

Questions and Answers for the 2023 Contracting Cycle

Question 1: What licensing and staff qualifications are required for Short-Term Residential Treatment services?

Answer: 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:
 - (a) an advanced degree (masters 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.

Question 2: Clay County is not part of the solicitations for Sex Offender services. Is this correct?

Answer: Yes, this is correct. We did not issue an RFP for sex offender services in Clay County.

Question 3: 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?

Answer: We do not observe discounts.

Question 4: What are amendments to RFPs as referenced in Section A, box 10?

Answer: If we update the original Request for Proposal (RFP), we include the amended RFP number and date in this section. At this time, the only RFP we have amended is for Catchment Area 19.

Question 5: Is there a minimum or maximum limit on subcontracting terms for the RFP?

Answer: There is no minimum or maximum number of subcontractors an Offeror may use if they are compliant with the statement of work.

Question 6: Regarding the attachment and the background statement, what monitoring reports should be submitted?

Answer: An Offeror must provide copies of all monitoring reports for the previous 18 months from all federal (regardless of whether the Offeror has a current Agreement with the USPO/USPSO, copies of the necessary monitoring reports shall be included with this RFP, state and local agencies for the locations solicited. If the Offeror is not able to provide copies of monitoring reports, the Offeror shall provide copies of certificates or letters from federal, state, or local agencies indicating that the Offeror has had a satisfactory or higher rating for the previous 18 months. If the Offeror is not able to provide copies of monitoring reports, certifications, or letters due to a private practice or other documented reasons, the Offeror must expressly state so in its proposal for this area. To be considered technically acceptable an Offeror must have received ratings of satisfactory or higher or have expressly stated in its proposals that it is a private practice and does not have access to monitoring reports, certificates, or letters. Monitoring reports for proposed subcontractors are not required.

If the Offeror has not held a contract with a federal agency in the last 18 months, there will not be monitoring reports to submit. However, if they have held local or state contracts and would like to submit monitoring reports from these agencies, they may do so.

If the Offeror has held a contract with a federal agency in the last 18 months, monitoring reports should be submitted. To be considered technically acceptable for the upcoming contracts, previous ratings must be of satisfactory or higher rating.

Question 6: What sections of the RFP should be completed by an Offeror?

Answer: Section L provides instructions for preparing proposals.

Question 7: In Fayette County, do you require an Offeror to provide substance abuse testing as a part of substance abuse treatment?

Answer: No. In Fayette County, there is a separate RFP for drug testing/urine collection.

Question 8: What is involved with urinalysis collection (project code 1010)?

Answer: The Offeror must have male and female staff available for direct observation on the date and specific hours of each scheduled urine collection. The Offeror can only perform same gender observed collection. Unobserved collection should occur only in rare circumstances, and the designated U.S. Probation Office contact should be notified in those instances. Only those collectors trained by the U.S. Probation Office are permitted to collect specimens under the agreement.

The U.S. Probation Office will provide the Offeror with the necessary urinalysis collection materials (i.e., blank Chain of Custody forms, vials, specimen bags, mailing boxes, and mailing labels which include the cost of shipping); however, the Offeror is responsible for printer ink, gloves, cleaning agents, etc. Please see Statement of Work for additional requirements for urinalysis collection.

Question 9: What is a sweat patch (project code 1012)?

Answer: A patch worn on the skin used to detect the presence of drugs excreted through 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.

Question 10: Can you share information on the previous contracts awarded in past years? Is this information publicly available?

Answer: 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.

Question 11: If our clinic is in an adjacent county e.g., clinic in Madison County that services individuals also in Fayette County, or a clinic that can service individuals from all counties such as a residential treatment facility that offers transportation, would this allow us to apply for those offerings in those counties where our facilities are not physically located? For reference, we currently see many patients from counties outside our physical clinic locations.

Answer: Each RFP is a separate solicitation for a service or set of services in a particular geographic area. In Section M, one of the mandatory requirements is that the offeror at which services are provided is in the catchment area. If an RFP lists multiple counties, the offeror can have site(s) in any county of the catchment area or have one site in one of the counties of the designed catchment area.