

Washington Metropolitan Area Transit Authority  
**Board Action/Information Summary**

<input checked="" type="radio"/> Action <input type="radio"/> Information	MEAD Number: 101146	Resolution: <input type="radio"/> Yes <input checked="" type="radio"/> No
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**TITLE:**

Pre-Employment Physicals

**PURPOSE:**

Request Board approval to initiate and award a competitively negotiated procurement to provide pre-employment medicals and random drug/alcohol screenings for Metro in support of increased recruitment and hiring. The contracts will be for a one-year base with two one-year options, totaling three years. The funding for FY 2012 in addition to subsequent years is subject to Board approval of the fiscal budget.

**DESCRIPTION:**

In support of ongoing and newly expanded Bus and Capital position recruitment efforts along with a National Transportation Safety Board recommendation for re-certifications for Metro Train Operators, and Station Managers, the volume of pre-employment medicals and random drug/alcohol screenings have made it necessary to supplement the current WMATA medical staff and ongoing processes with external pre-employment medical screening support. In addition, this request is being made in anticipation of adding the Elevator and Escalator mechanics to the safety sensitive random testing pool. The temporary support will ensure the continued timely turnaround for required Department of Transportation pre-employment screenings. When filling safety-sensitive positions, the Federal Transportation Administration requires random drug and alcohol screening for applicable employees, and job-related medical incident assessments. This is in keeping with our organizational goal of Delivering Quality Service. Also, Metro's main objective as it relates to overall organization-wide goals is that safety is the priority. This action significantly contributes to this goal and makes Metro and overall better company for both the riding public and its employees.

The services needed include:

- DOT Certified Pre-employment Physicals
- DOT Certified Drug and Alcohol pre-employment screenings

The supplemental support will assist in maintaining the mandated levels of medical screenings required by DOT, while allowing operational departments to quickly on-board their new hires within required timeframes.

**FUNDING IMPACT:**

Budget:	Operating Budget, Fiscal 2012
Project/Account:	Pre-Employment/50303140
Project Manager:	Lisa Cooper-Lucas
Project Department/Office:	DGMA/HR/MED
This Action:	<p>\$240,000 (Base year)                  \$247,200 Option year 1                  \$254,616 Option Year 2                  Total for three years - \$741,816</p> <p>The funding for FY 2012 in addition to subsequent years is subject to Board approval of the fiscal budget.</p>
Remarks:	Annual Expense: Estimated additional non_personnel expense to be added to the budget. <b>NONE</b>

	FY2012	FY2013	FY2014
Budget:	\$372,703	\$383,160	\$394,654
This Action:	240,000	247,200	254,616
Prior Approval:	0	0	0
Remaining Budget:	\$132,703	\$135,960	\$140,038

**RECOMMENDATION:**

Approval to initiate and award a competitively negotiated procurement to provide pre-employment medicals and random drug/alcohol screenings for the Authority. The contracts will be for a one-year base with two one-year options a total of three years.