

# CHECKLIST FOR PROPOSALS FOR TREATMENT SERVICES

The U.S. Probation Office for the Southern District of Ohio created this checklist to assist treatment providers with the preparation of technically acceptable proposals for treatment services. This checklist should only be used for proposals for the Southern District of Ohio. Please read the entire Request for Proposal (RFP), especially *Section L - Instructions, Conditions, and Notice to Offers*, before submitting a proposal. If you do not read the entire RFP, and follow the instructions in *Section L*, it is unlikely your proposal will be technically acceptable.

- Complete boxes 8, 9, 10, 11, 12, 13, 14 and 15 on page A-1 of the Request for Proposal (RFP).**

Reminder #1: If your agency received an *Amendment of Solicitation/Modification of Contract* form that extended the deadline for submitting a proposal or otherwise amended the RFP, you must record the "Amendment/Modification No." and "Effective Date" in Box 10 of page A-1.

- D **Provide a "Unit Price" for every service listed on pages B-2 through B-5 of the RFP for 2023, 2024 and 2025.**

Reminder #1: Your agency must be able to provide all the services listed on pages B-2 through B-5 or your proposal will be deemed technically unacceptable.

Reminder #2: Your agency's "Unit Price" for each service must be for the type of unit (e.g., one 30-minute session, one visit, one day) listed on pages B-2 through B-5 and must be in WHOLE DOLLARS.

Reminder #3: If your agency plans to provide a service at no charge, you must write "N/C" as the "Unit Price."

- Complete sections K.1 and K.2 of pages K-1 and K-2 of the RFP.**
- Complete, sign and date page L-10 (a.k.a. Attachment A) of the RFP.**

- D **Complete, sign and date page L-11 (a.k.a. Attachment B) of the RFP.**

Reminder #1: If your agency provided treatment services for the U.S. Probation Office for the Southern District of Ohio, or any other government organization (e.g., Ohio Department of Corrections) during the past 18 months, you must attach copies of all monitoring reports you received from those organizations during the past 18 months to page L-11. If you did not receive any monitoring reports, you must attach a letter or certificate from the above organizations stating you had a satisfactory or higher rating for the past 18 months to page L-11. If you are unable to obtain letters or certificates from the above organizations, you must note that fact on page L-11.

Reminder #2: You must provide the full address of each office at which your agency intends to provide treatment services on page L-11. The offices must be located within the geographic area listed in paragraph 1 of page B-1. You must have at least one office in the geographic area, or your proposal will be deemed technically unacceptable.

Reminder #3: If State law requires your agency to have a business license and/or operating license, you must attach a copy of each license to page L-11. If you are not required to have a business license and/or operating license, you must note that fact on page L- 11.

Reminder #4: You must attach documentation verifying your agency's compliance with all federal, state, and local fire, safety, and health codes to page L-11. If you are not required to comply with any fire, safety, or health codes, you must note that fact on page L-11.

Reminder #5: You must identify all documents attached to page L-11 by using label tabs.

**Complete, sign and date page L-12 (a.k.a. Attachment C) of the RFP.**

Reminder #1: You must provide the requested background information for every staff member that will perform a service listed on pages B-2 through B-5 (See below table for examples). The "Project Code" for each service is listed on pages B-2 through B-5).

Project Code	Name	Title	Duties	Education	Experience	Credentials
2011,2010, 2020	John Doe	Substance Abuse Counselor	Substance abuse assessments, individual counseling, group counseling	MS	5 years' experience as a substance abuse counselor	LICDC, LPC
5030,6051	Jane Doe	Psychiatrist	Psychiatric evaluations, medication monitoring	MD	10 years' experience as a psychiatrist	Certified Psychiatrist
5012, 7013	Joe Public	Sex Offender Therapist	Sex offender evaluations, individual counseling, group Counseling	MSW	15 years' experience as a sex offender therapist	LISW

Reminder #2: Every staff member that will perform a service listed on pages B-2 through B-5 must meet the qualifications to perform that service. The qualifications are listed in Section C of the RFP. **For each staff member that will provide services list on pages B-2 through B-5 you must also attach copies of their degrees and current verification of their licensure (can be obtained through [www.elicense.ohio.gov/oh\\_verifylicense](http://www.elicense.ohio.gov/oh_verifylicense)).**

**Provide three references on page L-13 (a.k.a. Attachment D) of the RFP.**

Reminder #1: The references must be organizations for which your agency provided treatment services during the past three years.

**Ensure that your agency's proposal (Pages A-1, B-2-B-5, K-1, K-2, L-9, L-10, L-11, L-12, and all attachments) is submitted to the U.S. Probation Office by 5:00 PM on August 5, 2022.**

Reminder #1: Do not submit Sections C, D, E, F, G, H, and I of the RFP with your proposal.