**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is between Sauk County (and administered by the Justice, Diversion, and Support (JDS) programs), 505 Broadway St., Baraboo, WI 53913 and Options Labs (contractor), 4000 W. Spencer Street, Appleton, WI 54914.

 The MOU will be effective 01/01/2023 through 12/31/2023. Annual review and renewal by both parties should occur at least 30 days prior to the expiration.

Options Lab agrees to:

* Maintain and operate a co-located collection site for all specimen collections, operate the co-located collection site in County-provided space from 8 am to 10 am, seven (7) days a week, unless there are no clients scheduled.
* Will provide an e-mail to Programs Manager and staff, no later than the next business day, if a client attempts to use a device, adulterate a sample, or substitute a sample.
* Will provide each client with an orientation session which includes the necessary information regarding the alcohol and drug testing process.
* Will have staff conduct breath tests on each client prior to observing the drug screen.
* Staff the office with personnel that are vetted via a criminal background check and drug test, trained how to collect various specimens, are provided instruction regarding the confidentiality of all information and fraternization.
* Supplies and Transportation: The contractor shall provide all necessary sample collection and transportation supplies and courier pick-up within 24 hours of notification for specimens collected.
* Laboratory Testing: The contractor shall operate a certified laboratory, conduct a laboratory immunoassay screen on all samples, all positive immunoassay screens must be run a second time with a new aliquot of the specimen prior to reporting the positive specimen, report the screen results by the completion of the next business day following specimen collection, conduct confirmation via GC/MS or LC-MS/MS as requested, retain negative specimens for five (5) business days, store non-negative samples in a secure, frozen storage for thirty (30) days, and conduct specimen validity testing via creatinine testing on all samples and specific gravity, PH, and oxidants.
* Electronic Chain of Custody: The IMS shall generate a legally defensible electronic chain of custody that fully integrates donor demographic data and tracks the specimen during all phases of the testing.
* Results Reporting: The contractor shall report all test results and related information via the IMS more specifically, reports test results for urine and oral fluid on the next business day of when the test was received at the lab. Test results for hair should be reported within five business days, segment results and test date by servicing case coordinator, conduct data analysis on specimen results to discern new use from residual use, assist with results interpretation, and provide consultation and results interpretation in-person and/or via teleconference on an as needed basis.
* Information Reporting: The IMS shall provide the program analytics that assist the programs in data analysis and reporting generating functions.
* Primary Contact: Contractor will designate a primary contact.
* Expert Testimony: Provider shall provide legal affidavits and/or expert testimony upon request. The programs will work with the contractor to provide as much advance notice as possible.
* Training and Orientation Sessions: Contractor will conduct training and orientation sessions for the judges, attorneys, and court staff regarding alcohol and drug testing process.
* Monthly Account Summary: The contractor will provide an invoice within ten (10) days following the completion of the month.
* The cost of urinalysis or any other testing will first be billed to insurance companies, if the insurance company will not cover the cost, it will then be billed to Sauk County Justice, Diversion, and Support.
* Bill only for the agreed amount (Per Request for Proposal):
* 10 panel + EtG Drug Screen and Breath Alcohol Test - $25.00 per test
* 5 panel Drug Screen - $20.00
* Comprehensive Panel Drug Test - $50.00
* Medium Panel - $35.00
* LC/MS/MS Confirmation Test (per drug/drug class- $35.00
* 5 Panel + EtG Oral Fluid Drug Screen - $35.00
* 9 Panel + Expanded Opiates Oral Fluid - $45.00
* 10 Panel Hair Follicle Test - $185.00
* Sweat Patch Test - $63.00
* Reconnect Randomization Program (per client/per month) - $7.50

Sauk County (program staff) agrees to:

* County is responsible for each participant signing Release of Information forms.
* Pay invoices within 45 days of receiving them.
* Collaborate with a contracted medical professional/s to provide oversight to sign off on testing for the purpose of billing insurance.

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Brent Miller, Sauk County Administrator Bryan Wagner, Vice President

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Date Date

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Jessica Mijal, Human Services Director

Date