Response 144: See response to Question 1.

Question 145: What was Authority's last year's expenditure for similar services?

Response 145: See response to Question 6.

Question 146: How many staff augmentation requests were made by the Authority in the past?

Response 146: This information is not available.

Question 147: What is the anticipated number of requisitions that would be released under this Contract?

Response 147: See response to Question 8.

Question 148: What would be the minimum length of such projects for which Authority would require resources?

Response 148: This contract is not intended for project-based (temporary) Consultants.

Question 149: Please confirm all times listed are Pacific Time.

Response 149: Confirmed.

Question 150: "The Firm will enforce OCTA's Drug and Alcohol policy (see Attachment "A")" We are unable to find "Attachment A" please direct us to the location where it can be found.

Response 150: The Drug and Alcohol Policy is included as Attachment B to Addendum No. 2.

Question 151: Will candidates be able to work remotely or is onsite a requirement?

Response 151: See response to Question 61.

Question 152: How many of the current positions are scheduled to work outside of the standard Monday-Friday shifts?

Response 152: All the current positions are scheduled to work within the standard Monday-Friday shifts. Refer to Exhibit A-Scope of Work, Section 2 "Facility and Work Information", sub-section 2.2.

Question 153: How many overtime hours have been billed for the current positions in the last 12 months?

Response 153: No overtime was billed.

Question 154: "Consultant Hourly Pay Rate" – we assume this is a bill rate to OCTA for 'non-standard' (defined as Monday-Friday) support and not what is being paid to the consultant each hour. Please confirm.

Response 154: See response to Question 87.

Question 155: The consultant pay rate is to include overtime. What projected overtime hours factor does OCTA recommend Firm use in developing the pricing?

Response 155: Overtime is rare to none.

Question 156: With your current staffing partner, are any costs passed through or are they all included in the markup?

Response 156: Firm's costs are included in the markup.

Question 157: How would you prefer pricing to account for state holiday pay, paid time off, state sick leave?

Response 157: See response to Question 156.

Question 158: Could you please confirm if we can be eligible to participate since the company is formed in 2018? (Does your firm have, at minimum, ten (10) years of experience as an established "staffing services" firm, in the field of information technology?)

Response 158: Per the RFP, a firms must pass all criteria in Phase 1 of the evaluation process to move on to Phase 2 of the evaluation process.

Question 159: Refer to Proposal Format and Content - The OCTA seeks the proposal to a double-spaced, please confirm does the OCTA seeking double space between the lines.

Response 159: Per the RFP, proposals should be typed with a standard 12-point font, double-spaced.

Question 160: Refer to Proposal Format and Content - The OCTA seeks the proposal with standard 12-point font, double-space, and not exceeding fifty (50) pages in length. We would like to request the OCTA to amend this request or at least amend the request for the double-spaced line as the proposal required a lot of information and it is difficult for the vendors to provide complete solutions in the requested format.

Response 160: See response to Question 159.

Question 161: Refer to Proposal Format and Content, point 3.a. Qualifications, Related Experience and References of Offeror, is it possible for the OCTA to specify for information sought under workload and record of meetings?

Response 161: Per the RFP, this section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references.

Question 162: Refer to Proposal Format and Content, point 3.a. Qualifications, Related Experience and References of Offeror, does the county seek workload of the key persons and no. of contracts catered by Key Persons?

Response 162: See response to Question 161.

Question 163: Refer to Proposal Format and Content, point 3.a. Qualifications, Related Experience and References, "record of meetings" is the OCTA seeking the schedule of meetings held with previous clients or the OCTA seeking how meetings will be scheduled between the contractor and the OCTA.

Response 163: Record of meeting schedules on similar projects with previous clients.

Question 164: Refer to Proposal Format and Content, Technical Proposal, in each section it is mentioned that "Complete the Phase 2 Evaluation Requirements Questionnaire". it is our understanding that the vendor needs to answer the respective part of Phase 2 evaluation in their respective sections. For example, under "Qualifications, Related Experience and References of Offeror" the vendor needs to answer Qualifications of the Firm. is it correct?

Response 164: See response to Question 65.

Question 165: Refer to Proposal Format and Content, point 3. b. Proposed Staffing and Project Organization, point 1, it is our understanding that the vendors need to provide information about its key staff such as the Account Manager, recruitment manager, etc. is it correct?

Response 165: Yes.

Question 166: Refer to Proposal Format and Content, point 3. b. Proposed Staffing and Project Organization, point 5 and point 9 are the same. Please specify.

Response 166: There is no point 9 in this section, so OCTA does not understand the question.

Question 167: It is our understanding that the vendors need to provide Exhibit C. Proposed Agreement after the award. Is it correct?

Response 167: Firms will be required to sign the proposed agreement in Exhibit C after a selection has been made and approved by OCTA's Board of Directors.

Question 168: It is our understanding that the OCTA has not set any subcontracting goal for this project. is it correct?

Response 168: Correct.

Question 169: Please specify, the issue that the OCTA is facing under the current contract.

Response 169: See response to Question 5.

Question 170: Please disclose the incumbents' names and if possible please provide the incumbent proposals.

Response 170: See response to Question 3.

Question 171: To offer you competitive pricing, please share the incumbents' cost proposals.

Response 171: See response to Questions 9 and 17.

Question 172: As clarified in the pre-bid meeting, the vendors do not need to provide resumes for the defined 13 position titles. Is it correct?

Response 172: See response to Question 32

Question 173: Will OCTA require all selected candidates to work onsite, or will some hybrid or remote options be available?

Response 173: See response to Questions 12 and 61.

Question 174: For all job descriptions- will OCTA accept equivalent years of experience in lieu of a degree on a case-by-case basis?

Response 174: The preference will be to adhere to the job requirements.

Question 175: Would you confirm that no candidate's resumes are required during submission?

Response 175: See response to Question 32.

Question 176: If the incumbent is meeting expectations, why is this up for bid?

Response 176: See response to Question 169.

Question 177: When is the incumbent's contract up?

Response 177: The existing contact will expire on 3/31/2023.

Question 178: Section II: B (2) "Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel that includes education, experience, and applicable professional credentials."

Is the "Project Manager" referred to in this section referring to the key personnel set to oversee the overall Staffing Project of this RFP?

Our resources are assigned based on availability and requisite skillsets after a signed contract and when the start dates are determined. Is it acceptable to OCTA to provide sample resumes representative of the key staff who will be assigned to this project?

Response 178: See response to Question 106.

Question 179: Section II: B -(3) Indicate adequacy of labor resources utilizing a table projecting the labor-hour allocation to the project by individual task. Please clarify this request.

Response 179: This refers to the firm's administrative staff resources.

Question 180: Section II: C-(10) Discuss the firm's contract-to-hire policy for contract employees. – Is it OCTA's intention to eventually convert contractors to FTE's? If so, do you have a projected number expected to convert over the course of the next 5 years?

Response 180: It is not OCTA's intention to eventually convert Consultants to FTEs. However, it does occur occasionally.

Question 181: Section II: 3.a.6 – References
Due to the confidential nature of our security business as well as existing NDAs, we would like to provide anonymized references at this RFP stage. We will provide project implementation details, but the client is described, not named, and specific contact information would be withheld. Reference calls would be coordinated upon request at down select. Would this approach be acceptable to OCTA for this RFP response?

Response 181: No.

Question 182: Exhibit A: SOW: 3.1.1 – "Firm shall transition, or replace (if transition is not successful), the following current full-time Personnel (maximum regular 10,400 hours each resource), if the position is not vacant, from 04/01/2023 to 03/31/2028): Currently 20 positions (details RFP p. 31)."

Can we see a current breakdown of hourly rates being paid to potentially transitioning employees currently?

Can you please verify that these are resources provided by the incumbent and not current employees of OCTA?

Response 182: No, These 20 positions are not current OCTA employees (per Evaluation Requirement 3.1.1).

Question 183: Referenced in the Qualifications and Related Experience table – “1.2.The Firm shall provide a monthly report that details the training / certifications courses, participants, and training dates, and the equivalent annual dollar amount attributable to each Consultant for their training. “ What is the expectation of additional training/ certifications provided to the consultants?

Response 183: Please refer to Minimum Requirement 3, the Firm will provide the option for each Personnel to annually attend training. The Firm will be evaluated based on the training options proposed by the Firm.

Question 184: According to the work plan section: “3.1.7. Firm shall replace Personnel immediately, and at no cost to OCTA, should it be determined by OCTA that the Personnel is performing below requested levels of expertise within the first four (4) weeks of the assignment. “ Is the assumption that the replacement will be no fee, or that the Consultants hours for the first four weeks will go unpaid?

Response 184: Please refer to Evaluation Requirement 3.1.8, the Firm shall credit charges for Personnel, a minimum eighty (80) hours.

Question 185: RFP Pg. 9 / II.A.1: Proposals should be typed with a standard 12-point font, double-spaced.

Are resumes required to be double spaced?

Response 185: See response to Question 159.

Question 186: RFP Pg. 9 / II.A.1: Proposals should be typed with a standard 12-point font, double-spaced.

Can text in graphics and tables be single spaced?

Response 186: See response to Question 159.

Question 187: RFP Pg. 9 / II.A.1: Proposals should be typed with a standard 12-point font, double-spaced.

Can text in graphics and tables be in a font smaller than 12 point?

Response 187: See response to Question 159.

Question 188: RFP Pg. 12 / II.A.13.c.(9): Offeror is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.

This is an exact repeat of RFP II.A.13.c.(5). Will the Authority please clarify what is expected from vendors in each of these sections or confirm this is an error and RFP II.A.13.c.(9) should be disregarded?

Response 188: This is an error and RFP II.A.13.c.(9) should be disregarded.

Question 189: RFP Pg. 14 / II.B.2: Offeror shall complete and sign the form entitled "Status of Past and Present Contracts" provided in this RFP and submit as part of its proposal.

If the Offeror does not have any contracts in which the contract has been the subject of or may be involved in litigation with the contracting authority, how are offerors to complete the form? (e.g., leave the top portion blank, sign and date only)

Response 189: All required forms must be completed and submitted as part of the proposal. If not applicable, then write N/A on the form.

Question 190: Exhibit A Pg. 4 / 3.1.4: Will the Firm agree to administer the annual mandatory cybersecurity and policy awareness training as required by OCTA and provide proof of completion?

How will required annual training be facilitated (i.e., vendor portal, OCTA portal, on-line, classroom, etc.)?

Response 190: Refer to Minimum Requirement 4, the Firm will administer the training. The materials will be provided by OCTA.

Question 191: Exhibit A Pg. 4 / 3.1.4: Will the Firm agree to administer the annual mandatory cybersecurity and policy awareness training as required by OCTA and provide proof of completion?

How will proof of completion be reported?

Response 191: Refer to Evaluation Requirement 1.2, the Firm shall provide a monthly report. Per Minimum Requirement 4, the Firm will provide proof of completion.

Question 192: Exhibit A Pg. 4 / 3.1.4: Will the Firm agree to administer the annual mandatory cybersecurity and policy awareness training as required by OCTA and provide proof of completion?

What is the anticipated annual training cost per employee?

Response 192: Refer to Minimum Requirement 3, the Firm will provide the option for each Personnel to annually attend training. There is no training cost requirement. However, the Firm will be evaluated based on the training options proposed by the Firm.

Question 193: Exhibit A Pg. 4 / 3.1.4: Will the Firm agree to administer the annual mandatory cybersecurity and policy awareness training as required by OCTA and provide proof of completion?

What is the anticipated amount of time to complete training?

Response 193: Each annual cybersecurity training is anticipated to take approximately 30 minutes.

Question 194: Exhibit A Pg. 4 / 3.1.4: Will the Firm agree to administer the annual mandatory cybersecurity and policy awareness training as required by OCTA and provide proof of completion?

What is the anticipated amount of time to complete training?

Response 194: See response to Question 193.

Question 195: Does OCTA require Resumes for each proposed position or just a sample resume of the talent we would staff for?

Response 195: See response to Question 32.

Question 196: For the existing/current contract personnel listed on page 17 / bullet 12 of RFP - what is the value for these (13) total positions, i.e. – the current annual salary for the 13 positions, and/or the value we should assume within our economics of the transition process? Positions listed on page 17: (1) Business Analyst Senior, (1) Transit Business Analyst, (2) Programmer Analyst, (4) IS Project Managers, (1) IS Project Manager – Operations Security, (1) Business Intelligence (BI) Analyst (Business Objects/Qlikview), (1) Data Warehouse Architect, (1) Database Administrator, (1) Help Desk Administrator, (2) Desktop Technicians, (1) System Engineer, (1) Network Engineer and (3) Applications Analyst.

Response 196: See response to Question 9.

Question 197: For the Current Contract Personnel Listed on page 17, bullet 12 of RFP: **(a)** is there a buyout clause and/or penalty to retain them if staffed by a separate firm; **(b)** is there a non-compete w/ current staffing firm should another be awarded the contract that would prohibit the ability to transition these contract positions and if so, can OCTA provide more details; and **(c)** what is the buyout clause for the existing contract associates, if one exists and how should responders calculate these values within the response back to OCTA.

Response 197: The contract between OCTA and Intratek does not include a buyout clause and/or penalty.

Question 198: For the existing/current positions listed on page 17, Bullet 12, on RFP how many of these positions are currently filled?

Response 198: Refer to Evaluation Requirement 3.1.1, the Consultants listed are current full-time Personnel.

Question 199: On the positions that are currently filled, are they W-2 or Contract Employees?

Response 199: This information is not available.

Question 200: Is this job subject to any CA State, Federal Davis Bacon or Federal Service Contract Act public works and prevailing wage regulation?

Response 200: No.

Question 201: Is this RFP a standard renewal process for OCTA?

Response 201: OCTA does not understand what is meant by “standard renewal process.”

Question 202: Can you please share the incumbent’s benefits for contractors?

Response 202: See Question 131.

Question 203: Are section headers and titles (even on the cover page) all required to be 12-point font?

Response 203: See response to Question 159.

Question 204: In Section II: Proposal Content, under the Work Plan section, numbers 5 and 9 are the exact same question. Should we repeat our answers for questions 5 and 9?

Response 204: See response to Question 188.

Question 205: Do the resumes, appendices, and letter of transmittal all need to be double spaced?

Response 205: See response to Question 159.

Question 206: In the Scope of Work, Exhibit A: 3.1 Phase 1: Minimum Requirements, do we need to complete Phase 1: Minimum Requirements? If so, where should we include it in our proposal response?

Response 206: See response to Question 68.

Question 207: In Exhibit A, Section 3.1, Phase 1, Question 5, is it a requirement for personnel to receive 26 paid time off (PTO) days?

Response 207: Yes.

Question 208: Are H1B candidates able to perform these assignments? If yes, would they need to be on our W-2? Would sub-vending be allowed?

Response 208: This contract is for full-time, long-term positions.

Question 209: Are we required to provide our company's Injury and illness prevention plan (IIPP), Heat Illness Prevention Program, and Hazard Communication Standard with our proposals or upon selection as a finalist?

Response 209: No.

Question 210: Under Proposed Staffing and Project Organization, the following is asked –
2) Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel – what roles do you consider key personnel?

Response 210: This refers to the Firm's Administrative Staff/Key Personnel administering the Contract.

Question 211: Can resumes be single spaced?

Response 211: See response to Question 159.

Question 212: Can we submit representative resumes or do we have to submit current staff resumes?

Response 212: See response to Question 210.

Question 213: Under Qualifications, Related Experience and References of Offeror - (6) Provide a minimum three (3) references for the projects cited as related experience – where can we find the projects cited to show experience?

Response 213: The projects cited as related experience are those provided by the Offeror under Section II, subpart 3.a, number (3).

Question 214: Is OCTA looking to award one or multiple vendors?

Response 214: See response to Question 1.

Question 215: Could you provide the incumbent information for this contract?

Response 215: See response to Question 17.

Question 216: In order to pass phase 1, does the vendor need to fully respond YES to all of the questions in the Minimum Requirements Questionnaire?

Response 216: Yes.

Question 217: If we answer NO to some questions in the Minimum Requirements Questionnaire will that disqualify us?

Response 217: Yes. Per the RFP, an Offeror must pass all criteria in Phase 1 of evaluation to move onto Phase 2 of the evaluation process. Offerors who do not pass Phase 1 will be eliminated and no longer be considered for contract award.

Question 218: Phase 2 Evaluation Requirements Questionnaire states "Please follow the table format below to respond to the evaluation requirements. Use one (1) of these three (3) responses, including detailed explanations / detail descriptions as indicated below." Do we have to provide a complete explanation for each question even though most of these items are covered in the proposal response? If we do have to provide a detailed explanation, can we add attachments to each question as the space provided might not be sufficient for a complete answer?

Response 218: Yes. Please reference sections accordingly on your attachments.

Question 219: Section II Proposal Content, Letter of Transmittal, could the signed statement requested in letter f. be incorporated into the letter of transmittal or does it have to be a separate signed paragraph?

Response 219: Please follow the format provided in the RFP for the Letter of Transmittal.

Question 220: It is our understanding that this is a staffing opportunity. Could OCTA please clarify as to what they refer to when they use the word "project" in Section II Proposal Content? For example (1. Describe the approach to completing the work specified in the Scope of Work. The approach to the work plan shall be of such detail to demonstrate the Offeror's ability to accomplish the project objectives and overall schedule. 2. Identify methods that Offeror will use to ensure quality control as well as budget and schedule control for the project.)

Response 220: This refers to the ability of the firm to administer each staffing position (recruitment process, background checks, etc). and complete the requirements identified in the scope of work.

Question 221: Section II Proposal Content, b. Proposed Staffing and Project Organization, point 2 states "Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel that includes education, experience, and applicable professional credentials." What does OCTA mean by Project Manager? Is it safe to say that Project Manager is interchangeably used with Account Manager?

Response 221: Yes. See response to Question 106.

Question 222: Where should the Campaign Contribution Disclosure Form and Status of Past and Present Contracts Form be located within the response as they are not listed under the Proposal Format and Content section?

Response 222: Please include at the end of the proposal or as part of the appendix.

Question 223: If we don't have a time-keeping software system at this moment that provides standard reporting capabilities, will it affect our evaluation?

Response 223: Yes. Refer to Minimum Requirement 6 and Evaluation Requirement 1.7, the Firm must have time-keeping software, and it shall provide reporting capabilities.

Question 224: In the workplan, do we have to give our detailed transition approach?

Response 224: Yes. Refer to Exhibit B, Scope of Work, Section 3.2 "Phase 2 Questionnaire: Evaluation Requirements", sub-section 3 -Work Plan 3.1.1 3.1.3, 3.1.4, 3.1.5.

Question 225: Do we have to provide resumes of our internal Team members?

Response 225: See response to Question 32.

Question 226: Do we have to provide resumes for each labor category with our response? If yes, are we allowed to change these candidates at the time of actual Work order if they are not available?

Response 226: See response to Question 32.

Question 227: Is the agency looking for resumes of all the defined labor categories in the proposal?

Response 227: See response to Question 32.

Question 228: Please confirm that evaluation of the Phase 1 and Phase 2 Questionnaires is based solely on the answers provided on the questionnaires and no additional information is necessary or required.

Response 228: Phase 1 and Phase 2 are based on the questionnaire; however, Phase 2 is also based on detailed information provided answering each of the questions listed on the questionnaire.

Question 229: Should the Phase 1 Questionnaire be submitted as a form at the back of the proposal, or included in the proposal and the 50 page, page count? If included in the proposal should it be placed behind the cover letter, or in another location?

Response 229: No.

Question 230: Should the Phase 2 Questionnaire be separated out by proposal section and each section included with the relevant section of the proposal, only, and included as part of the 50 page, page count, or should it be submitted as a single form at the back of the proposal and not counted toward the 50 page, page count.

Response 230: See response to Question 229.

Question 231: Are previous internal or externally conducted status reports or analysis involving the incumbent available for review?

Response 231: This information is not available.

Question 232: To ensure the most competitive pricing and proposals are in the best financial interest of OCTA, can the current incumbent contract be made available through FOIA?

Response 232: See response to Question 17.

Question 233: Is there a preference given for local administrative support staff?

Response 233: See response to Question 54.

Question 234: To give full consideration of answers provided to question from proposers, can the submission date be shifted to 10/31?

Response 234: No.

Question 235: This is a staffing RFP where 13 roles/positions have been identified by OCTA to be filled at various levels of experience. What do you mean by “Identify key personnel proposed to perform the work in the specified tasks” in the paragraph below. Do you mean we should identify the key personnel to fill the 13 roles specified in the scope of work and furnish the details requested in the paragraph for all the 13 roles.

(1) Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person’s name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm.

Do you mean we should identify the key personnel to fill the 13 roles specified in the scope of work and furnish the details requested in the paragraph for all the 13 roles and four different levels if applicable? Please clarify.

	Position Title	Associate	Mid	Senior	Principal
1	Business Analyst		X	X	
2	Transit Business Analyst		X	X	
3	Programmer Analyst	X	X	X	
4	IS Project Manager		X	X	
5	IS Project Manager–Operations			X	
6	Business Intelligence (BI) Analyst (Business		X	X	
7	Data Warehouse Architect		X	X	X
8	Database Administrator		X	X	
9	Help Desk Technician			X	
10	Desktop Technician		X	X	
11	System Engineer			X	
12	Network Engineer			X	
13	Applications Analyst	X	X	X	X

Response 235: This refers to the Firm’s administrative staff/key personnel and not the “current staffing positions”.

Question 236: *Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel that includes education, experience, and applicable professional credentials.*

As per the above paragraph, is OCTA expecting a resume of the Account Manager who will be for all staffing needs under this RFP or OCTA expecting the resume of a Project Manager who will be responsible for running projects which may be available other than the staffing needs for the 13 roles. Please clarify?

Response 236: See response to Question 106.

Question 237: *Indicate adequacy of labor resources utilizing a table projecting the labor-hour allocation to the project by individual task.*

We are not able to understand the Project and Individual tasks being referred in the question above. This is a staffing RFP and there is no mention of Project and its scope in this RFP. Please clarify?

Response 237: Please see response to Question 179.

Offerors are reminded to acknowledge receipt of this Addendum No. 2 in their transmittal letter.

Questions regarding this Addendum No. 2 should be directed to the undersigned at yguzman@octa.net.

Sincerely,

Yarida Guzman

Yarida Guzman
Senior Contract Administrator
Contracts Administration and Materials Management



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. **Company Name:** Adil Business Systems, Inc
- Attendee:** Aruna Ajjarapu
- Address:** 1 Cragwood Rd, Suite 101
- City, State Zip:** South Plainfield, NJ 07080
- Phone Number:** (267) 697-1022 Ext: 402 **Registered on CAMM NET?** ☐ Yes ☐ No
- Prime** ☐ **Sub** ☐ **DBE** ☐
- E-Mail Address:** aruna@adil.com
-
2. **Company Name:** Adil Business Systems, Inc
- Attendee:** Rosemarie Lederer
- Address:** 1727 veterans Memorial Hwy Suite 308
- City, State Zip:** Islandia, NY 11749
- Phone Number:** (212) 683-5096 **Registered on CAMM NET?** ☐ Yes ☐ No
- Prime** ☐ **Sub** ☐ **DBE** ☐
- E-Mail Address:** Payroll@adil.com
-
3. **Company Name:** Adil Business Systems, Inc
- Attendee:** Sai Ram
- Address:** 873 Warwick Avenue
- City, State Zip:** Warwick, RI 02888
- Phone Number:** (267) 697-1022 Ext 216 **Registered on CAMM NET?** ☐ Yes ☐ No
- Prime** ☐ **Sub** ☐ **DBE** ☐
- E-Mail Address:** sai@adil.com



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: AgreeYa Solutions, Inc.
- Attendee: Akansha Kuwarbi
- Address: 605 Coolidge Drive Suite #200
- City, State Zip: Folsom, CA 95630
- Phone Number: (916) 294-0075 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: akansha.kuwarbi@agreeya.com
-
2. Company Name: AgreeYa Solutions, Inc.
- Attendee: Shiv Shakti Garg
- Address: 605 Coolidge Drive Suite #200
- City, State Zip: Folsom, CA 95630
- Phone Number: (916) 294-0075 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: shiv.garg@agreeya.com
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: California Creative Solutions, Inc.
- Attendee: Crisly Mora
- Address: 13475 Danielson Street, Suite 230
- City, State Zip: Poway, CA 92064
- Phone Number: (858) 2084131 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: gov@ccsglobaltech.com
-
2. Company Name: California Creative Solutions, Inc.
- Attendee: Kelyn Martinez Mora
- Address: 13475 Danielson Street, Suite 230
- City, State Zip: Poway, CA 92064
- Phone Number: (858) 2084131 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: gov@ccsglobaltech.com
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: COGENT Infotech Corporation
Attendee: Priyanka Sutrave
Address: 1035, Boyce Road, Suite 108
City, State Zip: Pittsburgh, PA 15241
Phone Number: (412) 567- 5688 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: priyanka.sutrave@cogentinfo.com
-
2. Company Name: COGENT Infotech Corporation
Attendee: Vaishnavi Sharma
Address: 1035, Boyce Road, Suite 108
City, State Zip: Pittsburgh, PA 15241
Phone Number: (412) 785- 3701 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: vaishnavi.sharma@cogentinfo.com
-
3. Company Name: COGENT Infotech Corporation
Attendee: Rachita Thaldi
Address: 1035, Boyce Road, Suite 108
City, State Zip: Pittsburgh, PA 15241
Phone Number: (412) 567- 5688 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: rachita.thaldi@cogentinfo.com



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Enterprise Solutions, Inc.
Attendee: Sudesh Verma
Address: 5201 Great America Pkwy Suite 320
City, State Zip: Santa Clara, CA 95054
Phone Number: (408) 239-4479 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: sudesh@enterprisesolutioninc.com
-
2. Company Name: Enterprise Solutions, Inc.
Attendee: Prashanth Kumar
Address: 5201 Great America Pkwy Suite 320
City, State Zip: Santa Clara, CA 95054
Phone Number: (408) 790-0149 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: pkumar@enterprisesolutioninc.com
-
3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Infojini, Inc.
Attendee: Sandeep Harjani
Address: 10015 Old Columbia Rd, Suite B215
City, State Zip: Columbia, MD, 21046
Phone Number: (443) 257-0086 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: statebids@infojiniconsulting.com
-
2. Company Name: Infojini, Inc.
Attendee: Crystal Cooper
Address: 10015 Old Columbia Rd, Suite B215
City, State Zip: Columbia, MD, 21046
Phone Number: (201) 987-0468 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: presales@infojiniconsulting.com
-
3. Company Name: Infojini, Inc.
Attendee: Manisha Jamwal
Address: 10015 Old Columbia Rd, Suite B215
City, State Zip: Columbia, MD, 21046
Phone Number: (443) 283-1141 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: presales@infojiniconsulting.com



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Intratek Computer, Inc.
- Attendee: Paul Ramezani
- Address: 9950 Irvine Center Drive
- City, State Zip: Irvine, CA 92618
- Phone Number: (949) 334-4200 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: pramezani@intrapc.com
-
2. Company Name: Intratek Computer, Inc.
- Attendee: Jeffrey Hunter
- Address: 9950 Irvine Center Drive
- City, State Zip: Irvine, CA 92618
- Phone Number: (949) 334-4200 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: jhunter@intrapc.com
-
3. Company Name: Intratek Computer, Inc.
- Attendee: Kim Wheeler
- Address: 9950 Irvine Center Drive
- City, State Zip: Irvine, CA 92618
- Phone Number: (949) 334-4200 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: kwheeler@intrapc.com



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: **2-2746**

Date: **October 4, 2022**

Title: **Information Technology Contracted Technical Staffing**

-
1. Company Name: IT Trailblazers LLC
- Attendee: Kota Sudhir
- Address: HQ: 485 E Route 1 South, Suite #100, Woodbridge Corporate Plaza
- City, State Zip: Iselin, NJ 08830
- Phone Number: (732) 658 2860 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: kotasudhir@ittblazers.com
-
2. Company Name: IT Trailblazers LLC
- Attendee: Sravan Kumar
- Address: HQ: 485 E Route 1 South, Suite #100, Woodbridge Corporate Plaza
- City, State Zip: Iselin, NJ 08830
- Phone Number: (732)-227-1772 * 469 Registered on CAMM NET? ☐ Yes ☒ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: sravan.k@ittblazers.com
-
3. Company Name: IT Trailblazers LLC
- Attendee: Johnson J
- Address: HQ: 485 E Route 1 South, Suite #100, Woodbridge Corporate Plaza
- City, State Zip: Iselin, NJ 08830
- Phone Number: (732)-227-1772 * 313 Registered on CAMM NET? ☐ Yes ☒ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: johnson.j@ittblazers.com
-



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

1. Company Name: Judge Technical Services, Inc
Attendee: Manish Dabral - VP Public Sector Business
Address: 151 S Warner Rd Suite 100,
City, State Zip: Wayne, PA 19087
Phone Number: (610) 617-4027 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: mdabral@judge.com

2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____

3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Jada Systems, Inc.
- Attendee: Takako Profit
- Address: 30 N. Raymond Ave., Suite 708
- City, State Zip: Pasadena, CA 91103
- Phone Number: (626) 524-0777 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: takako@jadasystems.net
-
2. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. **Company Name:** Tri-Force Consulting Services, Inc.
- Attendee:** Manish Gorawala
- Address:** 650, North Cannon Avenue
- City, State Zip:** Lansdale, PA 19446
- Phone Number:** (215) 362 2611 **Registered on CAMM NET?** ☒ Yes ☐ No
(215) 740 6806
- Prime** ☒ **Sub** ☐ **DBE** ☐
- E-Mail Address:** mgorawala@triforce-inc.com
-
2. **Company Name:** _____
- Attendee:** _____
- Address:** _____
- City, State Zip:** _____
- Phone Number:** () **Registered on CAMM NET?** ☐ Yes ☐ No
- Prime** ☐ **Sub** ☐ **DBE** ☐
- E-Mail Address:** _____
-
3. **Company Name:** _____
- Attendee:** _____
- Address:** _____
- City, State Zip:** _____
- Phone Number:** () **Registered on CAMM NET?** ☐ Yes ☐ No
- Prime** ☐ **Sub** ☐ **DBE** ☐
- E-Mail Address:** _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Trinus Corporation
- Attendee: Sanj Kucheria
- Address: 225 S Lake Avenue Suite 300
- City, State Zip: Pasadena, CA 91101
- Phone Number: () 818 636-7197 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: sanj@trinus.com
-
2. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. **Company Name:** V Group Inc.
- Attendee:** Vineeta Wadhvani
- Address:** 379 Princeton-Hightstown Road, Building 3, Suite 2A
- City, State Zip:** East Windsor, NJ 08520
- Phone Number:** (609) 371-5400 X 319 **Registered on CAMM NET?** ☒ Yes ☐ No
- Prime** ☒ **Sub** ☐ **DBE** ☐
- E-Mail Address:** vineetaw@vgroupinc.com
-
2. **Company Name:** V Group Inc.
- Attendee:** Sandeep Soman
- Address:** 379 Princeton-Hightstown Road, Building 3, Suite 2A
- City, State Zip:** East Windsor, NJ 08520
- Phone Number:** (609) 371-5400 X 114 **Registered on CAMM NET?** ☒ Yes ☐ No
- Prime** ☒ **Sub** ☐ **DBE** ☐
- E-Mail Address:** sandeeps@vgroupinc.com
-
3. **Company Name:** V Group Inc.
- Attendee:** Pooja Tapkir
- Address:** 379 Princeton-Hightstown Road, Building 3, Suite 2A
- City, State Zip:** East Windsor, NJ 08520
- Phone Number:** (609) 371-5400 X 319 **Registered on CAMM NET?** ☒ Yes ☐ No
- Prime** ☒ **Sub** ☐ **DBE** ☐
- E-Mail Address:** poojat@vgroupinc.com



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: VOLT
Attendee: Eddy Reyna
Address: _____
City, State Zip: Orange, CA 92865
Phone Number: (714) 921-7615 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: ereyna@volt.com
-
2. Company Name: VOLT
Attendee: Jeff DeWitt (to be confirmed)
Address: _____
City, State Zip: Orange, CA 92865
Phone Number: (734) 228-9706 Registered on CAMM NET? ☐ Yes ☒ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: JDeWitt@VOLT.COM
-
3. Company Name: VOLT
Attendee: Brad Doss (to be confirmed)
Address: _____
City, State Zip: Orange, CA 92865
Phone Number: (714) 921-5783 Registered on CAMM NET? ☐ Yes ☒ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: bdoss@volt.com



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Novacoast, Inc.
- Attendee: Michael Cassidy
- Address: 1505 Chapala St.
- City, State Zip: Santa Barbara, CA 93101
- Phone Number: (800-949-9933) Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: mcassidy@novacoast.com
-
2. Company Name: Novacoast, Inc.
- Attendee: Laverne Ells
- Address: 1505 Chapala St.
- City, State Zip: Santa Barbara, CA 93101
- Phone Number: (800-949-9933) Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: rfp@novacoast.com
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Compunnel Software Group, Inc.
- Attendee: Amrita Gautam
- Address: 103 Morgan Lane, Suite 102
- City, State Zip: Plainsboro, New Jersey, 08536
- Phone Number: () 609-606-9010 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: govt@compunnel.com
-
2. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

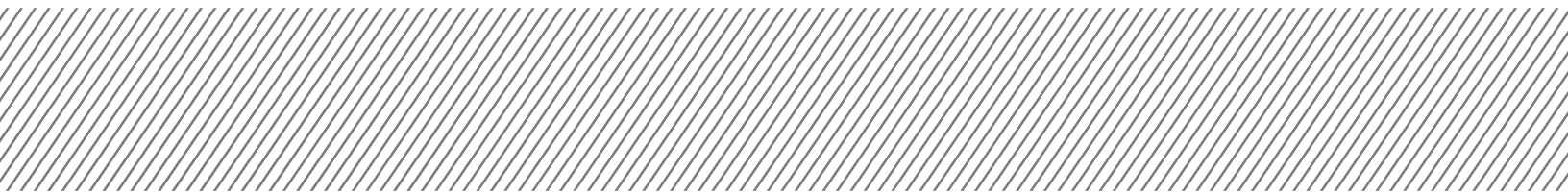
Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Computer Aid, Inc. (CAI)
- Attendee: Andrew Welker
- Address: 1390 Ridgeview Dr. Ste 300
- City, State Zip: Allentown, PA 18104
- Phone Number: (610) 530-5000 Registered on CAMM NET? ☒ **Yes** ☐ No
- Prime** ☒ Sub ☐ DBE ☐
- E-Mail Address: Andrew.Welker@cai.io
-
2. Company Name: CAI
- Attendee: Frank Ury
- Address: 7545 Irvine Center Drive, Ste. 200
- City, State Zip: Irvine, CA 92618
- Phone Number: (949) 922-9979 Registered on CAMM NET? ☒ **Yes** ☐ No
- Prime** ☒ Sub ☐ DBE ☐
- E-Mail Address: Frank.Ury@cai.io
-
3. Company Name: CAI
- Attendee: Beth LaFleur
- Address: 10 S. La Salle St Ste 1000
- City, State Zip: Chicago IL 60603
- Phone Number: (610) 530-5000 Registered on CAMM NET? ☒ **Yes** ☐ No
- Prime** ☒ Sub ☐ DBE ☐
- E-Mail Address: beth.lalfleur@cai.i

**RFP 2-2746
ADDENDUM NO. 1
ATTACHMENT A**

4. **Company Name:** CAI _____
- Attendee:** Tom Swider _____
- Address:** 1390 Ridgeview Drive _____
- City, State Zip:** Allentown, PA 18104 _____
- Phone Number:** (888) 824-8111 _____ **Registered on CAMM NET?** ☒ **Yes** ☐ No
- Prime** ☒ **Sub** ☐ **DBE** ☐
- E-Mail Address:** Tom.Swider@cai.io _____





PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Beacon Hill Technologies
Attendee: Carla Andrea
Address: 4675 MacArthur Ct Suite 1140
City, State Zip: Newport Beach, CA 92660
Phone Number: (949) 887-0403 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: candrea@beaconhillstaffing.com
-
2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____
-
3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. **Company Name:** Abacus Service Corporation
- Attendee:** Parul Sharma
- Address:** 25925 Telegraph Rd., Suite 206
- City, State Zip:** Southfield, MI 48033
- Phone Number:** () **Registered on CAMM NET?** ☒ Yes ☐ No
- Prime** ☒ **Sub** ☐ **DBE** ☐
- E-Mail Address:** Parul@abacusservice.com
-
2. **Company Name:** Abacus Service Corporation
- Attendee:** Mohak Kukreti
- Address:** 25925 Telegraph Rd., Suite 206
- City, State Zip:** Southfield, MI 48033
- Phone Number:** () **Registered on CAMM NET?** ☒ Yes ☐ No
- Prime** ☒ **Sub** ☐ **DBE** ☐
- E-Mail Address:** mohak@abacusservice.com
-
3. **Company Name:** _____
- Attendee:** _____
- Address:** _____
- City, State Zip:** _____
- Phone Number:** () **Registered on CAMM NET?** ☐ Yes ☐ No
- Prime** ☐ **Sub** ☐ **DBE** ☐
- E-Mail Address:** _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Intelibblue LLC
- Attendee: Priyanka Kothakanti
- Address: 15300 Governors Lake Dr,
- City, State Zip: Little Rock, AR 72223
- Phone Number: (501) 251 - 8918 Registered on CAMM NET? ☒ Yes ☐ No
- Prime ☒ Sub ☐ DBE ☐
- E-Mail Address: priya@intelibblue.com
-
2. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____
-
3. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

-
1. Company Name: Beacon Hill Technologies
Attendee: Carla Andrea
Address: 4675 MacArthur Ct Suite 1140
City, State Zip: Newport Beach, CA 92660
Phone Number: (949) 887-0403 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: candrea@beaconhillstaffing.com
-
2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____
-
3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____



PRE-PROPOSAL CONFERENCE REGISTRATION

RFP #: 2-2746

Date: October 4, 2022

Title: Information Technology Contracted Technical Staffing

1. Company Name: The Soyemi Group, LLC
Attendee: Sanya Soyemi
Address: 6185 Magnolia Ave., Ste.209
City, State Zip: Riverside, CA 92506
Phone Number: (909) 838-8614 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☒ DBE ☒
E-Mail Address: sanya.soyemi@soyemi.com

2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____

3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____



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Title: Information Technology Contracted Technical Staffing

1. Company Name: The Soyemi Group, LLC
Attendee: Sanya Soyemi
Address: 6185 Magnolia Ave., Ste.209
City, State Zip: Riverside, CA 92506
Phone Number: (909) 838-8614 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☒ DBE ☒
E-Mail Address: sanya.soyemi@soyemi.com

2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____

3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____

ORANGE COUNTY TRANSPORTATION AUTHORITY TCA

RFP 2-2746
Exhibit A
Attachment B



DRUG AND ALCOHOL POLICY MANUAL



DRUG AND ALCOHOL POLICY MANUAL

DRUG AND ALCOHOL POLICY MANUAL

2015 REVISION

The Orange County Transportation Authority (OCTA or Authority) Drug and Alcohol Policy Manual complies with the Federal Transit Administration (FTA) and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655, as amended, which regulates standards for the collection and mandated testing of breath and urine specimens. The purpose of this manual is to outline the most common processes in relationship to the DOT/ FTA regulations. Nothing in this publication is intended to supplement, alter or serve as an official interpretation of 49 CFR Part 40 and Part 655 or DOT agency regulations.

Additionally, the DOT enacted The Drug-Free Workplace Act of 1988 (DFWA) which required the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. The Authority's Drug-Free Workplace Act Certification is included in this Policy as Attachment D and additional information about the Drug-Free Awareness Program is provided in Section 7.

This Drug and Alcohol Policy Manual incorporates federal requirements in addition to OCTA requirements. To distinguish DOT and/or FTA requirements from OCTA-specific requirements, portions of the Policy text have been **bolded when references are made to the inclusion of non-safety-sensitive position employees or other OCTA-specific policy**. The organization takes pride in achieving and maintaining high results with regulatory compliance and employee compliance with OCTA mandated policies. OCTA mandated policies are in addition to the required processes and are chosen to enhance the overall performance results of the Authority.

The Authority acknowledges a strong commitment to the health and well-being of employees. Any OCTA employee or employee's family members who may be experiencing the pressures and/or problems of substance abuse, and/or related problems, is urged to seek help through Resources For Living, the Authority's Employee Assistance Program (EAP). The EAP provides strictly confidential services and counseling. To contact the EAP directly, call (866) 370-4838. You may also visit the Resources For Living Website at www.mylifevalues.com. Services are available 24 hours a day, 7 days a week.

Each OCTA employee is provided a copy of this Policy and acknowledges receipt of the Policy by signing an Acknowledgement of Receipt of OCTA Drug and Alcohol Policy Manual Attachment G. It is the responsibility of all OCTA employees to read, understand, and comply with the Drug and Alcohol Policy Manual.

DRUG AND ALCOHOL POLICY MANUAL

DRUG AND ALCOHOL POLICY MANUAL

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DRUG AND ALCOHOL POLICY MANUAL

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DRUG AND ALCOHOL POLICY MANUAL

GENERAL OVERVIEW—SECTION 1

General Overview Section 1

DRUG AND ALCOHOL POLICY MANUAL

GENERAL OVERVIEW—SECTION 1

DRUG AND ALCOHOL POLICY MANUAL

GENERAL OVERVIEW—SECTION 1

1.1 POLICY STATEMENT

Orange County Transportation Authority (OCTA) has a vital interest in providing its employees with safe and healthful working conditions and providing its riders and the public with high quality public transportation that is effective, safe, and efficient. The Authority will not tolerate any drug or alcohol use which may affect job performance or pose a hazard to the safety and welfare of the employee, the public, other employees, or the Authority.

In addition, OCTA encourages employees to become knowledgeable on potential impairment when using over-the-counter (OTC) or prescription (Rx) medication. The intention is to reduce potential safety risks by removing impairment in the workplace, regardless of the source.

The Authority is committed to establishing and maintaining a safe and healthy work environment free from the influence of drugs and alcohol. With this objective in mind, the Authority has established the following Policy with regard to the use, possession, sale, manufacture, distribution, or dispensation of drugs and alcohol.

This Policy complies with the Federal Transit Administration (FTA) regulations, U.S. Department of Transportation (DOT) standards and The Drug-Free Workplace Act of 1988 (DFWA). **The OCTA Drug and Alcohol Policy Manual has in some areas broadened the FTA and DOT requirements by including non-safety sensitive positions, as well as safety-sensitive positions, in some areas of testing.**

1.2 APPLICABILITY

The Drug and Alcohol Policy Manual applies to all introductory, regular full-time and part-time safety-sensitive positions and some portions also apply **to non-safety sensitive positions, including temporary, extra help, interns, or as-needed employees, volunteers, and contractors when they are on OCTA property or when performing any OCTA business.** OCTA's Policy standards for employees in safety-sensitive positions include the requirements of the DOT, as discussed in Policy Statement Section 1.1.

Visitors, vendors, and contractors are governed by this Policy while on OCTA premises and will not be permitted to conduct business or remain on OCTA grounds if found to be in violation of this Policy.

DRUG AND ALCOHOL POLICY MANUAL

GENERAL OVERVIEW—SECTION 1

1.3 RESERVATION OF RIGHTS

The Authority reserves the right to interpret, change or rescind the provisions of this policy that are not required by federal law, in whole or in part and without notice.

1.4 CONDITION OF EMPLOYMENT

Compliance with the Authority's Drug and Alcohol Policy Manual is a condition of employment for all **employees**. Failure or refusal of **an employee** to cooperate fully, submit to an inspection or test, or follow any prescribed course of substance abuse treatment is grounds for employment termination.

1.5 INSPECTIONS

When there is reason to believe that an employee or group of employees may be in possession of alcohol or illegal drugs on Authority property, the employee(s) is (are) required, as a condition of employment, to submit to reasonable inspections, including but not limited to: clothing, personal containers, lockers, company vehicles, purses, lunch boxes, briefcases or other containers, desks, or personal vehicles (while on Authority property). An inspection must be authorized by the Department Manager or higher-level management personnel. Whenever possible, the searches also should be approved by the Department Management of Labor and Employee Relations Department. If the Department Manager of Labor and Employee Relations cannot be reached, the Department Manager of Human Resources may approve a search.

1.6 CONVICTION OF A DRUG RELATED OFFENSE

Please see Conviction of a Drug Related Offense Policy.

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RESPONSIBILITIES—SECTION 2

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RESPONSIBILITIES—SECTION 2

2.1 EMPLOYEES

Employees at all levels are responsible for reading, understanding, and adhering to this Policy. Each employee shall receive and sign an Acknowledgment of Receipt of OCTA Drug and Alcohol Policy Attachment G. Any employee who violates this policy is subject to disciplinary action up to and including employment termination.

2.2 MANAGERS AND SUPERVISORS

Managers and Supervisors will be held strictly accountable for the consistent application, enforcement, and adherence of the Policy. Any Manager/Supervisor who knowingly disregards the requirements of this Policy, or who is found to deliberately misuse the Policy in regard to any employee, or personally fails to adhere to the Policy, shall be subject to discipline up to and including employment termination.

2.3 RESPONSIBLE DEPARTMENT

The Human Resources Department is responsible for the administration of this Policy, including the retention of Acknowledgement of Receipt forms Attachment G. The Designated Employer Representative maintains all Attachment B forms and is the liaison between the Authority and the Medical Review Officer (MRO). Employees who have questions regarding this Policy may direct their questions to Human Resources staff Attachment F.

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ALCOHOL GUIDELINES—SECTION 3

3.1 ALCOHOL CONSUMPTION

The possession, consumption, or sale of any amount of alcoholic beverage while at work, on Authority property, doing business on behalf of the Authority, in an Authority vehicle, or in an Authority uniform (including breaks, lunch, and non-work hours) is prohibited for all employees. Additionally, alcohol use by an employee in a safety-sensitive position is prohibited at any time while he/she is on duty or subject to be on duty. **Employees must refrain from alcohol consumption within a minimum of at least eight (8) hours of reporting to work or during the hours that he/she is subject to duty and must be clear of the effects of alcohol.**

Alcohol use by an employee in a non-safety-sensitive position while performing Authority business, while on Authority property, in an Authority vehicle, or in Authority uniform (including breaks, lunch, and non-work hours) is prohibited to the extent that such alcohol may have a material, adverse effect on the safety of that employee, co-workers, riders, or members of the general public, the employee's job performance, or the safe, efficient operation of the Authority's facilities or the Authority's image.

Alcohol use by any employee (whether or not in a safety-sensitive position) is prohibited at any time he/she is driving an Authority vehicle (including revenue service and non-revenue service vehicles).

3.1A OFF-THE-JOB ALCOHOL CONSUMPTION

Off-the-job alcohol use and/or activity, which could reasonably have an adverse effect on an employee's job performance or which could jeopardize the safety of the employee, other employees, riders, the general public, or Authority equipment, or which could reflect unfavorably on the Authority's relationship with the public, is proper cause for disciplinary action up to and including termination of employment. Of course, off-the-job use of drugs or alcohol which results in an employee being under the influence of drugs or alcohol while on duty is considered "on-the-job" use of drugs or alcohol and will be treated accordingly.

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DRUG GUIDELINES—SECTION 4

4.1 ILLEGAL DRUG USE

The consumption, sale, purchase, offer to sell or purchase, transfer, possession, manufacture, distribution, or dispensation of an illegal drug by an employee while in an Authority facility, in an Authority vehicle, on Authority property, while in Authority uniform (including breaks, lunch, and non-work hours), or while performing Authority business is strictly prohibited. The presence of any amount of an illegal drug or its metabolites in any employee while performing Authority business, in an Authority facility, in an Authority vehicle, in Authority uniform, or on Authority property is prohibited.

No employee shall bring drug paraphernalia, which is used in the storage, concealment, injection, ingestion, or consumption of illegal drugs, onto Authority premises or property or into Authority vehicles.

Illegal drug means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes, but is not limited to, marijuana, cocaine, opiates, amphetamines, methamphetamines, and phencyclidine (see Section 5.4 for identified threshold levels for each prohibited drug).

4.2 LEGAL DRUG USE

The use or being under the influence of a legal drug by any employee, while performing Authority business or while on Authority property, is prohibited to the extent that such use or influence may have a material, adverse effect on the safety of the employee, co-workers, riders, or members of the public, the employee's job performance, the safe and efficient operation of the Authority's facilities, or the Authority's image.

Employees in safety-sensitive positions are required to report the use of any legal prescription drug or over-the-counter drug as defined in sections 4.2A-4.2C.

4.2A ATTACHMENT B FOR PRESCRIPTION DRUG USE

An employee in a safety-sensitive position must properly complete an Attachment B form for any legal drug taken which may cause drowsiness or which may otherwise impair, to any extent, the employee's ability to safely and efficiently perform his/her job; and for any controlled substance taken which is identified in Schedule 1 (21 CFR 1308.11), an amphetamine, a narcotic, or any other habit forming drug,

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unless the legal drug(s) is prescribed by a licensed medical practitioner familiar with the employee's medical history and assigned duties and who completes the physician's portion of the Attachment B indicating that the drug will not adversely affect the employee's ability to safely operate a commercial motor vehicle. Attached to the Attachment B is a copy of the job description summaries for safety-sensitive positions.

It is each employee's responsibility to know and to not engage in any safety-sensitive duties without express written consent from a physician if any legal drug prescribed by his/her doctor:

- May cause drowsiness or otherwise impair your ability to safely and efficiently perform your job duties;
- Is a drug listed on Schedule I, attached for your reference to the Attachment B form;
- Is an amphetamine;
- Is a narcotic; or
- Is a habit forming drug.

It is recommended that you bring a copy of the Attachment B form, with its Exhibits, to your doctor and ask your doctor if the drug(s) you are being prescribed falls into one or more of the above categories.

To properly complete the Attachment B form, an employee in a safety-sensitive position is required to (1) have his/her doctor complete and sign side 1 of the Attachment B form and attach a copy of the prescription or bottle label with the employee's name on it; (2) sign at the bottom of side 1 of the form in the Employee section; and (3) submit the completed form to the Human Resources Department in a confidential envelope within one working day of taking the prescription drug.

4.2B ATTACHMENT B FOR OVER-THE-COUNTER DRUGS

An employee in a safety-sensitive position must properly complete an Attachment B form for any legal over-the-counter (OTC) drug taken that contains a warning label on the packaging which indicates that the drug may cause drowsiness or otherwise impair the employee's ability to safely perform job duties. An employee in a safety-sensitive position may not engage in any safety-sensitive functions while taking any legal OTC drug that contains a warning label on the packaging which indicates that

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the drug may cause drowsiness or otherwise impair the employee's ability to safely perform job duties.

To adhere to the Drug and Alcohol Policy for legal OTC drugs, an employee in a safety-sensitive position is required to (1) complete and sign side 2 of the Attachment B form, (2) sign at the bottom of side 2 of the form in the Employee section; and (3) submit the completed form to the Human Resources Department in a confidential envelope within one working day of taking the OTC drugs.

4.2C AFTER COMPLETING THE ATTACHMENT B FORM

After completion of an employee's Attachment B form and review of the form by the Human Resources Department, the Human Resources Department will review the form for completeness and file. Questions about a legal Rx/OTC drug may be discussed with OCTA's Medical Review Officer (MRO). The Authority retains the right to place an employee on a medical hold while the MRO is reviewing the employee's Attachment B. The Authority, in its discretion, may request the MRO to issue an independent decision as to whether an employee in a safety-sensitive position may work while taking a legal Rx/OTC drug. The Authority may request at any time such an independent decision, which will be binding on the employee, for any employee in a safety-sensitive position who is working or intends to work while taking a legal Rx/OTC drug.

If the MRO determines that an employee in a safety-sensitive position should not work while taking the legal Rx/OTC drug, the employee may be required to take a leave of absence or comply with other appropriate action/direction. An employee may obtain an independent opinion from his/her physician regarding the use of a legal Rx/OTC drug. In order to continue working in this situation, an employee must have his/her doctor complete side 1 of the Attachment B form and submit a completed Attachment B form to the Human Resources Department, in a confidential envelope, for authorization prior to returning to work.

If an employee fails to adhere to the Drug and Alcohol Policy regarding the taking of a legal Rx/OTC drug in accordance with these provisions or fails to complete an Attachment B form for each legal Rx/OTC drug taken by the employee or obtain the physician's signature for prescription drugs, the employee will be subject to discipline, including termination.

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5.1 DRUG AND ALCOHOL TESTING

Under this Policy, drug and alcohol testing shall be conducted when circumstances warrant or may be required by applicable law or regulations **or as required by OCTA policy**. The Authority's drug and alcohol testing will be performed in compliance with DOT regulations 49 CFR 40 and Part 655, as amended. Accordingly, a positive drug or alcohol test administered under this Policy is a violation of this Policy and will result in disciplinary action, up to and including termination.

The Authority has selected testing sites that conducts testing following CFR Part 40 processes and procedures and that have a high degree of accuracy and reliability and use techniques, equipment, and laboratory facilities which have been approved by the US Department of Health and Human Services.

Any employee who refuses to comply with a request for testing, who refuses to sign any **OCTA required testing form**, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be considered to have a positive test and shall be subject to discharge proceedings.

The purpose of this section is to outline the most common processes in relationship to 49 CFR Part 40 or DOT agency regulations. It does not serve as a document to outline or define all the requirements with 49 CFR Part 40 or DOT agency regulations.

5.2 PRIVACY STATEMENT

The privacy of the employee will be protected. The integrity and validity of the test process will be maintained and the drug testing laboratories are required to maintain employee test records in confidence. The drug testing laboratories shall disclose information to the MRO, and the MRO in turn notifies the Designated Employer Representative (DER). OCTA will adhere to all standards of confidentiality regarding employee testing. Test records and results may be released by the DER to those authorized to receive such information by the FTA rules and/or federal, state, or local agency requirements. Testing records and results may be released by the Authority to: the employee, if requested by the employee in writing; the National Transportation Safety Board when investigating an accident; the decision maker in a lawsuit, grievance, or other proceeding initiated on behalf of the employee; representatives of OCTA in a lawsuit, grievance, or other proceedings; subsequent employers of a safety-sensitive position employee.

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5.3 ALCOHOL TESTING

Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing (EBT) device operated by a qualified Breath Alcohol Technician (BAT). Under DOT regulations, an employee in a safety-sensitive position with an alcohol concentration of 0.02 or greater but less than 0.04, shall not be permitted to perform or continue to perform safety-sensitive functions, until (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled duty period, but not less than eight (8) hours following administration of the test. **Under OCTA Policy, if the initial test indicates an alcohol concentration of 0.001 to .02, a second non-DOT alcohol test will be performed to confirm the results of the initial test. A confirmed alcohol concentration greater than 0.000 will be considered a positive test and a violation of this Policy.**

Any employee who is unable to provide the required volume of breath without a valid, verified medical reason will be considered to have refused the test and will be in violation of this Policy.

5.4 DRUG TESTING

Drug testing consists of a two-stage process utilizing a urine sample collected under the split specimen method. First, a screening test using an immunoassay technique is performed. If the screening test is positive for one or more drugs, a confirmation test is performed for each identified drug using state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis. The appropriate Custody and Control forms (CCF) will be used throughout the process according to the type of test identified in Attachment E.

Pursuant to the DOT and FTA regulations **and OCTA standards**, the drugs or classes of drugs to be tested and the applicable threshold levels for positive findings are as follows:

	Initial Test Cut-Off Level	Confirmatory Test Cut-Off Level
Marijuana Metabolites	50 ng/ml	15 ng/ml
Cocaine Metabolites (Benzoylecgonine)	150 ng/ml	100 ng/ml
Opiates (morphine, codeine) Opiates (heroin metabolite)	2000 ng/ml 10 ng/mL	2000 ng/ml 10 ng/mL
Amphetamines (MDMA, MDA, MDEA) Methamphetamines	500 ng/ml	250 ng/ml
Phencyclidine (PCP)	25 ng/ml	25 ng/ml

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5.5 TYPES OF TESTING

5.5A DOT PRE-EMPLOYMENT (POST-OFFER) OR TRANSFER TO SAFETY-SENSITIVE POSITION

The Authority will conduct pre-employment (post-offer) **physical examinations** and testing designed to prevent hiring persons for safety-sensitive positions who use illegal drugs and/or persons whose use of **alcohol or** legal drugs indicates a potential for impaired or unsafe job performance. An individual will not be hired for a safety-sensitive position unless the individual passes a drug and alcohol test administered in accordance with this Policy.

An employee who will be transferred or promoted to a safety-sensitive position must first pass a drug and alcohol test administered in accordance with this Policy. Employees who are interested in such transfer or promotion will be required to provide a written consent to participate in the Transfer to a Safety-Sensitive Position Testing. Employees who do not provide this written consent will not be allowed to perform safety-sensitive functions.

An employee who has not performed a safety-sensitive duty for 90 consecutive days or more and has not been in the Authority's random selection pool shall take a Pre-Employment drug and **alcohol** test with a verified negative result before returning to safety-sensitive duties.

5.5B NON-DOT DMV RE-CERTIFICATION OR ANNUAL OR BI-ANNUAL PHYSICAL EXAMINATION

The Authority requires a drug and alcohol test be taken at an authorized clinic as part of a **safety-sensitive employee's DMV re-certification examination, or for any safety-sensitive employee who is not required to be DMV certified, at his/her annual or bi-annual physical examination.**

5.5C DOT REASONABLE SUSPICION/NON-DOT PROBABLE CAUSE

The Authority will require a drug and/or an alcohol test of **any employee** who is reasonably suspected of violating this Policy, including but not limited to, **any employee** suspected of **possessing**, using, or being under the influence of alcohol or an illegal drug, a legal drug if such use would violate this Policy, while on duty **or in Authority vehicles or on Authority property or in Authority uniform.**

The request to undergo a reasonable suspicion test will be based on specific

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contemporaneous, articulable observations by at least one Supervisor trained on the physical, behavioral, speech, and performance indicators of probable drug and alcohol misuse. **It is recommended that two (2) trained Supervisors make the reasonable suspicion referral whenever possible.** Reasonable suspicion/**probable cause** alcohol testing is only permissible just before an employee performs duties, during that performance, and just after an employee has performed safety-sensitive duties. Employees will be required to proceed immediately with a supervisor to a collection site following a reasonable suspicion/**probable cause** determination. If an alcohol test is delayed beyond two (2) hours, reason(s) for the delay must be documented. After eight (8) hours, cease all attempts and document reason(s) for inability to test.

Examples of reasonable suspicion/**probable cause** include, but are not limited to the following:

- Physical signs and symptoms consistent with prohibited substance use (illegally used controlled substance or drugs under the Drug-Free Workplace Act), or misuse of alcohol (e.g., odor of alcohol, slurred speech, or lack of coordination).
- **Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.**
- **Occurrence of a serious or potentially serious industrial accident that may have been caused by the employee's use of drugs or alcohol.**
- **Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.**

5.5D DOT POST ACCIDENT/NON-DOT POST ACCIDENT

As soon as practicable after an accident, an employee will be required to take a drug and alcohol test per the following thresholds under FTA Post Accident testing:

- **Fatality** – In the event of an accident involving the loss of human life, each surviving employee operating the mass transit vehicle at the time of the accident shall be required to submit to a drug and alcohol test. Any other employee whose performance could have contributed to the accident will also be required to submit to a drug and alcohol test.

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- **Non-Fatal Accident** – Following an accident which resulted in an injury requiring immediate medical treatment away from the scene or any vehicle being towed away from the scene with disabling damage, each employee operating the mass transit vehicle at the time of the accident shall be required to submit to a drug and alcohol test, unless the employee's performance can be completely discounted as a contributing factor to the accident. Any other employee whose performance could have contributed to the accident will also be required to submit to a drug and alcohol test.

A decision as to whether to administer a drug and alcohol test after an accident will be made by a Supervisor who was not involved in the accident and based on the best information available at the time. Accident testing is delayed while **the employee** assists in the resolution of the accident or receives medical attention following the accident. Following an accident, the **employee(s)** involved shall be tested immediately, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. The responding Supervisor at the scene shall document why an alcohol test was not performed within two (2) hours of the accident, an alcohol test was not performed within eight (8) hours of the accident, or a drug test was not performed within thirty-two (32) hours of the accident. Alcohol use is prohibited by **any employee** required to take a post-accident alcohol test for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first. **Any employee** subject to post-accident testing who fails to remain readily available for such testing, or who leaves the scene of the accident without prior authorization will be considered to have refused to submit to the test and will be subject to disciplinary action up to and including employment termination.

OCTA reserves the right to perform a non-DOT Post Accident test on an employee involved in an accident involving a mass transit or an Authority vehicle, whether or not on Authority business, which does not meet the FTA Post Accident requirements.

5.5E DOT/NON-DOT RETURN-TO-DUTY FOLLOW-UP

Generally, an employee will be terminated for violations of this Policy. However, in the event an employee is suspended or placed on a leave of absence for a violation of this Policy, he/she may not return to duty until the Substance Abuse Professional (SAP) has evaluated the employee to determine whether the employee has followed the recommendation of the SAP, including active participation and completion of a rehabilitation program and he/she passes a directly observed Return-To-Duty drug and alcohol test. The SAP will recommend follow-up testing in accordance with DOT regulations. Frequency and

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duration is dependent on SAP assessment of which will be a minimum of six (6) tests during twelve (12) months after return to duty of duration of up to sixty (60) months.

Additionally, in accordance with OCTA's Policy, an employee who has been placed on a leave of absence or suspension for a positive result of a non-DOT test and who has successfully complied with the above paragraph must also execute a Behavioral Contract Attachment C before he/she may return to duty. This Contract allows Management to administer unannounced drug and/or alcohol tests to the employee for up to (5) years after the employee returns to duty. Follow-up testing under the Behavioral Contract applies only to non-DOT types of testing and is in addition to the DOT required random testing of safety-sensitive employees and/or SAP recommended follow-up testing.

5.5F NON-DOT FIT FOR DUTY

A fit for duty medical examination including an alcohol/drug test may be required to ensure a recovered ill or injured employee is fit to return to his/her normal job duties or to continue in his/her normal job duties.

5.5G DOT RANDOM

Only those employees who perform, or whose job description includes the performance of, safety-sensitive functions will be subject to random, unannounced testing in accordance with FTA regulations. Safety-sensitive employee selections are made using a computer-based random number selection method. Random testing may include a drug screen or both a drug screen and an alcohol test. Each such employee shall have an equal chance at selection and shall remain in the pool even after being tested. Random testing will be administered at random times during OCTA's operating hours to avoid predictability. Random alcohol testing is only permissible just before an employee performs safety-sensitive duties, during that performance, and just after an employee has performed safety-sensitive duties. Each covered employee who is notified of selection for random drug or random alcohol testing must proceed to the test site immediately.

5.6 EMPLOYEE REQUESTED TESTING

After notification by the MRO of a confirmed or verified positive drug test result, **an employee** may request that an additional test be conducted at a different Department of

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Health and Human Services (DHHS)-certified laboratory specified by OCTA. The test shall be conducted on the split sample that was provided at the same time as the original or primary sample. **The employee's** request must be made to the MRO within seventy-two (72) hours of notice of the primary test results.

If the result of the second test is positive, the employee shall be required to reimburse OCTA for the cost of the test.

5.7 DILUTE TESTS

If the MRO informs the Authority of a positive dilute test, the test will be considered a verified positive test.

If the MRO informs the Authority of a negative dilute test, with the creatinine between 2-5 mg/dl, then the employee must retest. The second collection must be directly observed. The test must be done immediately after notification from the MRO, with no advance notice provided. The second test result is final.

If the MRO informs the Authority of a negative dilute test with the creatinine above 5 mg/dl, then the employee will be directed to take a second test which is NOT directly observed. The result of the second test is the test of record.

Employee's refusal to retest shall be treated as a Test Refusal.

All employees will be treated the same for the purpose of processing dilute tests.

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Violations of Policy Section 6

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6.1 DISCIPLINARY ACTION FOR VIOLATIONS OF POLICY

Under FTA guidelines, discipline for policy violations shall be determined by the employer. In general, violation of any portion of this Policy will result in disciplinary action up to and including termination of employment, even for the first offense. This section describes the consequences for violations of this Policy.

6.1A ALCOHOL POSITIVE TEST

Any employee in a safety-sensitive position whose test results are positive for alcohol may be terminated. **If the initial test indicates an alcohol concentration of 0.001 to .02, a second non-DOT alcohol test will be performed to confirm the results of the initial test. The confirmation test will be conducted after a waiting period of at least 15 minutes, but not more than 30 minutes, after completion of the initial test. A confirmed alcohol concentration greater than 0.000 will be considered a positive test and a violation of this Policy.**

Positive alcohol test results for any employee not in a safety-sensitive position will be reviewed on a case-by-case basis to determine the appropriate level of discipline, which may include discharge.

6.1B ILLEGAL DRUG POSITIVE TEST

Any employee whose test results are positive for illegal drugs is subject to employment termination.

6.1C LEGAL DRUG POSITIVE TEST

As a part of OCTA policy, it is mandatory for an employee in a safety-sensitive position to submit a completed Attachment B form for any legal drug taken, which may cause drowsiness or which may otherwise impair, to any extent, the employee's ability to safely and efficiently perform his/her job. If the Attachment B form for the legal drug has not been submitted, an employee will be suspended without pay pending the receipt and review of the Attachment B form. Additionally, the safety-sensitive employee who has failed to submit the Attachment B form will receive a disciplinary Final Warning. In instances when the employee fails to timely submit the Attachment B form, the employee's employment will be subject to termination.

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6.2 FAILURE TO PASS

6.2A PRE-EMPLOYMENT (POST-OFFER) DRUG AND/OR ALCOHOL TEST

An applicant for a safety-sensitive position whose test results are positive for any illegal drug **or alcohol** will not be hired and will be given a SAP referral by the Human Resources Department. If the applicant does not pass a drug **or an alcohol test**, **he/she must wait twelve (12) months before reapplying** and then must present evidence of completion of a drug and/or alcohol Substance Abuse Program, from a SAP acceptable to the Authority, before he/she is eligible for employment consideration.

6.2B PRE-TRANSFER, REASONABLE SUSPICION, PROBABLE CAUSE, POST-ACCIDENT, FOLLOW-UP, FIT FOR DUTY, RETURN-TO-DUTY, OR RANDOM ALCOHOL AND/OR DRUG TEST

An employee who has a positive drug or alcohol test shall be immediately removed from duty. **Employees** who have violated a DOT drug and alcohol regulation will be referred to a SAP by Labor and Employee Relations for evaluation and recommendations concerning education, treatment, follow-up testing, and aftercare.

An employee who applies for a transfer or promotion into a safety-sensitive position who fails a drug and alcohol test shall not be transferred or promoted into a safety-sensitive position.

6.2C NON-DOT DRUG OR ALCOHOL TEST AT TIME OF DMV RE-CERTIFICATION OR ANNUAL OR BI-ANNUAL PHYSICAL

While on duty, if an employee's test results at the time of the DMV re-recertification or an annual or bi-annual physical examination are positive for alcohol or any illegal drug, the employee shall be immediately removed from duty. If an employee is off duty and the test results are positive for alcohol or any illegal drug **AND** the MRO determines the use occurred while on duty, it will be treated as such.

While off duty, if an employee's test results at the time of DMV re-certification or an annual or bi-annual physical examination are positive for alcohol or any illegal drug, the employee will be suspended without pay for a minimum of thirty (30) days. The employee must enter an Authority approved substance abuse treatment program and provide verification of such to the Authority. If the employee refuses to comply with the Authority's requirement to enter an Authority approved Substance Abuse

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Program his/her employment will be terminated.

If an employee is participating in an Authority approved treatment program, and that treatment requires hospitalization, the employee may use available sick leave and/or vacation time to the extent available. All such treatment must be conducted by the hospital.

The employee must take a second non-DOT drug and alcohol test before returning to duty as directed by the Substance Abuse Counselor. If the employee does not take the second test as designated by the Authority, his/her employment will be terminated.

If the second test is positive for any alcohol or illegal drug, the employee's employment will be terminated. If the second test is negative for alcohol or illegal drugs and the MRO determines that the employee may return to duty, then the employee may return to duty only upon agreeing to the terms of and signing an Alcohol and Drug Behavioral Contract Attachment C. Violation of the Behavioral Contract will result in termination of employment.

Should the employee who has entered into a Drug and Alcohol Behavioral Contract have a positive drug or alcohol test at any subsequent DMV re-certification or annual or bi-annual physical examination, his/her employment will be immediately terminated.

Although the DMV Recertification Drug and Alcohol Testing is a non-DOT requirement, OCTA will follow DOT protocol including Direct Observation when applicable.

6.3 FAILURE OR REFUSAL TO TEST (PART 40.261)

An employee's refusal to comply with a request or directive for testing under this Policy will be considered a positive test and is grounds for employment termination. The following behaviors constitute a test refusal:

- Failure to appear for any test (except for pre-employment) within a reasonable time. **Reasonable time means that employees are required to proceed to the clinic test site immediately upon notice of selection for a drug and/or alcohol test.**
- Failure to remain at the testing site until the testing process is complete;
- Failure to provide a urine specimen for any required drug test, or fail to provide an

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adequate amount of breath for any required alcohol test, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;

- Failure to permit the observation or monitoring of the specimen collection when required to do so;
- Failure to provide a sufficient amount of urine when directed, and there is no adequate medical explanation for the failure;
- Failure to take a second test when directed to do so by the employer or collector;
- Failure to undergo a medical examination when directed to do so by the MRO or employer;
- Failure to sign the certification at Step 2 of the Alcohol Testing Form;
- Failure to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, failure to wash hands after being directed to do so by the collector);
- Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process; and
- Admit to the collector or MRO that you adulterated or substituted the specimen.
- The MRO reports that **an employee** has a verified adulterated or substituted test result.

6.3A SHY BLADDER (PART 40.193, 40.195) SHY LUNG (PART 40.263, 40.265)

Any employee who does not provide a sufficient amount of breath to permit a valid breath test, must make a second attempt to provide a sufficient amount of breath. If the employee refuses to make the attempt, this will be considered a test refusal. If **the employee** is unable to provide the required volume of breath to permit a valid breath test, OCTA will refer **the employee** to a physician of our choice for a medical examination within 5 days to determine if there is a valid medical condition which precludes **the employee** from providing a sufficient amount of breath. If the physician finds that there is not an adequate basis for determining that a medical condition has, or with a high degree of probability, could have, precluded the employee from providing a sufficient amount of breath, **the employee** will be considered to have refused the test and will be subject to employment termination.

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Any employee who is unable to provide the required urine sample for drug testing within three (3) hours of the first attempt, the collection process will be discontinued and the DER notified. After consulting with the MRO, the employer will direct the employee to obtain a medical evaluation from a licensed physician who is acceptable to the MRO. The medical examination must be obtained within five (5) business days of the initial collection effort. If no evidence of health problems exists, the MRO will determine that the employee refused the test and will be subject to employment termination.

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PROGRAMS—SECTION 7

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PROGRAMS—SECTION 7

7.1 EMPLOYEE ASSISTANCE PROGRAM

The Authority maintains an Employee Assistance Program (EAP), which offers confidential, professional counseling to employees **and family members**. The EAP provides trained Substance Abuse Professionals (SAPs) to assist employees in dealing with drug and/or alcohol related problems before such problems impact on-job performance. Employees experiencing personal or work performance problems associated with drug or alcohol use are urged to utilize the EAP.

It is the responsibility of employees to seek assistance from the EAP *before* drug and/or alcohol problems lead to disciplinary action, which can include discharge for a first offense. Enrollment and participation in the EAP will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. However, **if an employee violates this Policy, his/her subsequent use of the EAP on a voluntary basis will have no bearing on the determination of disciplinary action, up to and including discharge.**

In addition to employees utilizing the EAP on a voluntary basis, the EAP may also be utilized when Management refers an employee for any problems/behaviors that may be impacting job performance.

Provisions for leaves of absence for employees with drug and/or alcohol related problems who have not been found in violation of the Policy and who voluntarily seek assistance through the EAP will be considered on an individual basis.

Any employee who tests positive for the presence of alcohol or drugs at or above the DOT-established cut off levels shall be referred by Labor and Employee Relations to OCTA's EAP for an evaluation by a SAP for DOT-required tests, or an evaluation by a Substance Abuse Counselor for non-DOT required tests. The SAP or Substance Abuse Counselor will recommend education and/or treatment to the employee.

The cost of any treatment or rehabilitation services shall be paid directly by the employee or his/her insurance provider.

7.2 DRUG-FREE AWARENESS PROGRAM

To assist **employees** to understand and to avoid the perils of drug and alcohol abuse, the Authority has developed and implemented a comprehensive Drug-Free Awareness Program. The Drug-Free Awareness Program includes an ongoing educational and training

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effort to prevent and eliminate drug and alcohol abuse that may affect the workplace.

The Drug-Free Awareness Program also includes the Drug-Free Workplace Act Certification For A Public Or Private Entity Attachment D and the informational material to inform employees and their families about (1) the dangers of drug and alcohol abuse in the workplace; (2) the consequences of drug and/or alcohol use on personal health, safety, and the work environment; (3) the manifestation and behavioral cues that may indicate drug and/or alcohol use and abuse; (4) educate the employees about their responsibility regarding use of prescription and OTC medication (5) the Authority's Drug and Alcohol Policy Manual; (6) the availability of treatment and counseling for employees who voluntarily seek assistance for alcohol misuse and/or drug abuse, including information about the EAP and community service hotline telephone numbers; and (7) the sanctions the Authority will impose for violations of its Drug and Alcohol Policy Manual.

As required by FTA regulations, OCTA will provide a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors and/or other company officers authorized by OCTA to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Periodic retraining will also be required of supervisory personnel.

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GLOSSARY OF TERMS—SECTION 8

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ADULTERATED SPECIMEN:

A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains a substance that is normally present in the body at a concentration that is not a normal physiological concentration.

ALCOHOL MISUSE:

Occurs when an employee arrives at the work site with alcohol in his/her system or the odor of alcohol on his/her breath; consumes a beverage containing alcohol while on duty or subject to duty; or during coffee or lunch breaks; or is late to work or absent from work due to the consumption of alcohol.

ATTACHMENT B FORM:

The Disclosure of Prescription and Over-the-Counter Medications form; a sample of this form is provided in Attachment B of this Policy and can be obtained from a Manager, a Supervisor, the Human Resources Department, or the OCTA Intranet. Employees in safety-sensitive positions are required, under OCTA Policy, to file a completed Attachment B form.

BREATH ALCOHOL TECHNICIAN (BAT):

The Breath Alcohol Technician instructs and assists employees in the alcohol testing process; operates an evidential breath testing device.

CHAIN OF CUSTODY:

The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).

COLLECTION SITES:

A place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.

DRUG & ALCOHOL MANAGER (DAPM):

An employee authorized by OCTA to manage and monitor the Drug and Alcohol testing program.

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DESIGNATED EMPLOYER REPRESENTATIVE (DER):

Designated Employer Representative is an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS OR HHS):

The Department of Health and Human Services or any other designee of the Secretary, Department of Health and Human Services.

DHHS CERTIFIED LABS:

Any U.S. laboratory certified by DHHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs.

DILUTED SPECIMEN:

Diluted specimens have creatinine and specific gravity values that are lower than expected for human urine. A dilute test will be reported as a positive or negative. For a positive dilute test, the Authority treats the result as a positive test and removes the employee from safety-sensitive duty. For a negative dilute test (See Section 5.7), the Authority will require, as a matter of policy, employees to retest. The second test is the test of record, even if the second test is also a negative dilute.

U.S. DEPARTMENT OF TRANSPORTATION (DOT):

The U.S. Department of Transportation is a government entity which oversees several agencies, including the Federal Transit Administration (FTA) or any designee of a DOT agency.

EVIDENTIAL BREATH TESTING (EBT) DEVICE:

A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential breath testing and placed on NHTSA's "Conforming Products List of Evidential Breath Measurements Devices," and conforming with the model specifications available from NHTSA Traffic Safety Program.

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FEDERAL TRANSIT ADMINISTRATION (FTA):

The Federal Transit Administration, an agency of the U.S. Department of Transportation.

INVALID SPECIMEN:

An invalid specimen is one that contains unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

ILLEGAL DRUG:

Any drug which (a) is not legally obtainable or (b) is legally obtainable but had not been legally obtained or is not being used for its prescribed purposes. It includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

LEGAL DRUG:

Any drug prescribed by a physician for the employee or any over-the-counter drug which has been legally obtained which is being used for the purpose for which it has been prescribed or manufactured. A drug, which is legally obtainable but is not being used for its prescribed purposes, is an illegal drug, not a legal drug, under this Policy.

MEDICAL REVIEW OFFICER (“MRO”):

A person who is a licensed physician, with MRO certification, who is appointed and authorized by the Authority to be responsible for receiving and reviewing laboratory results generated by OCTA's drug testing program and for evaluating medical explanations for certain drug test results. The MRO shall report each verified positive test result to the DER in the Human Resources Department. The MRO will also determine (when the Authority requests such a determination) whether an employee who is taking a legal drug(s) may work while under the influence of such drug(s).

NHTSA:

National Highway Traffic Safety Administration.

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GLOSSARY OF TERMS—SECTION 8

NON-SAFETY SENSITIVE POSITION:

Any position which does not entail any duty related to the safe operation of the Authority's mass transportation service.

POSITIVE ALCOHOL TEST:

Under the Authority's Drug and Alcohol Policy Manual, the presence of alcohol in a body at a concentration **greater than 0.000** as measured by an Evidential Breath Testing (EBT) Device.

POSITIVE DRUG TEST:

Any urine that is chemically tested (screened and confirmed) which shows the presence of controlled substances, as defined by DOT standards, and is verified by the MRO.

PRE-EMPLOYMENT TESTING:

Employees that are either applying for or transferring to a safety-sensitive position or if ninety (90) days have elapsed since the employee performed safety-sensitive duties and the individual was not in the random pool.

PROBABLE CAUSE:

The Authority will require a drug and/or an alcohol test on any employee who is reasonably suspected of violating this policy, including but not limited to, any employee suspected of possessing, using or being under the influence of alcohol or an illegal drug, a legal drug if such use would violate this policy, while on duty or in Authority vehicles or on Authority property or in Authority uniform.

REASONABLE SUSPICION:

The Federal Transit Administration (FTA) regulations require a safety-sensitive employee to submit a test when the employer has reasonable suspicion that the employee has used a prohibited drug or has misused alcohol. The request to undergo a reasonable suspicion test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odor of the safety-sensitive employee.

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SAFETY-SENSITIVE POSITION:

Any position which entails any duty related to the safe operation of the Authority's mass transportation service, including: (a) operation of a revenue service vehicle, whether or not such vehicle is in revenue service; (b) operation of a non-revenue service vehicle that requires a CDL (c) controlling dispatch or movement of a revenue service vehicle or equipment used in revenue service; (d) maintaining revenue service of vehicles or equipment used in revenue service; (e) carrying a firearm for security purposes; and (f) supervising an employee who performs a function in (a)-(e) above and performing or called upon to perform a safety sensitive function. Positions currently classified as safety-sensitive positions are listed in Attachment A of this Policy and are subject to revision as needed.

SCREENING TEST TECHNICIAN (STT):

A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device.

SUBSTANCE ABUSE PROFESSIONAL (SAP):

An OCTA authorized licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or a certified addiction counselor, with knowledge of and clinical experience in the diagnosis and treatment of drug and related disorders; evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. Although in most cases, an employee will be terminated for violation of this Policy; in cases in which an employee is suspended or placed on a leave of absence, OCTA will determine when/or if the employee may return to duty.

SUBSTITUED SPECIMEN:

Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

UNDER THE INFLUENCE:

When an employee is affected to any extent by alcohol or a drug, or metabolites of such, or the combination of alcohol and a drug, or has alcohol or a drug, or metabolites, of such, in the employee's body in any detectable amount.

END OF POLICY

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Attachments Section 9

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ATTACHMENTS—SECTION 9

ATTACHMENT A

SAFETY-SENSITIVE POSITIONS

Any level of job classification or within the general job classification of the positions listed below are considered safety-sensitive. The listing is subject to revision and may not be all inclusive due to changes in job position titles.

- Coach Operator
- Electronic Technician
- Facilities Maintenance Technicians
- Maintenance Field Administrator
- Field Supervisor
- Instructor (Maintenance, Coach Operations)
- Mechanic
- Automotive Mechanic
- Machinist
- Radio Dispatcher
- Service Worker
- Supervisor, Maintenance
- Section Supervisor/Section Manager:
 - Central Communications
 - Facilities Maintenance
 - Field Operations
 - Bus Operations
 - Instruction
 - Vehicle Maintenance
- Window Dispatcher
- Or any other employee who operates a revenue service vehicle (whether or not the vehicle is in revenue service), dispatch (anyone who controls revenue service vehicles' movement), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, and any other employee who through course of employment is required to hold a Commercial Driver's License (CDL).

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ATTACHMENTS—SECTION 9



ATTACHMENT B

Disclosure of Prescription and Over-the-Counter Drugs

PRESCRIPTION DRUGS-PHYSICIAN SIGNATURE REQUIRED <small>Instructions for Employees in Safety-Sensitive Positions</small>	
<p>Attachment B forms are required by Orange County Transportation Authority (OCTA) for employees in Safety-Sensitive Positions.</p> <p>1. If you are disclosing the use of a new prescription drug, have your doctor complete "Physician" section in full with signature, attach a complete* copy of your prescription label, complete "Employee" section on this form and forward the form and attachment directly to the Benefits Section-Human Resources Department in the confidential envelope provided at each base.</p> <p>2. If you are disclosing a prescription drug renewal, complete "Employee" section of this form, attach a copy of your prescription renewal label, and forward directly to Benefits Section-Human Resources Department in the confidential envelope provided at each base.</p> <p>3. Indicate in "Employee" section whether prescription is new or a refill.</p> <p>* Complete-Includes date of prescription, name of medication, dosage, directions for use, physician's name, and expiration date.</p>	
<u>To Be Completed by Physician</u>	
<p>(includes only those legal drugs which may cause drowsiness or impair employee's ability to safely perform his/her job duties (attached), drugs listed on Schedule I (attached), amphetamines, narcotics, or other habit forming drugs)</p>	
<p>I, _____ am aware of the job duties of _____,</p> <p style="text-align: center;"> Physician's Name Employee's Name </p> <p>who is a _____ at Orange County Transportation Authority. I have</p> <p style="text-align: center;"> Employee's Position/Job Title </p> <p>prescribed for such employee the medication described below on _____.</p> <p style="text-align: right;">Date</p> <p>(Please print the following information legibly):</p> <p>Name of Medication: _____</p> <p>Dosage: _____</p> <p>Duration to be taken: _____</p> <p>I am familiar with the employee's medical history and assigned job duties and have advised the employee that the prescribed substance, legal drug and/or over the counter medication will not adversely affect the employee's ability to safely operate a commercial motor vehicle or machinery or to perform his/her job competently and safely.</p> <p style="text-align: center;"> _____ Physician's Signature _____ Physician's Telephone Number </p> <p style="text-align: center;"> _____ Physician's Printed Name and Address Stamp _____ Date </p>	
<u>To Be Completed By Employee</u>	
<p>I understand that, in accordance with the OCTA Alcohol and Drug Policy, it is my obligation to inform the OCTA Benefits Section-Human Resources Department of any legal drug or prescription medication I intend to take that may cause drowsiness or impair my ability to safely perform my job duties, drugs listed on Schedule I (attached), amphetamines, narcotics, or other habit forming drugs.</p> <p>Additionally, I understand that on-going or periodic use of prescription drugs requires a fully completed and appropriately signed Attachment B form, which must be submitted at any time I start, or renew taking a legal prescription drug. I acknowledge that I will read the labels on all medications that I intend to take and that I will take such medication according to label directions.</p> <p>Please check one: New Prescription <input type="checkbox"/> OR Refill Prescription <input type="checkbox"/></p> <p style="text-align: center;"> _____ Employee's Signature _____ Employee's Work Location and Supervisor </p> <p style="text-align: center;"> _____ Employee's Printed Name _____ Employee's Badge # _____ Date </p>	

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ATTACHMENT B

Disclosure of Prescription and Over-the-Counter

SCHEDULE I

[Code of Federal Regulations]
[Title 21, Volume 9]
[Revised as of April 1, 2013]
[CITE: 21CFR1308.11]

TITLE 21 – FOOD AND DRUGS

CHAPTER II – DRUG ENFORCEMENT ADMINISTRATION, DEPARTMENT OF JUSTICE

PART 1308 -- SCHEDULES OF CONTROLLED SUBSTANCES

Sec. 1308.11 Schedule I.

(a) Schedule I shall consist of the drugs and other substances, by whatever official name, common or usual name, chemical name, or brand name designated, listed in this section. Each drug or substance has been assigned the DEA Controlled Substances Code Number set forth opposite it.

(b) Opiates. Unless specifically excepted or unless listed in another schedule, any of the following opiates, including their isomers, esters, ethers, salts, and salts of isomers, esters and ethers, whenever the existence of such isomers, esters, ethers and salts is possible within the specific chemical designation (for purposes of paragraph (b) (34) only, the term isomer includes the optical and geometric isomers):

(1) Acetyl-alpha-methylfentanyl (N-[1-(1-methyl-2-phenethyl)-4-piperidiny]-N-phenylacetamide)	9815
(2) Acetylmethadol	9601
(3) Allylprodine	9602
(4) Alphacetylmethadol (except levo-alphacetylmethadol also known as levo-alpha-acetylmethadol, levomethadyl acetate, or LAAM)	9603
(5) Alphameprodine	9604
(6) Alphamethadol	9605
(7) Alpha-methylfentanyl (N-[1-(alpha-methyl-beta-phenyl)ethyl-4-piperidyl] propionamide; 1-(1-methyl-2-phenylethyl)-4-(N-propanilido) piperidine)	9814
(8) Alpha-methylthiofentanyl (N-[1-methyl-2-(2-thienyl)ethyl-4-piperidiny]-N-phenylpropanamide)	9832
(9) Benzethidine	9606
(10) Betacetylmethadol	9607
(11) Beta-hydroxyfentanyl (N-[1-(2-hydroxy-2-phenethyl)-4-piperidiny]-N-phenylpropanamide)	9830
(12) Beta-hydroxy-3-methylfentanyl (other name: N-[1-(2-hydroxy-2-phenethyl)-3-methyl-4-piperidiny]-N-phenylpropanamide)	9831
(13) Betameprodine	9608
(14) Betamethadol	9609
(15) Betaprodine	9611

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(16) Clonitazene	9612
(17) Dextromoramide	9613
(18) Diampromide	9615
(19) Diethylthiambutene	9616
(20) Difenoquin	9168
(21) Dimenoxadol	9617
(22) Dimethheptanol	9618
(23) Dimethylthiambutene	9619
(24) Dioxaphetyl butyrate	9621
(25) Dipipanone	9622
(26) Ethylmethylthiambutene	9623
(27) Etonitazene	9624
(28) Etoperidine	9625
(29) Furethidine	9626
(30) Hydroxypethidine	9627
(31) Ketobemidone	9628
(32) Levomoramide	9629
(33) Levophenacymorphan	9631
(34) 3-Methylfentanyl (<i>N</i> -[3-methyl-1-(2-phenylethyl)-4-piperidyl]- <i>N</i> -phenylpropanamide)	9813
(35) 3-methylthiofentanyl (<i>N</i> -[(3-methyl-1-(2-thienyl)ethyl-4-piperidinyl)- <i>N</i> -phenylpropanamide)	9833
(36) Morpheridine	9632
(37) MPPP (1-methyl-4-phenyl-4-propionoxypiperidine)	9661
(38) Noracymethadol	9633
(39) Norlevorphanol	9634
(40) Normethadone	9635
(41) Norpipanone	9636
(42) Para-fluorofentanyl (<i>N</i> -(4-fluorophenyl)- <i>N</i> -[1-(2-phenethyl)-4-piperidinyl] propanamide)	9812
(43) PEPAP (1-(2-phenethyl)-4-phenyl-4-acetoxypiperidine)	9663
(44) Phenadoxone	9637
(45) Phenampromide	9638
(46) Phenomorphan	9647
(47) Phenoperidine	9641
(48) Pirtramide	9642
(49) Proheptazine	9643
(50) Properidine	9644
(51) Propiram	9649
(52) Racemoramide	9645
(53) Thiofentanyl (<i>N</i> -phenyl- <i>N</i> -[1-(2-thienyl)ethyl-4-piperidinyl]-propanamide)	9835
(54) Tilidine	9750
(55) Trimeperidine	9646

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(c) Opium derivatives. Unless specifically excepted or unless listed in another schedule, any of the following opium derivatives, its salts, isomers, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation:

(1) Acetorphine	9319
(2) Acetyldihydrocodeine	9051
(3) Benzylmorphine	9052
(4) Codeine methylbromide	9070
(5) Codeine-N-Oxide	9053
(6) Cyprenorphine	9054
(7) Desomorphine	9055
(8) Dihydromorphine	9145
(9) Drotebanol	9335
(10) Etorphine (except hydrochloride salt)	9056
(11) Heroin	9200
(12) Hydromorphanol	9301
(13) Methyldesorphine	9302
(14) Methyldihydromorphine	9304
(15) Morphine methylbromide	9305
(16) Morphine methylsulfonate	9306
(17) Morphine-N-Oxide	9307
(18) Myrophine	9308
(19) Nicocodeine	9309
(20) Nicomorphine	9312
(21) Normorphine	9313
(22) Pholcodine	9314
(23) Thebacon	9315

(d) Hallucinogenic substances. Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation, which contains any quantity of the following hallucinogenic substances, or which contains any of its salts, isomers, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation (for purposes of this paragraph only, the term "isomer" includes the optical, position and geometric isomers):

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ATTACHMENT B

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(1) Alpha-ethyltryptamine	7249
Some trade or other names: etryptamine; Monase; [alpha]-ethyl-1H-indole-3-ethanamine; 3-(2-aminobutyl) indole; [alpha]-ET; and AET.	
(2) 4-bromo-2,5-dimethoxy-amphetamine	7391
Some trade or other names: 4-bromo-2,5-dimethoxy-[alpha]-methylphenethylamine; 4-bromo-2,5-DMA	
(3) 4-Bromo-2,5-dimethoxyphenethylamine	7392
Some trade or other names: 2-(4-bromo-2,5-dimethoxyphenyl)-1-aminoethane; alpha-desmethyl DOB; 2C-B, Nexus.	
(4) 2,5-dimethoxyamphetamine	7396
Some trade or other names: 2,5-dimethoxy-[alpha]-methylphenethylamine; 2,5-DMA	
(5) 2,5-dimethoxy-4-ethylamphet-amine	7399
Some trade or other names: DOET	
(6) 2,5-dimethoxy-4-(n)-propylthiophenethylamine (other name: 2C-T-7)	7348
(7) 4-methoxyamphetamine	7411
Some trade or other names: 4-methoxy-[alpha]-methylphenethylamine; paramethoxyamphetamine, PMA	
(8) 5-methoxy-3,4-methylenedioxy-amphetamine	7401
(9) 4-methyl-2,5-dimethoxy-amphetamine	7395
Some trade and other names: 4-methyl-2,5-dimethoxy-[alpha]-methylphenethylamine; "DOM"; and "STP"	
(10) 3,4-methylenedioxy amphetamine	7400
(11) 3,4-methylenedioxymethamphetamine (MDMA)	7405
(12) 3,4-methylenedioxy-N-ethylamphetamine (also known as N-ethyl-alpha-methyl-3,4(methylenedioxy)phenethylamine, N-ethyl MDA, MDE, MDEA	7404
(13) N-hydroxy-3,4-methylenedioxyamphetamine (also known as N-hydroxy-alpha-methyl-3,4(methylenedioxy)phenethylamine, and N-hydroxy MDA	7402
(14) 3,4,5-trimethoxy amphetamine	7390
(15) 5-methoxy-N,N-dimethyltryptamine Some trade or other names: 5-methoxy-3-[2-(dimethylamino)ethyl]indole; 5-MeO-DMT	7431
(16) Alpha-methyltryptamine (other name: AMT)	7432
(17) Bufotenine	7433

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Some trade and other names: 3-([beta]-Dimethylaminoethyl)-5-hydroxyindole; 3-(2-dimethylaminoethyl)-5-indolol; N, N-dimethylserotonin; 5-hydroxy-N,N-dimethyltryptamine; mappine	
(18) Diethyltryptamine	7434
Some trade and other names: N,N-Diethyl- <small>Page 6 of 12</small> ET	
(19) Dimethyltryptamine	7435
Some trade or other names: DMT	
(20) 5-methoxy-N,N-diisopropyltryptamine (other name: 5-MeO-DIPT)	7439
(21) Ibogaine	7260
Some trade and other names: 7-Ethyl-6,6[β],7,8,9,10,12,13-octahydro-2-methoxy-6,9-methano-5H-pyrido [1', 2':1,2] azepino [5,4-b] indole; Tabernanthe iboga	
(22) Lysergic acid diethylamide <small>Page 6 of 9</small>	7315
(23) Marijuana	7360
(24) Mescaline	7381
(25) Parahexyl--7374; some trade or other names: 3-Hexyl-1-hydroxy-7, 8, 9, 10-tetrahydro-6, 6, 9-trimethyl-6H-dibenzo[b,d]pyran; Synhexyl.	
(26) Peyote	7415
Meaning all parts of the plant presently classified botanically as <i>Lophophora williamsii</i> <i>Lemaire</i> , whether growing or not, the seeds thereof, any extract from any part of such plant, and every compound, manufacture, salts, derivative, mixture, or preparation of such plant, its seeds or extracts	
(Interprets 21 USC 812(c), Schedule I(c) (12))	
(27) N-ethyl-3-piperidyl benzilate	7482
(28) N-methyl-3-piperidyl benzilate	7484
(29) Psilocybin	7437
(30) Psilocyn	7438
(31) Tetrahydrocannabinols	7370
Meaning tetrahydrocannabinols naturally contained in a plant of the genus <i>Cannabis</i> (cannabis plant), as well as synthetic equivalents of the substances contained in the cannabis plant, or in the resinous extractives of such plant, and/or synthetic substances, derivatives, and their isomers with similar chemical structure and pharmacological activity to those substances contained in the plant, such as the following:	
1 cis or trans tetrahydrocannabinol, and their optical isomers	
6 cis or trans tetrahydrocannabinol, and their optical isomers	
3, 4 cis or trans tetrahydrocannabinol, and its optical isomers	
(Since nomenclature of these substances is not internationally standardized, compounds of these structures, regardless of numerical designation of atomic positions covered.)	
(32) Ethylamine analog of phencyclidine	7455
Some trade or other names: N-ethyl-1-phenylcyclohexylamine, (1-phenylcyclohexyl)ethylamine, N-(1-phenylcyclohexyl)ethylamine, cyclohexamine, PCE	
(33) Pyrrolidine analog of phencyclidine	7458
Some trade or other names: 1-(1-phenylcyclohexyl)-pyrrolidine, PCPy, PHP	
(34) Thiophene analog of phencyclidine	7470

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Some trade or other names: 1-[1-(2-thienyl)-cyclohexyl]-piperidine, 2-thienylanalog of phencyclidine, TCP, TCP	
(35) 1-[1-(2-thienyl)cyclohexyl]pyrrolidine	7473
Some other names: TCPy	
(36) 4-methylmethcathinone (Mephedrone)	1248
(37) 3,4-methylenedioxypyrovalerone (MDPV)	7535
(38) 2-(2,5-Dimethoxy-4-ethylphenyl)ethanamine (2C-E)	7509
(39) 2-(2,5-Dimethoxy-4-methylphenyl)ethanamine (2C-D)	7508
(40) 2-(4-Chloro-2,5-dimethoxyphenyl)ethanamine (2C-C)	7519
(41) 2-(4-Iodo-2,5-dimethoxyphenyl)ethanamine (2C-I)	7518
(42) 2-[4-(Ethylthio)-2,5-dimethoxyphenyl]ethanamine (2C-T-2)	7385
(43) 2-[4-(Isopropylthio)-2,5-dimethoxyphenyl]ethyl (T-4)	7532
(44) 2-(2,5-Dimethoxyphenyl)ethanamine (2C-H)	7517
(45) 2-(2,5-Dimethoxy-4-nitro-phenyl)ethanamine (2C-N)	7521
(46) 2-(2,5-Dimethoxy-4-(n)-propylphenyl)ethanamine (2C-P)	7524
(47) 3,4-Methylenediox-N-methylcathinone (Methylone)	7540

(e) **Depressants.** Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation which contains any quantity of the following substances having a depressant effect on the central nervous system, including its salts, isomers, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation:

(1) gamma-hydroxybutyric acid (some other names include GHB; gamma-hydroxybutyrate; 4-hydroxybutyrate; 4-hydroxybutanoic acid; sodium oxybate; sodium oxybutyrate)	2010
(2) Mecloqualone	2572
(3) Methaqualone	2565

(f) **Stimulants.** Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation which contains any quantity of the following substances having a stimulant effect on the central nervous system, including its salts, isomers, and salts of isomers:

(1) Aminorex (Some other names: aminoxaphen; 2-amino-5-phenyl-2-oxazoline; or 4,5-dihydro-5-phenyl-2-oxazolamine)	1585
(2) N-Benzylpiperazine (some other names: BZP, 1-benzylpiperazine)	7493
(3) Cathinone	1235
Some trade or other names: 2-amino-1-phenyl-1-propanone, alpha-aminopropiophenone, 2-aminopropiophenone, and norephedrone	
(4) Fenethylamine	1503
(5) Methcathinone (Some other names: 2-(methylamino)-propionophenone; alpha-(methylamino)propionophenone; 2-(methylamino)-1-phenylpropan-1-one; alpha-N-methylaminopropiophenone; monomethylpropion; ephedrone; N-methylcathinone; methylcathinone; AL-464; AL-422; AL-463 and UR1432), its salts, optical isomers and salts of optical isomers	1237
(6) (+/-)-cis-4-methylaminorex ((+/-)-cis-4,5-dihydro-4-methyl-5-phenyl-2-oxazolamine)	1590

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DRUG AND ALCOHOL POLICY MANUAL**ATTACHMENTS—SECTION 9**

(7) N-ethylamphetamine	1475
(8) N,N-dimethylamphetamine (also known as N,N-alpha-trimethyl-benzeneethanamine; N,N-alpha-trimethylphenethylamine)	1480

(g) Cannabimimetic agents. Unless specifically exempted or unless listed in another schedule, any material, compound, mixture, or preparation which contains any quantity of the following substances, or which contains their salts, isomers, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation:

(1) 5-(1,1-dimethylheptyl)-2-[(1R,3S)-3-hydroxycyclohexyl]-phenol (CP-47,497)	7297
(2) 5-(1,1-dimethyloctyl)-2-[(1R,3S)-3-hydroxycyclohexyl]-phenol (cannabicyclohexanol or CP-47,497 C8-homolog)	7298
(3) 1-pentyl-3-(1-naphthoyl)indole (JWH-018 and AM678)	7118
(4) 1-butyl-3-(1-naphthoyl)indole (JWH-073)	7173
(5) 1-hexyl-3-(1-naphthoyl)indole (JWH-019)	7019
(6) 1-[2-(4-morpholinyl)ethyl]-3-(1-naphthoyl)indole (JWH-200)	7200
(7) 1-pentyl-3-(2-methoxyphenylacetyl)indole (JWH-250)	6250
(8) 1-pentyl-3-[1-(4-methoxynaphthoyl)]indole (JWH-081)	7081
(9) 1-pentyl-3-(4-methyl-1-naphthoyl)indole (JWH-122)	7122
(10) 1-pentyl-3-(4-chloro-1-naphthoyl)indole (JWH-398)	7398
(11) 1-(5-fluoropentyl)-3-(1-naphthoyl)indole (AM2201)	7201
(12) 1-(5-fluoropentyl)-3-(2-iodobenzoyl)indole (AM694)	7694
(13) 1-pentyl-3-[(4-methoxy)-benzoyl]indole (SR-19 and RCS-4)	7104
(14) 1-cyclohexylethyl-3-(2-methoxyphenylacetyl)indole 7008 (SR-18 and RCS-8)	7008
(15) 1-pentyl-3-(2-chlorophenylacetyl)indole (JWH-203)	7203

(h) Temporary listing of substances subject to emergency scheduling. Any material, compound, mixture or preparation which contains any quantity of the following substances:

- (1) 3,4-methylenedioxy-N-methylcathinone (Other names: methylone)--7540
- (2) 5-(1,1-Dimethyloctyl)-2-[(1R, 3S)-3-hydroxycyclohexyl]-phenol, its optical, positional, and geometric isomers, salts and salts of isomers--7298 (Other names: cannabicyclohexanol and CP-47,497 C8 homologue)
- (3) 1-Butyl-3-(1-naphthoyl)indole, its optical, positional, and geometric isomers, salts and salts of isomers--7173 (Other names: JWH-073)
- (4) 1-[2-(4-Morpholinyl)ethyl]-3-(1-naphthoyl)indole, its optical, positional, and geometric isomers, salts and salts of isomers--7200 (Other names: JWH-200)
- (5) 1-Pentyl-3-(1-naphthoyl)indole, its optical, positional, and geometric isomers, salts and salts of isomers--7118 (Other names: JWH-018 and AM678)
- (6) 4-methyl-N-methylcathinone--1248 (Other names: mephedrone)
- (7) 3,4-methylenedioxy-N-methylcathinone-- Page 9 of 10 r names: methylone)

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ATTACHMENTS—SECTION 9

(8) 3,4-methylenedioxypropylvalerone--7535 (Other names: MDPV)

(9) (1-pentyl-1H-indol-3-yl)(2,2,3,3-tetramethylcyclopropyl)methanone, its optical, positional, and geometric isomers, salts and salts of isomers--7144 (Other names: UR-144, 1-pentyl-3-(2,2,3,3-tetramethylcyclopropyl)indole)

(10) [1-(5-fluoro-pentyl)-1H-indol-3-yl](2,2,3,3-tetramethylcyclopropyl)methanone, its optical, positional, and geometric isomers, salts and salts of isomers--7011 (Other names: 5-fluoro-UR-144, 5-F-UR-144, MLR11, 1-(5-fluoro-pentyl)-3-(2,2,3,3-tetramethylcyclopropyl)indole)

(11) N-(1-adamantyl)-1-pentyl-1H-indazole-3-carboxamide, its optical, positional, and geometric isomers, salts and salts of isomers--7048 (Other names: APINACA, AKB48)

[39 FR 22141, June 20, 1974]

Editorial Note:

For Federal Register citations affecting 1308.11, see the List of CFR Sections Affected, which appears in the Finding Aids section of the printed volume and at www.fdsys.gov.

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT B

Disclosure of Prescription and Over-the-Counter Drugs

SUMMARY OF SAFETY SENSITIVE JOB DUTIES

Central Communications-

Under general supervision, provides management by monitoring and coordinating the delivery of a 24/7 fixed route bus service through two-way radio communications with bus drivers, ensures safe, reliable, courteous service. Provides customer service to both internal and external customers.

Coach Operator-

Responsible for safely operating all types of agency motor coaches/ buses and on-board equipment to transport passengers over specified routes. Position requires a commercial driver's license with passenger endorsement.

Field Supervisor-

Under general supervision and with the support of Central Communications, physically manages the 24/7 bus system to ensure safe, reliable, courteous service. Provides customer service to both internal and external customers. Position requires a commercial driver's license with passenger endorsement.

Line Supervisor -

Under general direction, supervises maintenance employees in the repair, maintenance, cleaning, servicing, and/or revenue transferring for the agency's fleet of buses and other vehicles.

Mechanic-

Under supervision, diagnoses and makes mechanical repairs to buses and other automotive equipment. Position requires a commercial driver's license with passenger endorsement.

Service Worker-

Under direct supervision, performs vehicle movement, servicing, fueling, refilling consumables, repairs and cleaning. Position requires a commercial driver's license with passenger endorsement.

Window Dispatcher-

Under general supervision, provides management by monitoring and coordinating the delivery of a 24/7 fixed route bus service from the base, ensuring safe, reliable, courteous service. Provides customer service to both internal and external customers.

Facilities Technician-

Under the general supervision is responsible for mechanical and preventive maintenance of agency buildings, facilities, and compressed gas facilities.

Instructor (Bus Operations & Maintenance)

Bus Operations

Under minimal supervision, conducts classroom and on-the-job training for Coach Operators with a focus on customer service, safety, courtesy, and reliability. Designs, develops, and implements training programs that meet regulatory and agency guidelines. Evaluates student performance and administers discipline.

Maintenance

Under general supervision, researches, designs, coordinates, and presents training classes, which include maintenance of vehicles, use of tools and equipment, and Maintenance Certification Training. Provides consultation on technical vehicle issues.

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT B

Disclosure of Prescription and Over-the-Counter Drugs

SUMMARY OF SAFETY SENSITIVE JOB DUTIES

Other-

Any employee who operates a revenue service vehicle (whether or not the vehicle is in revenue service), dispatch (anyone who controls revenue service vehicles' movement), maintenance of a revenue service vehicle or equipment used in revenue serve, security personnel who carry firearms, and any other employee who through course of employment is required to hold a Commercial Driver's License (COL).

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT C

DRUG AND ALCOHOL BEHAVIORIAL CONTRACT

I understand that I will be allowed to continue my employment with Orange County Transportation Authority if I will participate in and submit continuing documentation on a monthly basis of my participation in an Authority approved substance abuse treatment program. Additionally, upon successful completion of said program, I will provide the necessary documentation of such.

I agree not to use illegal drugs, including marijuana and alcohol, in accordance with the Authority's Alcohol/Drug Policy.

I understand that in order to return to my employment, I must submit to additional alcohol/drug test(s) and that such test(s) demonstrate there is no trace of alcohol or a drug or metabolite of any drug in my system.

I also understand that during the sixty (60) months following my return to work I may be tested without prior notice and if there is any trace of drug or metabolites and/or alcohol in my system, my employment with Orange County Transportation Authority will be terminated. Additionally, I understand that refusal to submit to such a test will result in the termination of my employment.

I understand and agree to all the above conditions. I also understand and agree that failure to meet all terms and conditions of this commitment will result in the termination of my employment, with no Hearing Before Discharge and no right of appeal through the grievance procedure.

Employee Signature

Date

Union Representative Signature

Date

Base Manager Signature

Date

Labor and Employee Relations Representative
Signature

Date

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT D

DRUG –FREE WORKPLACE ACT CERTIFICATION FOR A PUBLIC OR PRIVATE ENTITY

Orange County Transportation Authority (OCTA or Authority) has a vital interest in providing its employees with safe and healthful working conditions and providing its riders and the public with high quality public transportation that is effective, safe and efficient. Therefore, OCTA is committed to establishing and maintaining a work environment free from the influence of drug and alcohol.

The Orange County Transportation Authority certifies that it will strive to provide a drug-free workplace through the following steps:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in OCTA's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an on-going drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) OCTA's policy of maintaining a drug-free workplace;
 - (c) Potential dangers associated with the use of prescription (Rx) and over-the-counter (OTC) medications;
 - (d) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (e) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Requiring that each employee, including those engaged in the performance of a grant or cooperative agreement, be given a copy of the statement required by paragraph one (1) above.
4. Notifying employees, in the statement required by paragraph one (1), that as a condition of employment under any grant or cooperative agreement the employees will:
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT D

DRUG-FREE WORKPLACE ACT CERTIFICATION FOR A PUBLIC OR PRIVATE ENTITY

5. Notifying the Federal agency in writing within ten (10) calendar days after receiving notice from an employee under subparagraph four (4) (b) above or receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant or cooperative agreement.
6. Taking one of the following actions within thirty (30) calendar days of receiving notice under subparagraph four (4) (b) above, with respect to any employee who is so convicted:
 - (a) Take appropriate personnel action against such an employee, up to and including employment termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs one (1) through six (6) above.

OCTA's headquarters is located at the following address. Addresses of other OCTA workplace sites maintained by OCTA are either attached or available upon request.

Orange County Transportation Authority
550 South Main Street
PO BOX 14184
Orange, CA 92863-1584



Darrell Johnson
Chief Executive Officer
Orange County Transportation Authority

2-18-15

Date

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT E

DRUG AND ALCOHOL POLICY MANUAL TEST REASONS AND REQUIREMENTS TABLE

Test Reason	Drug Test Requirement	Alcohol Test Requirement
Bi-Annual Physical	OCTA	OCTA
Behavioral Contract	OCTA	OCTA
DMV Certification/Re-Certification	OCTA	OCTA
Fit for Duty	OCTA	OCTA
Follow-Up Test	DOT	DOT
Post Accident resulting in a fatality	DOT	DOT
Post Accident resulting in injury treatment away from scene	DOT	DOT
Post Accident resulting in any vehicle towed	DOT	DOT
Post Accident (none of the above or non-revenue service vehicle)	OCTA	OCTA
Pre-Employment/Post Offer (Safety-Sensitive)	DOT	OCTA
Probable Cause (Non-Safety Sensitive)	OCTA	OCTA
Random	DOT	DOT
Reasonable Suspicion (Safety-Sensitive)	DOT	DOT
Return to Duty	DOT	DOT
All of the above tests and reasons for testing are described in Section 5 of the Drug and Alcohol Policy Manual.		

DRUG AND ALCOHOL POLICY MANUAL

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ATTACHMENT F

CONTACT PERSONS

For more information or questions about the OCTA Drug and Alcohol Policy Manual or testing program, please contact a staff member in the Human Resources Department at the telephone numbers listed below. Each of these Contact Persons are located at the OCTA Administrative Offices: 600 South Main Street; PO Box 14184; Orange, CA 92863-1584.

- Drug and Alcohol Program Manager/
Designated Employer Representative (714) 560-5507
- Designated Employer Representative (714) 560-5827

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT G

ACKNOWLEDGEMENT OF RECEIPT OF OCTA DRUG AND ALCOHOL POLICY MANUAL

I, the undersigned, have received a copy of the Orange County Transportation Authority (OCTA or Authority) Drug and Alcohol Policy Manual, which complies with the Federal Transit Administration (FTA) and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655 as amended. I understand that nothing in this publication is intended to supplement, alter or serve as an official interpretation of 49 CFR Part 40 or DOT agency regulations.

I understand and acknowledge that compliance with this Policy is a condition of my employment and that if I violate any provision of this Policy I will be subject to disciplinary action, which may include termination of employment. Further, I understand that it is my responsibility to read, understand and comply with the Drug and Alcohol Policy Manual.

Employee Name (Print)

Employee Badge #

Employee Signature

Date

DRUG AND ALCOHOL POLICY MANUAL

ATTACHMENTS—SECTION 9

ATTACHMENT H

APPROVAL OF POLICY BY BOARD OF DIRECTORS



AFFILIATED AGENCIES

Orange County
Transit District

Local Transportation
Authority

Service Authority for
Freeway Emergencies

Consolidated Transportation
Service Agency

Congestion Management
Agency

Service Authority for
Abandoned Vehicles

APPROVAL OF POLICY BY BOARD OF DIRECTORS

MINUTE EXCERPT

The following is an excerpt from the Minutes of the Orange County Transportation Authority Board of Directors meeting held on February 9, 2015.

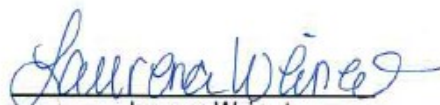
6. Drug and Alcohol Policy Manual

A motion was made by Director Murray, seconded by Director Spitzer, and declared passed by those present, to:

- A. Approve the Orange County Transportation Authority's Drug and Alcohol Policy Manual.
- B. Authorize the Chief Executive Officer to certify the Orange County Transportation Authority's Drug-Free Workplace Act Statement.

Director Nelson was not present to vote on this item.

The foregoing excerpt will be presented to the Board of Directors on February 23, 2015, as part of the completed minutes of the February 9, 2015, OCTA Board of Directors' meeting.


Laurena Weinert
Clerk of the Board

Dated: February 11, 2015



2015 Revision