

Current Questions and Answers for this Contracting Cycle

- 1.) **Question:** I would like to request the rate for services for the last grant cycle that was approved (Fayette County area).

Answer: During the last contracting cycle, two catchment areas were established in Fayette county. One agreement was for outpatient substance abuse treatment, as well as dual diagnosis counseling. The other agreement was for outpatient mental health treatment, to include psychiatric evaluations and medication monitoring. We have separated these services again for this contracting cycle. The U.S. Probation Office is not authorized to provide the service rates for the various project codes for the previous contracting cycle; however, we are authorized to provide the life of agreement costs for both catchment areas. The life of agreement costs for the catchment area covering substance abuse and dual diagnosis counseling is \$48,240. The life of agreement costs for the catchment area covering mental health counseling, to include psychiatric evaluations and medication monitoring, is \$38,700.

- 2.) **Question:** Does the \$48,240 total over 3 years or is it a yearly total?

Answer: The total (life of agreement costs) is for 3 years.

- 3.) **Question:** I reviewed the RFP you posted and I had some questions. It is our practice to provide SO (sex offender) treatment with regular psychological measurements (polygraph) to ensure disclosure of risk factors and to monitor community supervision. I couldn't find that in the Boone, Kenton, KY and Hamilton County, OH RFP (request for proposal). I see where polygraph may be used/included when completing a 5012 (Sex Offender specific evaluation and report). Am I to assume that our rates for the 5012, 6012, and 6022 should take into account the cost of this measurement as part of our practice and the client is not/cannot (be) expected to self-pay for this measurements?

Answer: Regarding the request for proposal for this catchment area, polygraphs were not included as a service code. Currently, the U.S. Probation Office in Covington, Kentucky has a non-competitive purchase order with a polygraph examiner in the area. Your office would not be required to do this service. Your rates for 5012, 6012, and 6022 should not take into account the cost of this measurement (polygraph). Please note that the results of the polygraph examinations are always shared with the sex offender treatment provider after they are conducted, and will continue to be with the provider who is awarded the contract in October 2019.

- 4.) **Question:** Can the vendor provide services to clients at any of our facilities not located in one of the catchment area counties (ie, by association with one of our facilities that IS in the catchment area)?

Answer: No. Per the RFP, Section L, Page 3, 2b, the offeror shall state expressly each performance site at which the offeror and any proposed subcontractors intend to provide services in response to this solicitation. Proposed sites shall be located within the solicitation's identified catchment area.

- 5.) **Question:** Is there a RFP for Franklin county as I don't see one?

Answer: No, we did not issue a RFP for this area. We have decided to do a non-competitive purchase order in this area during the upcoming fiscal year.

- 6.) **Question:** I am reviewing the RFP for the inpatient substance abuse program. Is there a set per diem rate used (KY DOC has a set rate, so I wasn't sure if you did as well). The proposal references uses the rates in Section B, but I do not see any rates listed.

Answer: No, there is not a set per diem. You will propose the rate for your agency. For the inpatient contract, you will propose a daily rate per client. For example is inpatient treatment for a 28 day program was \$2800. Your daily rate would be \$100 unit price. (These numbers are not accurate, I am just providing an example of the math). After you submit your bid, our agency will issue contracts to those vendors determined to be technically acceptable and offering the lowest cost to the Government.

- 7.) **Question:** If my building does not have an elevator or is not wheelchair accessible, can I meet the client somewhere else (example: the probation office) to provide services?

Answer: No. According to the Statement of Work, Section C, Page 20, Item 9. Facility Requirements: The vendor shall ensure that its facility(ies) has adequate access for defendants/person under supervision with physical disabilities.

- 8.) **Question:** Does a felony conviction from 20 years ago eliminate me from performing treatment services for federal clients?

Answer: A previous felony conviction does not automatically eliminate your agency from consideration. Please see Attachment C. It will ask you to certify the following:

I certify herein that no proposed staff members are under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state or local).

I certify herein that no proposed staff members have been convicted of any sexual offense (including but not limited to child pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on the Sexual Offender registry.

- 9.) **Question:** There are forms in the RFP specific to breathalyzer and drug testing. We do not use breathalyzer or sweat tests. We do have a lab and can test for ETOH use via blood or urine that will go back 8 days. Will this be acceptable in place of the breath and sweat tests?

Answer: The RFP packet includes all forms that may/may not be needed for completion, based on the services provided. Since we are not contracting for drug testing/urine collection, you would not need to utilize those forms.

- 10.) **Question:** I am filling out this RFP for the Boone, Campbell, Kenton Counties catchment area. We do not offer Saturday morning groups. Is this a deal breaker? We have evenings but not Saturday mornings at all.

Answer: A local need has been included for this catchment area. The local needs states, "The program must either have counseling services available from 5 to 8 p.m. two nights a week OR offer counseling services a minimum of one night per week from 5 to 8 p.m. and Saturday mornings from 9 a.m. until 12:00 p.m." In order to be technically acceptable for this particular catchment area, your agency must be able to satisfy this local need.

- 11.) **Question:** With respect to outpatient services are we may able to respond to the outpatient substance abuse/mental health (Fayette Co.) RFP if we are female gender specific and we don't offer the same options for males in this service area.

Answer: Yes, you would have to be able to provide services to both males and females, unless otherwise specified in the RFP.

"Client" means **any** pretrial releasee, probationer, parolee, mandatory releasee, mandatory parolee, or supervised releasee receiving drug/alcohol testing and/or substance use treatment and/or mental health treatment while under the supervision of the Federal Probation System. May also be referred to as pretrial defendant or post-conviction person under supervision.

- 12.) **Question:** Does a felony conviction from 20 years ago eliminate me from performing treatment services for federal clients?

Answer: A previous felony conviction does not automatically eliminate your agency from consideration. Please see Attachment C. It will ask you to certify the following:

I certify herein that no proposed staff members are under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state or local).

I certify herein that no proposed staff members have been convicted of any sexual offense (including but not limited to child pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on the Sexual Offender registry.

- 13) **Question:** Can I email or fax our proposal to you or do I need to mail it?

Answer: The proposal needs to be mailed or hand-delivered as we need originals. It cannot be emailed or faxed to our office. Section A of the RFP lists where it is to be mailed or hand-delivered.

- 14) **Question:** Can I get a range of costs per unit that your district has accepted in the past?

Answer: The U.S. Probation Office cannot give a range of costs given this is a competitive process.

- 15) **Question:** On Page L-5, when it references the “first page of the offer” is this the first page of the RFP (Page A-1 of 2) or is this a separate sheet that we develop with the info requested?

Answer: The first page of the offer is Page A-1. According to Section L, the offeror must fill out the following blocks on the form:

- (1) Block 8 as instructed on the form.
- (2) Block 9, discount for prompt payment, if applicable.
- (3) Block 10, acknowledgment of amendments.
- (4) Block 11, name and address of offeror.
- (5) Block 12, telephone number.
- (6) Block 13, name and title of person authorized to sign the offer.
- (7) Block 14, signature of offeror.
- (8) Block 15, date signed.

NOTE: The signature of the original and additional copies must contain original signatures of the offeror in this block.

- 16) **Question:** Am I understanding correctly that an agency can only submit a proposal that is to provide all services being sought? So we could not apply just to provide the substance abuse services, it would have to be for all of the substance abuse, mental health, and co-occurring services listed?

Answer: Yes, your agency has to be able to perform all of the services listed in Section B of the RFP. However, that does not stop your agency from subcontracting with someone to perform the other services or subcontracting with another agency.

- 17) **Question:** I have a question regarding Section J. In Section L, General Instructions, it does not mention Section J at all. I see where we don't need to submit Sections C, D, E, F, G, H and I, which leaves Sections A, B, J and K. I've completed A, B and K but am just not sure what, if anything, I need to complete of Section J.

Answer: You are not required to do anything with Section J. The forms listed in Section J are to be used post award and not considered when evaluating a RFP for technical compliance.