

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

**Mark R. Grawe**  
Chief U.S. Probation Officer

110 Potter Stewart U.S. Courthouse  
100 East Fifth Street  
Cincinnati, Ohio 45202-3980  
Phone: 513-564-7575  
Fax: 513-564-7587



Joseph P. Kinneary U.S. Courthouse  
85 Marconi Boulevard, Room 546  
Columbus, Ohio 43215-2398  
Phone: 614-719-3100  
Fax: 614-719-3101

702 Federal Building  
200 West Second Street  
Dayton, Ohio 45402-1411  
Phone: 937-512-1450  
Fax: 937-512-1453

**May 31, 2022**

---

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 disorders, substance use disorders, and sex offender specific disorders 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 2023 (FY2023) Request for Proposals (RFP) will be available for viewing on our website at [www.ohsp.uscourts.gov](http://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 8, 2022.

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 persons for whom your agency has provided treatment or other services identified in this RFP within the last 3 years.

## **FY2023 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 18 months.

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 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**

**The treatment provider must operate a Code-A-Phone system for random urine collection with evening hours from 5 pm to 7 pm on two weekday evenings. (This local need will apply to all Cincinnati, Dayton and Columbus substance abuse and mental health treatment agreements).**

**The treatment provider must offer counseling sessions, both individual and group, from 5 pm to 7 pm on no less than two weekday evenings each week. (This need will apply to all Cincinnati, Columbus and Dayton substance abuse and mental health treatment agreements).**

**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 need will apply to all Cincinnati and Columbus sex offender treatment agreements).**

**\* The United States Probation Office for the Southern District of Ohio is including a local need for telehealth to address specific, unique treatment barriers. The use of telemedicine is authorized only after the vendor and the USPO/USPSO staff the individual client's case, determine he/she is appropriate for treatment via telemedicine, determine which specific services are appropriate via telemedicine, and it is approved by the district's contracting officer or designee.**

**NOTE: The use of telemedicine is for the benefit of the Judiciary and not the convenience of the vendor. The use of telemedicine is not in lieu of the vendor's ability to provide services in-person when appropriate. This requirement is not in lieu of the provisions which requires the vendor (and any proposed subcontractor) to maintain an acceptable facility located within the defined catchment area.**

**\*Please see RFP when available via the website for full text of this RFP**

## **BPA Procurement Changes District Wide**

The United States Probation Office for the Southern District of Ohio is adopting code 6014 - Dual Diagnosis Assessment. This is a comprehensive biopsychosocial assessment and report which shall be performed by a masters or doctoral level clinician who is licensed or certified and meets the standards of practice established by his/her state regulatory board for the purpose of defining the nature of the problem and developing specific treatment recommendations addressing the problem.

## **BPA Procurement Changes for the Montgomery County catchment area**

**The United States Probation Office for the Southern District of Ohio, Dayton office, will be adopting code 2000 - Case Management Services. This code allows for coordination of care and services for persons with substance use disorders who are participating in our specialty Court program.**

### *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 11, 2022, through July 21, 2022. No further questions or clarifications will be answered for submissions after 4:00 p.m. on July 21, 2022.

**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. \* A special note is made here to inform that EMQ's were significantly affected by the COVID-19 Pandemic and some service codes may have an actual need that is significantly higher, or significantly lower than is reflected in the EMQs.**

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) additional 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.

The United States Probation Office hopes to provide an electronic submission option for RFPs for this cycle. Additional information on electronic submission will be available via the [www.ohsp.uscourts.gov](http://www.ohsp.uscourts.gov) website, if available.

For proposals submitted via mail, or in-person, an original and two (2) copies MUST be received.

All proposals must be received **no later than 5:00 p.m. on Friday, August 5, 2022**, at the United States Probation Office:

For Cincinnati Catchment areas: Potter Stewart U.S. Courthouse, 100 E. 5<sup>th</sup> Street, Room 110, Cincinnati, Ohio 45202.

For Columbus catchment areas: Joseph P. Kinneary U.S. Courthouse, 85 Marconi Boulevard, Room 546, Columbus, OH 43215.

For Dayton catchment areas: Walter H. Rice Federal Building and U.S. Courthouse, 200 West Second Street, Room 702, Dayton, OH 45402

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 5:00 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 614-719-3100 for further direction.

Sincerely,



Lisa Dopp  
Deputy Chief United States Probation Officer