



# Statement of Work

Health Examinations and In-Clinic DOT/Non-DOT Drug Screening

***Project Number: 126DA005***

**June 4, 2026**

# Statement of Work

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## Executive Summary

Provide pre-employment and recertification Department of Transportation (DOT) examinations, Law Enforcement Physicals, return-to-work/fitness for duty examinations, in-clinic DOT/NON-DOT drug and screening, and physical ability assessments for RTD on an as-needed basis.

## Project Description

### Scope of the Project

This project requires the provision of comprehensive occupational health and screening services for DOT physicals, police exams, RTW/FFD exams, drug screens, and vision and hearing tests. The Contractor must manage these requirements through a HIPAA-compliant scheduling and reporting system, ensuring all clinical assessments meet FMCSA and municipal law enforcement standards. Success depends on the Contractor's ability to process a high volume of medical exams and deliver same-day results through online portal, including Custody and Control Forms (CFFs).

### Location

Services should be available in the District's following service areas:

- Boulder
- Broomfield
- Denver
- Jefferson
- Adams
- Arapahoe
- Douglas
- Weld

For pre-hire requirements, testing locations are needed nationally.

### Period of Performance

The contract period will be for five (5) years from the date of the Notice to Proceed.

## Roles and Responsibilities

### RTD Responsibilities

RTD's contributions are centered on providing the necessary testing materials, collaboration on specialized assessments, and administrative oversight:

- **Materials & Supplies:** RTD provides Federal and non-Federal paper Custody and Control Forms (CCF), along with rapid testing cups where applicable.
- **Clinical Collaboration:** RTD works in collaboration with the Contractor to design and establish Physical Ability Assessments (PAA).
- **Authorization:** RTD provides authorizations for services, which can be given verbally by escorting supervisory staff or the Drug and Alcohol Program Manager.
- **Medical Review:** RTD maintains a separate contract with a Medical Review Officer (MRO) to whom results are reported.

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- **Oversight & Audits:** RTD reserves the right to audit the Contractor and requires that any identified deficiencies be remedied. RTD will audit the collection sites utilized for drug screening annually.
- **Requirement Flexibility:** RTD maintains the right to add new assessments or change the requirements of existing Physical Ability Assessments as needed.

## Contractor Responsibilities

The Contractor is responsible for "everything else" regarding the professional delivery of medical services, including:

- **Facilities & Equipment:** Maintaining at least three full-service metro Denver locations (including X-ray) and a national network for pre-hire testing.
- **Staffing & Certification:** Ensuring all physicians are on the National Registry of Certified Medical Examiners and all collectors are DOT-qualified.
- **Logistics:** Arranging and paying for courier services and overnight transportation of all specimens to the testing laboratory.
- **Training:** Providing an outline and frequency of staff training to RTD at least annually.
- **Regulatory Compliance:** Ensuring all services meet 49 CFR Parts 40, 219, 391, and 655 standards.
- **Subcontracting Limits:** The Prime vendor must perform at least 75% of the work, as subcontracting is limited to 25% of the scope.

## Factors Affecting Performance & Schedule

Contractors need to be aware of these strict timelines which, if missed, could hinder their ability to meet the contract terms:

- **Initial Setup:** Physical Ability Assessments must be fully in place and ready to perform within 10 days of the contract award.
- **Appointment Capacity:** The Contractor must be able to see 20 patients within 24 hours and 30 patients within 48 hours.
- **Reporting Speed:** Results for all exams, including Custody and Control Forms (CCFs), must be made available through an online portal on the same day of service.
- **Error Correction:** Procedural errors must be corrected within 7 days. Note that repeated errors of the same nature can result in non-payment.

# Project Requirements

## Business Requirements

Business Requirement ID	Business Requirement Name	Description
REQ-1	Testing Location	Available to see patients between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday not including holidays. One location must have weekend availability. (This does include drug screening)
REQ-2	Testing Location	Have three or more locations around the metro Denver area, with full services and equipment, available at each facility.
REQ-3	Testing Location	Keep a sanitary, orderly office and reception area where normal medical standards and practices are followed. Vendor is required to maintain authorizations for each physical.

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Business Requirement ID	Business Requirement Name	Description
REQ-4	Testing Location	Both the office hours and telephone number for each collection site will be included on the collection site listing.
REQ-5	Testing Location	Collection sites must meet the Department of Transportation Guidelines, published in "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" (49 CFR PART 40, as amended).
REQ-6	Testing Location	Locations must have adequate measures in place to protect the privacy of the employee and the integrity of the drug screening process .
REQ-7	Testing Location	<p>Services should be available in the District's following service areas:</p> <ul style="list-style-type: none"> <li>• Boulder</li> <li>• Broomfield</li> <li>• Denver</li> <li>• Jefferson</li> <li>• Adams</li> <li>• Arapahoe</li> <li>• Douglas</li> <li>• Weld</li> </ul> <p>For pre-hire requirements, testing locations are needed nationally.</p>
REQ-8	Testing Location	Vendor must not subcontract more than 25% of the scope of work requirements
REQ-9	Site Personnel	Physicians performing medical examinations for CDL holders must be listed on the National Registry of Certified Medical Examiners, regulation 49CFR Part 391.42 and 391.43.
REQ-10	Site Personnel	Must provide DOT-qualified urine collectors ahead of the award of the contract.
REQ-11	Site Personnel	Staff shall be trained to prepare the collection site, collect specimens, examine specimens for tampering or adulteration, observe collections, split the specimens and properly label and preserve chain of custody of specimens according to 49 CFR PART 40, PART 655, and part 219. Split Specimen procedures will be utilized at all collection sites. Contractor must provide outline of training and frequency of training plan no less than annually to RTD.
REQ-12	Site Personnel	Priority given to RTD employees at 4 locations to reduce waiting time.
REQ-13	Site Personnel	Will not require RTD employees to sign, consent, or otherwise confirm in writing any information other than what is required of them beyond limits set by 49 CFR Part 40, as amended. Verbal instructions will serve as an authorization if given by escorting RTD supervisory staff or via phone by the Drug and Alcohol Program Manager.
REQ-14	Site Personnel	Arrange for overnight transportation for all specimens to the appropriate testing laboratory. Courier service shall be provided at the contractor's expense.
REQ-15	Site Personnel	Provide in writing to RTD Drug and Alcohol Program Manager proof of corrective steps and error-correction training for fatal flaws, as required by federal regulations.
REQ-16	Site Personnel	Must correct procedural errors within 7 days of the original error.

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Business Requirement ID	Business Requirement Name	Description
REQ-17	Billing Requirements	Invoices must be submitted as detailed in the Contract. Two invoice copies are to be submitted for all services performed during the preceding month. <u>No more than one monthly invoice is to be submitted.</u>
REQ-18	Billing Requirements	Electronic billing availability Invoices are itemized in the following categories 1. RTD - Drug & Alcohol 2. RTD - Labor Relations 3. RTD - Recruitment
REQ-19	Billing Requirements	Invoices should be alphabetical by last name of RTD personnel.
REQ-20	Billing Requirements	Two (2) copies of the invoice must be sent to RTD via USPS.
REQ-21	Billing Requirements	Electronic billing availability in order to format and sort into an excel spreadsheet, sent to the email addresses provided by RTD.  <ul style="list-style-type: none"> <li>- <a href="mailto:RTD.TA@RTD-denver.com">RTD.TA@RTD-denver.com</a></li> <li>- <a href="mailto:AbsenceAdmins@RTD-denver.com">AbsenceAdmins@RTD-denver.com</a></li> <li>- <a href="mailto:AP.Department@RTD-Denver.com">AP.Department@RTD-Denver.com</a></li> <li>- <a href="mailto:dap@rtd-denver.com">dap@rtd-denver.com</a></li> </ul>
REQ-22	Examinations	Provide pre-employment, return-to-work/fitness for duty examinations, Law Enforcement Officer physical exams, recertification Department of Transportation (DOT) examinations, and physical ability assessments for RTD on an as-needed basis.
REQ-23	Examinations	DOT Certifications and re-certifications must conform to 49CFR part 391.41.
REQ-24	Examinations	All exams must be done with a full understanding of the patient's position conducting a more extensive examination/evaluation when a medical condition may impact the employee's ability to maintain a Medical Examiners Certificate, POST compliance, or may impact the employee's ability to perform their job safely.
REQ-25	Examinations	Arrange appointments within 24 hours for up to 20 patients and within 48 hours for up to 30 patients at. Test results must be available on the same day to RTD requestor for all exams.
REQ-26	Examinations	Ability to perform 30 Physical Ability Assessments within 10 days of contract award. Physical Ability Assessments will be designed and created in collaboration with RTD. RTD has the right to add an assessment or change the requirements of a Physical Ability Assessment. The assessment will be conducted in tandem with the pre-employment physical and may also be requested by RTD in conjunction with any other physical examination.
REQ-27	Types of Examinations	<b>Pre-Employment DOT physical examination</b> – The physician or clinic must make the results available in the electronic database. Any high-risk information will be communicated to the RTD Talent Acquisition team via phone call or email.
REQ-28	Types of Examinations	<b>DOT Certification/Recertification examination</b> – Hands-on physical with clothes removed, except underwear. No back x-rays. Physician to contact the RTD Leave Administrators via email or phone call

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Business Requirement ID	Business Requirement Name	Description
		immediately after the physical with results of "not passing" or if the employee receives a Medical Examiners Certificate that expires in less than 1-year.
REQ-29	Types of Examinations	<b>Return-to-Work/Fitness for Duty physical examination</b> – The return-to-work examination is a second opinion on readiness to return-to-work. The examination needs to be a hands-on exam, by a physician, of the affected body part(s). The physician must be a Certified Medical Examiner, if necessary, and should be familiar with the job duties of the employee at the time of the exam. Referrals are made back to the releasing primary physician only; no outside referrals unless pre-authorized by the RTD Leave Administrator(s). The physician is to call or email the RTD Leave Administrator(s) immediately after the physical exam with results of "not passing". The fitness for duty examination has the same requirements as the return-to-work examination but the employee may still be on the job.
REQ-30	Types of Examinations	<b>Law Enforcement Officer Physicals</b> - This examination ensures the candidate or employee meets all state and departmental LEO medical standards for active duty. The process requires a comprehensive hands-on exam by a physician familiar with the essential functions and physical rigors of police work. Before a final fitness determination is made, the examiner must receive and review the psychological exam results provided by the RTD's designated psychological services vendor. The physician is to notify the RTD Leave Administrator(s) or designated HR contact immediately via call or email if an officer is determined "not fit for duty."
REQ-31	Types of Examinations	<b>Physical Ability Assessment</b> – The physical ability assessment is a series of physical tests that are designed to ascertain the prospect's ability to perform the essential functions of the job. In collaboration with RTD design and establish assessments defined by RTD using appropriate occupation therapy. RTD may request assessments for additional job descriptions during the course of the contract as required. The assessment will be conducted in tandem with the pre-employment physical and may also be requested by RTD in conjunction with any other physical examination. The ability to perform the assessments on employees must be complete and in-place within 10 days of contract award. Positions currently requiring assessments are as follows: Body Shop Technician Bus Operator Bus Service Person CR Train Engineer Custodian Electronic Technician - Revenue Systems Electronic Technician – IT FM Mechanic General Repair Mechanic LRV Electro Mechanic

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Business Requirement ID	Business Requirement Name	Description
		LRV Parts Clerk LRV Train Operator Rail Laborer Sign Maintainer Signal Power Maintainer Support Vehicle Mechanic Track Maintainer Treasury Clerk Unit Shop Technician
REQ-32	In-Clinic DOT/Non-Dot Drug Screening	Provide in-clinic drug screening services. These services must comply with the Department of Transportation regulations 49 CFR PART 40, as amended, the Federal Transit Administration 49 CFR PART 655, Federal Railroad Administration 49 CFR 219, as well as support the RTD Drug and Alcohol Testing Policy.
REQ-33	In-Clinic DOT/Non-Dot Drug Screening	<b>SPECIFICATIONS:</b> <ul style="list-style-type: none"> <li>A. RTD will provide Federal and non-Federal paper Custody and Control Forms (CCF), as well as rapid testing cups (if applicable).</li> <li>B. Provide expert testimony as needed.</li> <li>C. Medical Review Officer (MRO) and Employer Copy of the CCF should be transmitted securely within 24 hours.</li> <li>D. Subject to RTD audits; deficiencies must be remedied as required by RTD Drug and Alcohol Program Manager.</li> </ul>
REQ-34	In-Clinic DOT/Non-Dot Drug Screening	<b>REQUIRED TESTS:</b> <ul style="list-style-type: none"> <li>A. Pre-employment</li> <li>B. Return-to-duty</li> </ul>
REQ-35	In-Clinic DOT/Non-Dot Drug Screening	<b>DRUG TESTING</b> <ul style="list-style-type: none"> <li>A. Testing for additional drugs may be requested and must be collected with Non-DOT Custody and Control Form.</li> <li>B. Results will be reported to Medical Review Officer that is in contract with RTD at the time.</li> <li>C. All Non-DOT testing will mirror procedures used for DOT testing. Testing under RTD authority must be performed on non-Federal forms.</li> <li>D. All DOT testing must be in accordance with 49 CFR Part 40, as amended</li> </ul>
REQ-36	In-Clinic DOT/Non-Dot Drug Screening	<b>Shy Bladder/Shy Lung Exams</b> If an employee is unable to provide a sufficient urine specimen or an adequate breath sample during a drug or alcohol test, the employee shall be referred for a medical evaluation conducted by a licensed physician. The purpose of this evaluation is



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Business Requirement ID	Business Requirement Name	Description
		to determine whether a legitimate medical condition prevented the employee from providing the required specimen or breath sample. All actions, documentation, and notifications associated with insufficient specimen or insufficient breath events shall be performed in full compliance with the requirements of 49 CFR Part 40.
<b>REQ-37</b>	In-Clinic DOT/Non-Dot Drug Screening	<b>Documentation and Procedural Requirements:</b> <ol style="list-style-type: none"> <li>All paperwork must be legible and complete before sending documentation to the RTD and the Medical Review Officer (MRO).</li> <li>Must correct procedural errors within 7 days of the original error. Any subsequent error of the same nature will require omission of payment for testing rendered by RTD, even if the error does not affect the outcome of the test.</li> <li>Error correction training must be completed within 30 days of the error; proof of training must be sent to RTD.</li> </ol>
<b>REQ-38</b>	In-Clinic DOT/Non-Dot Drug Screening	<b>Drug and Alcohol Test Invoice Requirements</b> <ol style="list-style-type: none"> <li>One monthly drug screening invoice will be submitted separately from other services no later than 5<sup>th</sup> of each month confidentially to the RTD Drug and Alcohol Program Manager.</li> <li>One monthly drug screening invoice will be submitted to RTD AP Department. This payment invoice must contain non-descriptive summary to protect confidentiality of donors. Detailed bill must not be sent to RTD AP department, only non-descriptive summary.</li> </ol>

## Support and Maintenance Requirements

The Contractor shall provide ongoing technical and administrative support for all services, including maintaining a secure, HIPAA-compliant online portal for scheduling and result retrieval.

## Security Requirements

The Contractor must maintain rigorous data security protocols to protect all Protected Health Information (PHI) and Personally Identifiable Information (PII), in addition to meeting all legal requirements under HIPAA.

## Legal Compliance Requirements

The Contractor shall ensure all services are conducted in full compliance with all applicable federal and state regulations, including but not limited to:

- **Drug & Alcohol Testing:** Must follow **49 CFR Part 40** (Procedures for Transportation Workplace Drug and Alcohol Testing Programs) and all applicable DOT agency-specific regulations regarding collections, reporting, and confidentiality.
- **Medical Examinations:** DOT physicals must comply with 49 CFR Part 391 and FMCSA standards.

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- **Railroad Standards:** Hearing and vision screenings must adhere to FRA standards under 49 CFR Part 227 (Hearing) and 49 CFR Part 240 (Vision).
- **Law Enforcement:** Police exams must satisfy all Colorado POST medical and psychological standards and applicable state statutes.
- **General Compliance:** The Contractor must maintain rigorous data security and privacy protocols in addition to meeting all legal requirements under HIPAA.