

Standing up a K-12 testing capability: Vendor Checklist

Key questions school administrators should ask when evaluating testing vendor proposals

For all questions - If yes - ask:

- *How is the service priced? (e.g., included in quoted fee?, additional variable fee per test/batch/week?, additional fixed fee)*
- *If additional fees required - is it a pass through cost? Marked up cost?*

I. Test Basics		Answer
1	What type(s) of test does the vendor provide? (e.g., PCR, Antigen, both)?	
2	Does the vendor offer test pooling?	
3	If the vendor offers pooling, does vendor offer reflex/deconvolution testing?	
4	If the vendor offer reflex/deconvolution testing, what technology is used?	
	- What technology used?	
	- Where is test done?	
	- What is the time to result?	
5	What is the sample collection process (e.g., saliva, AN - front of nose, NP - back of nose)?	
6	What is the reported sensitivity of the tests offered?	
7	What is the reported specificity of the tests offered?	

II. Testing and Related Materials		Answer
8	Does the vendor provide ready-to-use test kits?	
9	Does the vendor charge for kits ordered or kits processed?	
10	Does the vendor support inventory management (e.g., auto-restocking, inventory tracking)?	
11	Does the vendor provide swabs?	
12	Does the vendor provide saliva sample tubes?	
13	Does the vendor provide PPE (e.g., masks, gowns, gloves) for test takers?	
14	Does the vendor provide PPE (e.g., masks, gowns, gloves) for staff?	
15	Does the vendor provide sanitation materials (e.g., hand sanitizer, disinfectant spray)?	
16	Does the vendor provide shipping materials (e.g., packages, envelopes, shipping tape)?	
17	Does the vendor provide test kit storage materials and equipment that is applicable to the given season and local weather conditions?	
18	Is biohazard waste generated and if so, does the vendor manage waste disposal?	
19	What IT hardware does the vendor provide?	
	-Laptop(s)	
	-Harddrive(s)	

	-Wifi Modem / Router / Extender	
	-Barcode Printer	
	-Barcode Scanners	
	-Other	
20	Does the vendor provide on-site testing or testing at a remote location (e.g., on campus or elsewhere)?	
21	Does the vendor provide other site setup materials (e.g., popup tents, signs, tables, chairs, traffic cones)?	

III. Personnel / Workforce		<i>Answer</i>
22	Does the vendor provide a testing program coordinator / leader?	
23	Does the vendor provide onsite trained staff (e.g., nurses, clinicians) to support sample collection (e.g., swabbing) and results analysis / follow-ups?	
24	Does the vendor provide training for the school's identified testing coordinator?	
25	Does the vendor provide training for school testing staff and personnel? If so, what training(s) does the vendor offer?	
	-Registering and Checking-In Individuals	
	-Sample Collection	
	-Packaging Samples to send to Lab	
	-Interpreting Results	
	-Communications to Positive Cases	
	-Contact Tracing	
	-Other	
26	Does the vendor provide technical assistance (remote or on-site) for test site staff and/or parents throughout testing process?	
27	Does the vendor provide personnel to support site setup?	
28	Does the vendor help identify who is responsible for contacting positive pool participants?	
29	Does vendor offer follow up medical counseling for any positive individuals?	

IV. Program Management and Other Services		<i>Answer</i>
30	Does the vendor offer a standardized 'menu' of testing protocols, or are workflows custom designed for the school?	
31	Does the vendor support the school with designing and implementing a communications strategy (e.g., materials / instructions for students, faculty, and staff)?	
32	Will samples be moved by the vendor or by an external courier service?	
33	If samples are not moved by the vendor, does the vendor cover shipping costs?	
34	Does the vendor provide testing site design guidance and setup instructions?	
35	Does the vendor support additional follow-up sample collection, if required?	
36	Does the vendor have a protocol for contact tracing?	
37	Are there quality control process in place to prevent the mislabeling of samples?	

V. Data and Reporting		<i>Answer</i>
38	Does the vendor provide initial database setup support and collect a census of the school population?	
39	Does the vendor have an integrated technology platform? If so, what capabilities are included?	
	-Scheduling test dates / times for individuals	

	-Sending test reminders to individuals	
	-Registering individuals / check-in	
	-Consenting individuals	
	-Tracking Samples	
	-Documenting results	
	-Reporting results to individuals / parents	
	-Reporting results to schools	
	-Reporting results to public health authorities	
	-Other	
40	Does the vendor provide additional analytical capabilities as part of their IT platform (e.g., population health analytics, surveillance testing and reporting, dashboard, tracking of key metrics)?	
41	What is the vendor's time-to-results (from sample collection to results reporting)?	
42	Will the vendor guarantee a specific time to results for 95% of samples?	

VI. Legal, Medical, and Regulatory		Answer
43	Does the vendor have its own standard consent collecting process?	
44	Does the vendor handle test registration for individuals, and collect consent for both adults and minors including consent to share data with the school and/or organization?	
45	Does the vendor have a process for new students to register and consent?	
46	How is additional information required for consent collected?	
47	Will you require regulatory approvals to perform testing onsite?	
48	Will you need a physician order to authorize individual diagnostic tests under school testing protocol?	
49	Will you need a physician order for follow-up testing?	
50	Does the vendor make recommendations on quarantining and follow-up testing?	
51	Does the vendor carry legal liability insurance?	

V. Costs		Answer
52	What is the cost per initial test?	
53	What is the cost per reflex / follow up test?	
54	Is there a set-up cost / set-up fee?	
55	Is there a monthly fee?	
56	Are there any other fees / costs to be paid to the testing vendors?	

Questions?

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