UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF OHIO
U.S. Probation Office

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June 19, 2019

Dear Program Administrator,

The United States Probation Office for the Southern District of Ohio is entering a new procurement cycle and will be soliciting proposals from vendors interested in providing treatment services to address mental health or other psychiatric concerns, substance use disorders, and sex offender specific treatment for federally referred clientele.

The population to be served will include adult men and women who are on post-conviction supervision with the United States Probation Office. Post-conviction supervision includes probation, supervised release, or parole. Additionally, Pretrial Services for the Southern District of Ohio is a separate agency who will "piggyback" on the agreements during this procurement cycle. Pretrial Services provides supervision to defendants who have been released on bond while their cases move through the judicial process.

The Fiscal Year 2020 (FY2020) Request for Proposals (RFP) will be available for viewing on our website at **www.ohsp.uscourts.gov.** On our homepage, you will find the **Treatment Services** tab which will provide the links which will explain the procurement process. Of importance is the link for Catchment Areas which are displayed on a map of the State of Ohio. The map is color coded to represent the designated catchment areas. By clicking on the catchment area you will find the currently available RFP. We are targeting to have the website available on or around **July 9, 2019**.

When completing the RFP it is important to read and review each section closely. Section L provides a detailed account of what requirements are to be included in the RFP. In Section L, you will find the Certification of Compliance Statement (Attachment A). Your agency will need to complete this as an attachment to be included with your RFP.

The RFP includes the full text of all applicable government regulations, and all offers are subject to the provisions contained within. In responding to the RFP, you should answer fully each item and supply all information requested. ***The minimum standards for the services are contained in Section C – Description/Statement of Work, and all proposals will be evaluated by the criteria identified in Section M.***

Please carefully consider the references you are submitting with your proposal as they must be someone to whom your agency has provided treatment or other services identified in this RFP within the last 3 years.

FY2020 Procurement Cycle

The United States Probation Office for the Southern District of Ohio will continue to utilize service code (1011). Treatment providers shall collect urine drug screens via instant test cups which will be supplied by United States Probation. The Estimated Monthly Quantities (EMQs) identified in the RFP are based on drug screens collected during the last procurement cycle.

The United States Probation Office for the Southern District of Ohio will continue to require Manualized Cognitive Behavioral Group Therapy, as a treatment modality for substance abuse counseling, as identified by service code (2022).

The United States Probation Office for the Southern District of Ohio will allow for transportation costs (1202) for clientele to participate in treatment services. This service will only be authorized for clients who have been determined to not have the financial means for transportation. Also, the treatment provider will be permitted to charge an Administrative Fee (1201) not to exceed 5 percent of the total funds distributed, for administrating and distributing transportation expense funds to clientele.

As it relates to Inpatient Medical Detoxification (8010), treatment providers should include the cost of any detoxification medication into the per-day cost.

As an administrative mandate, treatment providers, in some instances, will be required to collect a co-payment for services under code (1501). Therefore, the Treatment Services Program Plan (Probation Form 45) will identify and specify the amount and frequency of the co-payments to be collected. The treatment provider will be responsible for deducting the co-payment collected from the invoice submitted to the United States Probation Office. Should the client fail to pay the required co-payment by the end of the month, the treatment provider shall notify the United States Probation Office of the client's failure to pay. In such an event, the treatment provider would not deduct the co-payment amount from the invoice.

BPA Procurement Local Needs for the Southern District of Ohio

Local Need #1: The United States Probation Office for the Southern District of Ohio requires all documentation submitted be typed, per the Local Needs. This includes, but not limited to, the following documents: Monthly Treatment Reports, Medication Monitoring Reports, Intake Assessment Reports, Psychiatric/Psychological Evaluation Reports, Substance Abuse Assessments, Discharge Summaries, and Sex Offender Specific Evaluations and Reports.

Local Need #3: The treatment provider must operate a code-a-phone system for the scheduling of random drug screen collections between the hours 5:00 p.m. and 7:00 p.m., on two evenings per week. This local need pertains to all Cincinnati, Columbus and Dayton catchment areas.

Local Need #4: The treatment provider must offer counseling sessions (both individual and group) between the hours of 5:00 p.m. and 7:00 p.m., on two evenings per week. This local need pertains to all Cincinnati, Columbus and Dayton substance abuse and mental health catchment areas and to Dayton sex offender catchment areas.

Local Need #5: The treatment provider will be available for counseling sessions, both individual and group, up to 8:00 pm at least two evenings per week. This local need pertains to all Cincinnati and Columbus sex offender treatment catchment areas.

Local Need #6: The treatment program must be located within one-half mile of public transportation access. This local need applies to sex offender and mental health/substance abuse treatment service providers for the Columbus catchment areas.

BPA Procurement Changes District Wide for Sex Offender Specific Treatment

The U.S. Probation office will be adding code **7013 Individualized Specialized Treatment for Pretrial Defendants Charged with a Sex-Offense**, specifically for pretrial defendants who will be served by this purchase agreement via "piggyback" as described previously.

As in the previous procurement cycle, for clients referred for sex offender specific treatment, the vendor shall use at least one validated dynamic risk assessment screening tool as part of the **Sex Offense-Specific Evaluation and Report (5012)**. Examples include the STABLE 2000/2007, Sex Offender Treatment Intervention Progress Scales (SOTIPS), Structured Risk Assessment-Forensic Version (SFA-FV), Violence Risk Scale-Sexual Offender Version (VRS-SO). The findings of the dynamic risk assessment screening tool shall be included in the report submitted to the USPO. Additionally, dynamic risk factors shall be considered and noted in the development of individual treatment planning for clients receiving treatment services (6012, 6022, and 6032).

Additional Information to Consider

If your agency does not provide one or more of the services listed in the RFP, you may consider subcontracting this work with another agency who does currently provide the services that your agency does not.

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your agency's best terms from a technical and cost standpoint. There will be no additional opportunity to modify your proposal once it has been submitted. Please read the RFP carefully; do not rely on the content of previous RFPs, or knowledge of previous federal procurement procedures.

All questions or clarifications can be submitted via **"QUESTIONS ABOUT THE RFP"** link on the website. All questions will be posted with a response on the **"FREQUENTLY ASKED QUESTIONS"** section. Please check the website frequently for these updates. Any verbal clarifications are not binding. Questions may be submitted via the website beginning **July 9, 2019 through July 17, 2019.** No further questions or clarifications will be answered for submissions **after 4:00 p.m. on July 17, 2019.**

The Estimated Monthly Quantities (EMQs) listed in Section B of the RFP are estimates of the services to be provided during the term of this agreement. The EMQs are only estimates. Although the Government may choose to enter into a Blanket Purchase Agreement (BPA) with multiple treatment providers, the Government reserves the right to award a single treatment provider.

The term of this Blanket Purchase Agreement is twelve (12) months with two (2) option years at the Government's discretion.

A treatment provider must be capable of providing all services identified in Section B and within the geographical area identified in Section B.

For all proposals, an original and two (2) copies MUST be received **no later than 4:00 p.m. on Monday, August 6, 2019,** at the United States Probation Office, Joseph P. Kinneary U.S. Courthouse, 85 Marconi Boulevard, Room 546, Columbus, Ohio 43215. **All copies must contain an original signature**. A copy of the Blanket Purchase Agreement and Clauses and Terms of the Agreement should be retained by the

treatment providers for their files. Please do not submit proposals in binders or notebooks. Any proposals received after 4:00 p.m. will not be accepted.

Any treatment provider who may not have access to our website is encouraged to contact the United States Probation Office at (513) 564-7575 for further direction.

Sincerely,

Robert C. Frommeyer, Jr.
Assistant Deputy Chief United States Probation Officer