

## Common RFP Questions

---

May 24, 2019

**Question:** Can you send an editable version of the RFP?

**Answer:** No. There is no editable version available.

**Question:** The RFP indicates that service providers are to notify the USPO/USPSO within 24 hours, if the behavior of a defendant/offender is not in compliance with their terms of supervision. If a service is performed on a Saturday, would the USPO/USPSO be available on Sunday or can a message suffice as a contact?

**Answer:** Fax or email is sufficient notice. Pursuant to the RFP, Section C, notification must be made within 24 hours.

**Question:** Will the US Pretrial Services Office or the US Probation Office provide the code-a-phone service for urinalysis testing, or is this something we must provide?

**Answer:** Pursuant to the RFP, Section C, Local Needs, vendors are responsible for providing the code-a-phone service.

**Question:** Do service providers have to have a location in the catchment area, or is acceptable to have a location near the catchment area?

**Answer:** Services must be provided in the catchment area stated in the RFP, Section B.

**Question:** The RFP states that practitioners providing clinical counseling services must have either 1.) an advanced degree in behavioral science (masters or doctoral level), or a BA/BS and at least two years of drug treatment training and/or experience. May years of experience be substituted for degrees?

**Answer:** No. Please refer to all staff qualifications listed in Section C of the RFP.

**Question:** For residential treatment, the EMQ provides the number: 150. We are asked to provide a daily unit price. Does that mean 150 is the estimated quantity per day?

**Answer:** No. The EMQ indicated is the Estimated Monthly Quantity. For example, an estimate of 150 Monthly Quantity ÷ 30 days = 5 Clients per month.

## Common RFP Questions

---

May 24, 2019

**Question:** Can indirect costs be built into the overall price given for each project code?

**Answer:** Per Section L of the RFP, the prices submitted must reflect the requirements of the Statement of Work (SOW), for each project code requested, as well as all terms and conditions of the contract that relate to that service item.

**Question:** Is there a maximum rate that can be bid on this contract? If so, what is that rate?

**Answer:** There is no maximum rate.

**Question:** What are the current prices being paid for each of the services requested?

**Answer:** Pursuant to the Guide to Judiciary Policies, Volume 14, after an award is made, Contracting Officers may only reveal the total award amount.

**Question:** Do we need to provide pricing for all required services to be considered technically acceptable?

**Answer:** Yes. Pursuant to Section L of the RFP, offerors must provide pricing for all required services.

**Question:** I'm going to be on vacation at the time proposals are due. Can I submit our proposal late?

**Answer:** No. Pursuant to the Cover Letter and Sections A and L of the RFP, proposals must be received by the date and time indicated.

**Question:** Years ago service providers were required to provide a narrative statement about their ability and approach to each of the required items. Is that still necessary?

**Answer:** No. By providing the Background Statement (Attachment A), you certify your agency, and any subcontractor, will "provide the mandatory requirement stated in Sections C, D, F and G and all services in strict compliance with the requirements, terms, and conditions of the RFP." Please **DO NOT** provide narrative statement.

## Common RFP Questions

---

May 24, 2019

**Question:** I have always been in the private practice and haven't been inspected by any federal, state, or local agencies. Am I still eligible for consideration in this solicitation?

**Answer:** Yes. Follow the procedures contained in Section L, for Attachment B, and expressly state that you are a private practice and have no access to monitoring reports, certificates or letters.

**Question:** Under the Freedom of Information Act, can we obtain a copy of the last proposals submitted?

**Answer:** No. The Judiciary is not subject to the Freedom of Information Act, pursuant to the Guide to Judiciary Policies, Volume 14.

**Question:** We are a current vendor providing services. Do we need to submit our monitoring reports since you already have them?

**Answer:** Yes. Pursuant to the RFP, Section L, offerors must submit all monitoring reports from federal, state, and local agencies for the past 18 months.