

Treatment Services Bidder's Conference



July 12, 2024
1:00 pm

Welcome



- ❧ Introductions
- ❧ What is U.S. Probation/
U.S. Pretrial Services
- ❧ Treatment Services we are
soliciting for

Solicitation



☞ Fiscal year 2024

-October 1, 2024 to September 30, 2025

☞ Possibility of extending for **FOUR** additional years

-October 1, 2025 to September 30, 2026

-October 1, 2026 to September 30, 2027

-October 1, 2027 to September 30, 2028

-October 1, 2028 to September 30, 2029

How it works



☞ Determine technical acceptability

- Is the program located in the catchment area?
- Is the program able to provide all services listed on the RFP? (**can use subcontractors)
- Does the program have staff that meet the minimum qualifications?
- Is the proposal “complete?”

How it works, cont'd



- ☞ Lowest bidder, technically acceptable
- ☞ Then, on-site evaluation
- ☞ Determine “responsibility”
- ☞ = AWARD

Example of Section B



Revised FY 2025

SECTION B - SUPPLIES OR SERVICES AND OFFEROR'S PRICES

The United States District Court for the Northern District of California is soliciting a vendor to provide substance use, mental health, and/or sex offender treatment services. A vendor must be capable of providing services within a geographic area encompassing Alameda County North, in the city of Alameda, Emeryville, or Oakland .

As a result of this solicitation the Government intends to enter into a Blanket Purchase Agreement (BPA). For this BPA, approximately 1 to 1 vendors are needed to provide the required services. The Government reserves the right to award to a single vendor. If the Government awards to more than one vendor, each vendor placed on the BPA will receive a share of the total quantity of Estimated Monthly Quantities stated.

Attachment A



Attachment A

OFFEROR'S CERTIFICATION OF COMPLIANCE STATEMENT

As required in Section L.1, Preparation of Certification of Compliance Statement, the Offeror shall complete the certification below.

I, the Offeror, hereby certify I will provide the mandatory requirements stated in Sections C, E, F, G, H and I and all services in strict compliance with requirements, terms, and conditions of the RFP. I understand that failure to perform in accordance with any of the requirements, terms, and/or conditions may result in suspension or discontinuation of referrals or termination of the contract/BPA.

I, the Offeror, hereby certify all the below listed subcontractors (if applicable) will provide the mandatory requirements stated in Sections C, E, F, G, H and I and all services in strict compliance with requirements, terms, and conditions of the RFP. I understand that failure to perform in accordance with any of the requirements, terms, and/or conditions may result in suspension or discontinuation of referrals or termination of the contract/BPA.

Include below the names of all subcontractors (if applicable):

PRINTED NAME OF OFFEROR: _____

SIGNATURE OF OFFEROR: _____ DATE: _____

TITLE: _____

Attachment B



Prepare and sign a background disclosure:

Attachment B

OFFEROR'S BACKGROUND DISCLOSURE

As required in Section L.1, Preparation of the Background Disclosure, the Offeror shall complete and sign the Background Disclosure below (attach pages as needed labeled as subsets of this Attachment number).

Attach monitoring/compliance/audit/performance reports as referenced in 2(a), if applicable. If the Offeror is not able to provide copies of monitoring/ compliance/audit/performance reports, or other certification of compliance, the Offeror shall thoroughly document the reason for no such reports.

List below the full address(es) of each performance site where services will be provided (as well as all performance sites a subcontractor will utilize) and, if utilizing multiple performance sites, specify which project codes or services will be provided at each site:

CERTIFICATIONS

By signing below, I certify that all information provided in the BACKGROUND DISCLOSURE is accurate, complete, and correct and that the offeror is in compliance with the requirements as listed in paragraphs 2(a) through 2(d).

PRINTED NAME OF OFFEROR: _____

SIGNATURE: _____

DATE: _____

Attachment B, con't



**If you are currently a contracted vendor with the Northern District of California Probation, you DO NOT need to provide monitoring reports or references.

**If you DO need to provide references, do not use a USPO/USPSO employee or other U.S. Courts employee as a reference.

Definitions of EMQs / Units



EMQ = estimated monthly quantity

Do not confuse the EMQ with the number of clients that are estimated to utilize the contract.

One Unit = 30 minutes (counseling); one day (residential treatment); or one UA test

Definition of EMQs, cont'd



i.e. Two units of 2010 per week = One hour of counseling

31 units per month = 31 days of residential tx

Three units of 1010 per month = 3 UA tests per mo.

One unit of 5012 per plan = 1 sex offender evaluation and report

EMQs are our best guesstimate and not a guarantee.

If we are selecting more than one vendor, you should divide the EMQs by the number of vendors being selected.

Catchment areas



- ❧ Some defined by county
- ❧ Some more narrowly defined
(specific cities within a county)

Attachment C



Under duties, please add which **project codes** the staff person will perform (2010, 2020, 6010, etc.)

Attachment C

OFFEROR'S STAFF QUALIFICATIONS

As required in Section L.1, Preparation of Staff Qualifications, the Offeror shall prepare and submit below, (attach pages as needed labeled as subsets of this attachment number), for all staff providing direct delivery of services under any resultant Agreement. The Offeror shall complete the certification section below.

CERTIFICATIONS

By signing below, I, the Offeror, certify the following:

- No proposed staff members providing direct delivery of services under this contract are currently under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state, or local).
- No proposed staff members providing direct delivery of services under this contract have been convicted of any sex 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 sex offender registries.
- Staff specified to provide services listed by project code have the required education, relevant experience and current licenses/credentials listed in Section C of the RFP.

PRINTED NAME OF OFFEROR: _____

SIGNATURE: _____

DATE: _____

Attachment C (Cont'd)



Name	Services performed specified by Project Code for each staff person	Education	Relevant Experience	Current Licensure/Credentials

Attachment C (Cont'd)



- ❧ Please either provide staff members' license numbers (if applicable), OR a copy of the actual license
- ❧ Sign staff qualification statements that no staff members providing services to federal clients are under investigation for or charged with a criminal offense and/or on probation/parole, etc. AND have not been convicted of any sexual offense or are required to register

Attachment D



Provide three references

Attachment D

OFFEROR'S REFERENCES

As required in Section L.1, the new Offerors shall provide three (3) references below:

Reference #1

Name and Title:

Agency Name and Physical Address:

Phone Number:

Email Address:

Reference #2

Name and Title:

Agency Name and Physical Address:

Phone Number:

Email Address:

Reference #3

Name and Title:

Agency Name and Physical Address:

Phone Number:

Email Address:

Project Codes 2000 / 6000



- ☞ Attend reentry program proceedings, in-person, as requested
- ☞ Provide verbal reports on the defendants' / offenders' progress as required by the Court.

Residential Tx - 2001 / 2002 / 6001 / 6002



The vendor shall provide:

- (1) A minimum of 6 hours of structured programmatic activities per weekday (e.g., life skills training, GED, employment readiness, etc.), 3 hours of which shall be clinical group counseling, as well as a minimum of 3 hours of structured programmatic activities per weekend day.
- (2) A minimum of 1 hour of individual clinical counseling per week.
- (3) Create a treatment plan w/in 5 days of admission and re-evaluate at least every 30 days.

Dual Diagnosis 6001 / 6002



- (1) An initial mental health intake assessment and report and/or a psychiatric examination and report, and/or a psychological evaluation and report;
- (2) Urine specimen collection and reporting results;
- (3) Administration of psychotropic medication (in the event psychotropic medication is necessary, reimbursement for the actual medication would be included under Psychotropic Medications (6040) and not within the per diem rate;
- (4) Medication monitoring;
- (5) Clinical consultation with USPO/USPSO;
- (6) Individual/group/family counseling.

Project Code 1001



∞ How differentiated from 2001/2002 ?

Provides for a re-entry phase to facilitate the individual's separation from the Therapeutic Community and successful integration to society.

No minimum # of hours of treatment per day

Client might be job searching/working during the day and receiving some programming at night?

May be less expensive, since receiving less counseling?

Sex Offender Tx



- ☞ Clinicians shall adhere to the Code of Ethics and Practice Standards and Guidelines published by the Association for the Treatment of Sexual Abusers (ATSA) and polygraphers by American Polygraph Association (APA). Polygraphers must have a minimum of 2 years polygraph experience in criminal cases.

Price Evaluation



Life of the agreement totals (EMQs x price x all five years)

Example



	Year One	Year Two	Year Three	Year Four	Year Five
1010 (EMQ 10)	20.00 (x12)	25.00 (x12)	30.00 (x12)	35.00 (x12)	40.00 (x12)
2010 (EMQ 5)	70.00 (x12)	80.00 (x12)	90.00 (x12)	95.00 (x12)	100 (x12)
5012 (EMQ 1)	1500.00 (x12)	1600.00 (x12)	1700.00 (x12)	1800.00 (x12)	1900 (x12)

The life of the agreement for year one is \$24,600

“MUSTS”



All proposals must:

- ☞ Include prices for **ALL FIVE** years
- ☞ Answer **all** questions and include all attachments
- ☞ Be submitted by July 22, 2024 at 5:00pm

Onsite evaluation



- ❧ Provide physical facilities that preserve both the integrity of the confidential relationship and the personal dignity of the client.
- ❧ Maintain a physical facility that meets all applicable federal, state and local regulations (e.g., building codes), including adequate access for defendants/offenders with physical disabilities)
- ❧ Not endanger the health and safety of employees, clients and the community

Determination of responsibility



- ❧ It is the policy of the Government that purchases shall be made from, and contracts awarded to, **responsible** prospective contractors only.
- ❧ For an offeror to be found responsible, the offeror must NOT be on the List of Parties Excluded from Federal Procurement and Non-Procurement Programs and references (if applicable)
- ❧ Check the References provided with the proposal

Helpful...



Double check your proposal before submitting.

Ensure that you have included:

signed Attachments A, B, and C

Helpful (Cont'd)



-ALL monitoring reports (for previous 2 years)

-Applicable business/operating licenses

**if not required, indicate why*

-Local fire, safety and health codes

**if not required, indicate why*

Changes in FY25



- œ In-person sessions have resumed.
- œ **Telehealth** - may be authorized on a case-by-case basis. **The use of telehealth is authorized only after the vendor and the USPO/USPSO staff the individual's case, determine they are appropriate for treatment via telehealth, determine which specific services are appropriate via telehealth, and it is approved by the district's contracting officer or designee.**
- œ The contract can last for 5 years.
- œ The monitoring report has been redone, it is much briefer and more relevant (it is included in the RFP attachments)
- œ Monitoring reports will occur only once/year (within the first 180 days of the award/renewal of contract, typically by March 31).

Changes continued



- ❧ If there is an unsatisfactory rating, the vendor has 5 days to submit a Corrective Action Plan
- ❧ Rating options changed to Satisfactory or Unsatisfactory.
- ❧ Questions are now standardized for officers and clients.
- ❧ Group sessions will be observed for the monitoring report.

Help with RFP



❧ Questions can be submitted in writing to

RFP_Submissions@canp.uscourts.gov

Will update with written answers on the website daily, if possible.

Website



www.canp.uscourts.gov

Under subheading “Vendors”

Questions?

