

FREQUENTLY ASKED QUESTIONS FOR TREATMENT SERVICES

1 What is Subcontracting?

When a vendor proposes to use another individual/vendor to provide services under their agreement.

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 the requirements in the RFP for those services.

2 What is Piggybacking?

When another federal USPO/USPSO would like to utilize the BPA of the USPO/USPSO that holds the BPA. The piggybacking agency would use the BPA with the same terms, services, and pricing as the USPO/USPSO that has the agreement in place.

3 Does the 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. For an offeror to be considered technically acceptable, the offeror must meet all the requirements stated in an RFP.

4 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 consists 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 units of counseling session she/he requires the contractor to perform for the defendant/offender. Typically, the Probation Officers will order two units for each individual counseling session (1 hour in length). The RFP may also request a price per report; a price per visit for medication monitoring; or a price per day for inpatient treatment.

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

6 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 frequency used service, but it is anticipated that we need a contractor to provide

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these services at least once per month during the contract period. Remember, the EMQs are only estimates and the probation office cannot guarantee that number of referrals.

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

The procurement cycle for treatment services is for five years-a firm one-year period and four one-year (12 month) option years. The RFP requests each offeror provide prices for the requested services for each contract period under the solicitation.

8 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.

9 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's 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.

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

11 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 is technically acceptable 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. 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.

12 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.

13 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

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area. An offeror can have site(s) in either county of the catchment area or have one site in one of the counties of the designed catchment area.

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

No. Proposals submitted must be for all required services in Section B. Under Frequently Asked Question #1, subcontracting 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.

15 I understand that the RFP is calling for 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.

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

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

17 If the RFP is requesting, urine collection, urine collection with instant testing devices, and/or sweat patch application and removal, does the awarded vendor have to provide supplies for these services.

No. The USPO will provide the chain of custody forms, specimen bags, shipping bags and labels for urine collection. For, urine collection with instant testing devices and sweat patch application and removal, the USPO will provide supplies to the awarded vendor.

18. What licensing and staff qualifications are required for Short-Term Residential Treatment services?

All residential and inpatient services shall be provided at facilities that are licensed by the state and locality (if applicable) in which they are located and follow the Residential Facility Requirements listed in Section C.

The Offeror shall ensure that the facilities:

- (1) Have adequately trained and physically able, paid staff on duty/premises to provide 24 hours, 7-days a week coverage. (Staff may not be asleep during their assigned shifts);
- (2) Use volunteers only at the discretion of the USPO/USPSO.
- (3) Keep written position descriptions that accurately describe current duties for all staff performing services under this agreement.
- (4) Establish minimum employment qualifications for all staff performing services under this agreement.
- (5) Have, at a minimum, one staff member on each shift that is trained in emergency CPR and first aid.
- (6) Use practitioners providing clinical counseling services that have at least one of the following:

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(a) an advanced degree (master's or doctoral level) in behavioral science, preferably psychology or social work, or (b) a BA/BS and at least two years of drug treatment training and/or experience.

(7) Have counselors that are certified and/or have credentials to engage in substance use treatment intervention recognized by the state or local certifying authority; and

(8) Only use paraprofessionals under the supervision of a staff member who meets the requirements described in item (6) (a) and (b) above, and after obtaining the approval of the contracting officer or designee. Interns may be considered paraprofessionals.

19. Regarding the discount for prompt payment, is there a discount you provide the payer when the invoice is paid within 10 calendar days, within 20 calendar days, etc. Is there a usual and customary percentage for this?

We do not observe discounts.

20. What sections of the RFP should be completed by an Offeror?

Section L provides instructions for preparing proposals.

21. What is a sweat patch (project code 1012)?

A patch worn on the skin used to detect the presence of drugs excreted through the sweat from the body. The patch may detect drug use up to two days prior to application and is generally worn for seven to ten days. There is a website (www.pharmchek.com) the Offeror can access for sweat patch training and completion of the certification test. Only those with the certification are approved to apply the sweat patch.

22. Can you share information on the previous contracts awarded in past years? Is this information publicly available?

No. The Rate Details per Unit will not be posted. The Offeror is responsible for determining a competitive unit rate in accordance with fair market pricing. The Offeror should consult the Statement of Work to understand the work requirements when determining the amount to charge for project codes.

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