

Frequently Asked Questions For Treatment Services

The vendor must notify federal probation within 24 hours if a person fails to report for an evaluation and then follows with a written report. What is included in a written report?

The written report is the email in our ERS system to notify us that the client did not show up for the evaluation. This is standard language whether it be an evaluation, a missed treatment session, or a missed drug test. It would also be the same if there was incriminating information and/or violation behavior that was admitted to in a treatment session. However, that report/email would be notification of the admitted behavior. The report can be by phone. But, for documentation purposes to show your agency is in compliance with the statement of work, an ERS email is preferred.

The Program Discharge Summary profile...when and how often is it required?

The Discharge Summary profile must be contained in your proposal. If you are regularly tracking this, you can provide a profile once a year during an audit.

How are "no shows" dealt with?

You will not be reimbursed for "no shows". So, you must include "no shows" reimbursement in your bid for each service code in each of the three single year bids.

For group sessions, can referral clients be "mixed" with other clients with the same assessed need for level of care, or must they be in separate group exclusively for referred clients.

Yes, the referred clients may be in a mixed group with other clients based on their level of care. Although it is possible, you may over time have enough federal clients to have their own group.

Do contractors need to be fully staffed and operational by October 1st.

Yes, the expectation is the services being requested are already in place, but certainly by October 1st.

In Section C of the RFP, it states, "Physical examinations and laboratory tests associated with a psychiatric evaluation and report shall be provided under project codes 4010 and 4020, respectively." However, Section B does not list project codes 4010 and 4020. Please clarify.

Section C is meant to provide definitions and expectations for each individual service code available for us to potentially use. Section B is the actual services codes we need service for over the life of the agreement. So, in Section C, there will be several services codes that are not needed for the Blanket Purchase Agreements (BPA) for which we are currently requesting proposals. Section B was put before Section C so vendors would only have to read the requested service code definitions and expectations rather than all of them.

What is Subcontracting?

Subcontracting may be a possibility when a contractor cannot directly provide one or more of the services requested in the RFP. The contractor who obtained the RFP has the ability to subcontract with another contractor to provide the specific service(s). When subcontracting, the subcontractor must meet all of the requirements in the RFP for those services.

What is Piggybacking?

Piggybacking is when one government agency uses another government agency's contract to procure services. In this procurement cycle, our piggybacking agency for the substance abuse and mental health counseling contracts will include the U. S. Pretrial Services for the Southern District of Ohio. The piggybacking agencies for sex offender treatment contracts will include U. S. Pretrial Services. The estimated monthly quantities (EMQs) includes anticipated usage by piggybacking agencies.

Does a contractor have to quote prices on all service codes?

An offeror must quote prices for those services specifically requested in Section B of the RFP. Those services are highlighted with an X. Each RFP seeks to meet a package of requirements; in order to be considered technically acceptable, an offeror must meet all of the requirements stated in an RFP.

In Section B, the services requested have estimated monthly quantity (EMQs) for units, reports and days, please explain why are there different categories?

Each unit of individual or group counseling consist of 30 minutes: 1 unit = 30 minutes. Therefore, for either of these services, the requested price quotation is for one 30-minute unit. When ordering, the Probation Officer will specify on the Probation Form 45 the number of units of counseling session s/he requires the contractor to perform for the defendant/offender. Typically, Probation Officers will order two units for each individual counseling sessions (1 hour in length) and three units for each group counseling session (1.5 hours in length). The RFP may also request a price per report while the inpatient treatment code requests a price per day.

Section B of the RFP is requiring a price per unit or 30 minutes for group counseling, isn't group counseling longer than thirty minutes?

Yes, the RFP requires a unit price (1 unit = 30 minutes) for this particular service. Group counseling is generally longer than 30 minutes, however, the RFP specifically requests a price for each thirty minute unit.

In Section B of the RFPs, some of the EMQs are "1". Why?

Prior to this procurement process, the U. S. Probation Office conducted a "needs" survey to all U. S. Probation Officers. In that survey, probation officers were asked questions about needed services. After reviewing their responses, some needs began to emerge and some trends were identified. The quantity of "1" means that it is a less frequently used service but it is anticipated that we need a contractor to provide these services at least once per month during the contract period. Remember, the EMQs are only estimates and the probation office cannot guarantee the amount of referrals.

Section B of the RFP shows an EMQ for a three-year period? Why three years?

The procurement cycle for treatment services is three years--a firm one-year period and two one-year option periods. The RFP requests each offeror provide prices for the requested services for each contract period under the solicitation.

What is your average number of referrals to a single contractor per year?

The number of referrals to each contractor varies from year to year and from service to service. Section B of the RFP provides a total estimated monthly quantity of referrals for each service for each contract period.

What is the average length of stay for defendants/offenders in the residential treatment program and the intensive outpatient treatment program?

The length of stay for both of these types of services is determined on a case-by-case basis by the Probation Office. The Probation Office can only provide contractors with EMQs which are monthly estimates for each of these services and are identified in Section B of the RFP.

Are contractors required to comply with the attached Department of Labor Wage Determination?

Yes, contractors are required to comply with the attached Department of Labor wage determination. The wage determination requires contractors to pay their service employees at least the minimum wage and fringe benefits found by the Department of Labor to prevail in the locality covered by the wage determination.

Will the U. S. Probation Office recognize professionals who are certified and/or licensed by state agencies to conduct counseling, but who might not have a bachelor degree?

Yes, the RFP refers to paraprofessionals. Contractors using paraprofessionals in the performance of services shall comply with all requirements relating to paraprofessionals stated in the RFP.

As a contractor, I can provide all of the services that are requested in the RFPs for the specific catchment area. Do I have to apply for each the RFPs separately?

Yes, each RFP is a separate solicitation for a service or set of services in a particular geographic area. An offeror must respond to each RFP with a separate proposal.

When awarding a BPA to more than one contractor, does a contractor need to be technically acceptable in each catchment area to be considered for BPA award? Or could a contractor be considered for award if it was technically unacceptable in some catchment areas?

Each RFP is a separate solicitation for a service or set of services in a particular geographic area. An offeror must respond to each RFP with a separate proposal. In order to be considered for award, a contractor's proposal must be technically acceptable. To be considered technically acceptable, a proposal must meet ALL the minimum requirements of the RFP.

Does a contractor have to submit a proposal in response to all RFPs in a particular catchment area?

No, a contractor may submit a proposal in response to one or more RFPs for services in a single catchment area, if they can provide the services.

I understand that the RFP is calling for at least a master's level therapist. Is there any room for variation? For example, a bachelor's level therapist with an LSW and 15 years experience in counseling sex offenders?

No, therapists must have at least a master's degree or Ph.D to conduct sex offender treatment services.

Is the EMQ referring to 1 unit per month of service or 1 offender per month per service?

It is referring to 1 unit of service per month. These figures are just estimates and the government is not bound to meet these estimates.

Our sex offender counselors are not certified by ATSA, is that a mandatory requirement?

No, Please refer to Section C, of the RFP, practitioners who meet the standards of practice established by his/her professional regulatory board and adheres to the established ethics, standards and practices of the their state's regulatory board (where applicable) and/or the Association for the Treatment of Sexual Abusers(ATSA).

When a contract calls for services in two separate counties, can you then put a treatment site in either place or does it have to be in both?

The request is for one agency within the catchment area of two separate counties. In Section M, one of the mandatory requirements is that the offeror at which services are provided is located in the catchment area. An offeror can have site(s) in either catchment area or have one site in one of the catchment areas.

May we submit a proposal that includes drug and alcohol treatment services only? If awarded, can we begin January, instead of October?

No. Proposals submitted must be for all required services in Section B. Under the Frequently Asked Question # 1, sub-contracting is addressed if an agency is not able to provide for all services requested. The fiscal year is from October 1st through September 30th, therefore, services must begin on October 1st.

What is the nature of the Program Plan amendments that could be mandated to our agency?

Section C; Amended Program Plan (if applicable), this section of the RFP provides a detail account of the reasons an amended program plan would be completed during the course of this agreement.

“Vendor’s Local Travel by Vehicle” project code 1401, is travel to offenders’ home an option or an expectation?

In the past, this service code was used to provide compensation for travel by treatment staff who travel to an outside facility(i.e. courthouse/ jail) to conduct an assessment or evaluation. The expectation would not for treatment staff to travel to a client’s residence.

In section C: Are the case staffing conferences face to face or speaker phone? What is the frequency?

In the past, these conferences have been in person and on the phone. The frequency of these conferences is on a case by case basis.

Page C-8: How far in advance does a USPO need notification of the clients “random urine collection schedule”?

The USPO only needs notification when it relates to no shows and positive drug screens. The random urine schedule is determined by USPO and treatment counselor.

What mechanism is used to report positive urine screens to USPO within 24 hours? Phone or fax? Is there a specific form or format?

The chain of custody form as well as the positive results form need to be faxed to the USPO. A telephone call or email with pacts number can be made in addition, however, this cannot replace the faxed results.

Does the U.S. Probation Office require vendors to have a minimum number of staff working at the agency to provide services required in the RFP?

The U.S. Probation Office does not have any minimum staff requirements to provide services. However, in your analysis of your staff allocation to the EMQs for each service code we are requesting, your agency will need to make sure you have enough coverage for all aspects of the BPA in addition to clients your agency already services.

If the U.S. Probation Office doesn't have a minimum requirement, is there a preferred and/or suggested vendor size to provide services required in the RFP?

"No" as long as they are capable of handling the type of services requested and volume of the work.