

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

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July 17, 2018

**RE: QUESTIONS & ANSWERS
 FY-2019 SOLICITATIONS**

Program Administrator,

The purpose of this letter is to answer questions received, regarding solicitations issued by the Eastern District of California, for Fiscal Year 2019:

Question 1 (RFP Nos. 0972-19-02SO, 0972-09SO, 0972-19-10SO and 0972-19-11SO): I have received 4 RFPs for the Eastern District. I just wanted to make sure there aren't any more at this time.

Answer 1: There is a total of four RFPs for sex offender treatment in the Eastern District of California. The RFPs are:

0972-19-02SO – Butte County
0972-19-09SO – Sacramento County
0972-19-10SO – San Joaquin County
0972-19-11SO – Stanislaus County

Question 2 (RFP No. 0972-19-09SM): I want to confirm that in the Outpatient Grant, every provider needs to have at a minimum a bachelor's degree?

Answer 2: Yes. Counselors must have a minimum of a BA/BS and at least two years of drug treatment training or experience. Counselors also must be certified and/or have the appropriate licensing from the California Board of Behavioral Sciences, www.bbs.ca.gov. Paraprofessionals (i.e. non-licensed staff and interns) must work under the direct supervision of a counselor who meets the criteria. Pursuant to the Statement of Work (SOW), Paragraph 5, Substance Abuse Counseling:

- c. For substance abuse treatment services performed for project codes 2010, 2020, 2030, 2040, and 2090 the vendor shall ensure that all personnel meet the following qualifications:
- (1) Principal counseling services practitioners shall have at least one of the following (a or b):
 - (a) an advanced degree (masters or doctoral level) in behavioral science, preferably psychology or social work,
 - (b) a BA/BS and at least two years of drug treatment training and/or experience.
 - (2) Counselors shall be certified and/or have credentials to engage in substance abuse treatment intervention as established by his/her state's regulatory board and/or accrediting agency.
 - (3) Paraprofessionals are only used under the direct supervision of, and in conjunction with, a staff member who meets the requirements described in item numbers (1) and (2) above, and after obtaining the approval of the contracting officer or designee. Interns may be considered paraprofessionals.

Only Project Code Nos. 2010, 2020 and 2030 are requested on this RFP.

Question 3 (RFP No. 0972-19-09SM): For the outpatient grant there are several pages of "required services" in different parts. Can we, for example, just offer the Substance Abuse Treatment Services?

Answer 3: No. Offerors must provide an offer on all required services. Pursuant to the Statement of Work (SOW), Section B, "Offerors failing to provide offers on all required services marked, will be considered technically unacceptable."

To meet the Pass-Fail Criteria, set forth in Section M.3 of the RFP, Offerors must demonstrate how they will perform/meet the requirements of the RFP. Offerors must certify Attachment A, Offeror's Certification of Compliance Statement, which certifies the offeror or subcontractor will "provide the mandatory requirements stated in Sections C, E, F and G and all services in strict compliance with the requirements, terms, and conditions of the RFP."

Question 4 (RFP Nos. 0972-19-09SM and 0972-19-09SI): Can Fed Pre/Pro [US Pretrial Office/US Probation Office] clients in OP [outpatient] or IOTS [intensive outpatient] be integrated into the current program (pre-existing groups), or do they have to have their own separate groups?

Answer 4: Defendants and offenders may be integrated into the current program (pre-existing groups). The RFP does not require dedicated groups solely comprised of federal clients.

Question 5 (RFP Nos. 0972-19-09SM and 0972-19-09SI): You may know we are in the process of absorbing [another service provider]. We have taken over the employees (they all work for our agency) but the licenses and contracts are still in their corporate name until the Drug Medi-Cal licenses convert to [our agency]. Should we apply [under our name or theirs] (or does it matter to you)?

Answer 5: The name under which your agency submits a proposal is your agency's decision. Whichever name is chosen, your agency will have to meet all requirements, such as facility, licensing, business and operating requirements, etc. Should your agency wish to submit a proposal under the name of the business being absorbed, the novation process is complicated and not automatic.

Question 6 (RFP No. 0972-19-09SO): Is Citrus Heights too far out of Sacramento to be a viable location? It does meet the "encompassing Sacramento County" requirement.

Answer 6: Citrus Heights is in Sacramento County, and within the catchment area. Pursuant to the requirements under Section B, "A Vendor must be capable of providing services within a geographic area encompassing Sacramento County."

Question 7a (RFP Nos. 0972-19-02SO, 0972-19-09SO, 0972-19-10SO and 0972-19-11SO): Will the current prices be listed on the website or be available? I understand some districts do this and some do not.

Question 7b (RFP Nos. 0972-19-09SM, 0972-19-09SI, 0972-19-09SO, 0972-19-14SM and 0972-19-14SI): We would like to request the current rate sheets for the following contracts;

Sacramento Mental Health and Substance Abuse
Sacramento Intensive Outpatient
Sacramento Sex Offender
Fresno Intensive outpatient
Fresno Mental Health and Substance Abuse

Question 7c (RFP Nos. 0972-19-09SM and 0972-19-14SM): I would like to request the current contract award and awardee for the following contracts:

Sacramento County - Substance Abuse Intensive Outpatient Treatment
Fresno County - Substance Abuse Intensive Outpatient Treatment

Question 7d (RFP No. 0972-19-14SM): Can you please provide the awardee and total award for the current in-place Fresno Substance Abuse and Mental Health contract?

Answer 7a, 7b, 7c & 7d: Pursuant to the Guide to Judiciary Policy, Volume 14, Procurement, § 330.70.30 Award Notification:

The Contracting Officer may provide only:

- (a) the name and address of each offeror receiving an award;
- (b) total award amount(s);
- (c) a statement that award was made without discussions, if applicable; and
- (d) a brief statement of the basis for the selection decision which addresses the selection in general terms and does not reveal another offeror's trade secrets or other proprietary information.

Attached you will find the prior award information for all BPAs being solicited, except RFP Nos. 0972-19-09SI, 0972-19-10SO, 0972-19-14SI and 0972-19-16SI. These RFPs are new and there is no prior award history.

Question 8 (RFP No. 0972-19-16SI): On the Solicitation/Offer/Acceptance form AO 367, in completing block 10: Acknowledgement of Amendments - further guidance is requested. Our team is currently not aware of any amendments to this solicitation. Do any exist? If less than 4 amendments exist, should each blank space (AMENDMENT NO. & DATE) be marked with 'N/A'?

Answer 8: There have been no Amendments to this RFP, and offerors may leave this block blank or enter N/A. If an amendment is issued, the amendment number and date must be entered. Any amended pages must be incorporated into the offeror's proposal, pursuant to Section L.2.

Question 9 (RFP No. 0972-19-16SI): For Attachment D (Preparation of Offeror's References), further guidance is requested in analyzing this statement:

"The offeror shall provide three references (Federal, State, or local government agencies and/ or private organizations), using Attachment D, for whom the offeror has provided treatment and other services identified in this RFP within the past 3 years" (Page L - 4 of 12).

Will the Contracting Officer accept references from individuals who have been provided treatment and other services identified in this RFP within the past 3 years?

Answer 9: No. References must be from Federal, State, or local government agencies and/or private organizations. Pursuant to the Statement of Work (SOW), Section L, Preparation of Offeror's References (Attachment D):

The offeror shall provide three references (**Federal, State, or local government agencies and/or private organizations**), using Attachment D, for whom the offeror has provided treatment and other services identified in this RFP within the past 3 years.

Question 10 (RFP No. 0972-19-16SI): Does USPO/USPSO prefer that treatment providers charge a co-pay? Does charging a co-pay to offenders/defenders benefit the judiciary/tax-payers?

Answer 10: The collection of co-payments is not a matter of preference. Co-payments are collected pursuant to a court order and only when authorized on a Program Plan (Probation Form 45), which specifies the amount to be collected. The collected amount of the authorized co-payment is deducted from the next invoice submitted to the Judiciary. Vendors may then bill 5% of the co-payment as a fee for the collection. Pursuant to the Statement of Work (SOW), Section C, 5. Defendant/Offender Reimbursement and Co-Payment:

“The vendor shall:

- a. Collect any co-payment **authorized on the Program Plan (Probation Form 45)** and **deduct any collected co-payment from the next invoice to be submitted to the judiciary.**”

Question 11 (RFP No. 0972-19-09SO): We usually provide all monitoring reports for the area that we are bidding on only (and not all of our monitoring reports from entire district, state or country). As I’m sure you don’t want to have all that paper either, I’m just confirming that we are to send the last 18 months of that particular RFPs’ location/contract. For a contract we don’t currently hold, we would submit monitoring reports from an area nearby or within the district.

Answer 11: Offerors must include monitoring reports from state and local agencies, not just Federal agencies. If services were not previously provided in the catchment area, then the offeror must expressly state it in their Background Statement. Section L, Preparation of Background Statement (Attachment B) requires offerors to “provide copies of all monitoring reports for the previous 18 months from **all** federal (including current USPO and USPSO), **state and local agencies, for the location solicited.**”

Question 12 (RFP No. 0972-19-14SM): Are periodic telemedicine/telehealth services from physicians and/or psychiatrists allowed under the Fresno Substance Abuse and Mental Health contract?

Answer 12: No. Telemedicine/telehealth services are not authorized.

Question 13 (All Solicitations): Will there be a bidder’s conference for the recently released RFPs?

Answer 13: No. In lieu of a bidder’s conference, an Offeror’s Toolbox presentation was emailed to all potential offerors and is posted on our internet website at: www.caep.uscourts.gov, under the “Vendor Resources” tab.

These questions and answers will be posted to our internet website at: www.caep.uscourts.gov, under the "Vendor Resources" tab. In addition, you will find copies of the FY-2019 solicitations, and answers to common questions.

Please remember questions are due **Friday, July 20, 2018**, and proposals are due **Friday, August 3, 2018, 5:00 pm local time**.

Thank you for your participation in this solicitation process.

Sincerely,



Michael S. Smith
Contracts Specialist

Attachments:

1. Prior Award Information

