

California Eastern District Bidder's Conference FY24 Treatment Solicitations

Samantha Washington Procurement Administrator and Steven Sheehan, Sr. U.S. Probation Officer, Drug and Alcohol Treatment Specialist

Agenda

Introduction

FY24 Solicitation Needs

Basic BPA Information

Common Errors

Helpful Tips

Please mute your mics

Who are we?

Samantha Washington – Procurement Administrator. I am the contracting officer and send out the awards and process the invoices. I am the point of contact for awards and invoicing questions.

Steven Sheehan – Sr. U.S. Probation Officer, Drug and Alcohol Treatment Specialist. Steven is your point of contact for testing supplies, and questions regarding treatment services.



California Eastern District Solicitation FY24

The US Eastern District of California Probation and Pretrial Services are soliciting for treatment services for a third of our district for fiscal year 2024. This conference will go over the catchment areas services are needed, services to be provided and highlight basic requirements to submit a proposal. We hope this will help to increase the number of complete bids and decrease the number of rejected bids. We are unable to go over the RFP in detail or all the changes made for this year, however we will share some of most common errors and significant changes.

EASTERN DISTRICT OF CALIFORNIA TREATMENT SERVICES



FY24 Solicitation Catchment Areas:

- 01 Shasta County – Substance Abuse and Mental Health
- 02 Butte County - Substance Abuse and Mental Health
- 02 Butt County- Sex Offender Treatment
- 04 Placer and Nevada Counties - Substance Abuse*
- 05 El Dorado County – Sex Offender Treatment *
- 07 Solano County – Substance Abuse and Mental Health^
- 14 Fresno County – Sex Offender Treatment
- 14 Fresno County – Residential Substance Abuse
- 15 Kings and Tulare Counties – Sex Offender Treatment
- 27 Madera County - Substance Abuse and Mental Health*

All proposals must provide service within the specific catchment area for which a proposal is submitted.

Those marked with a * we currently have limited services or do not have a BPA.

^ Catchment area of Solano county currently had one vendor providing Substance Abuse Treatment Services and a second Vendor providing Mental Health Treatment Services. These services will be combined as we are seeking one vendor to provide both services.

Important Dates and Helpful Links

<https://www.caep.uscourts.gov/vendor-resources>

<https://www.caep.uscourts.gov/solicitations>

<https://www.caep.uscourts.gov/treatment-presentations>

Solicitations posted June 16, 2023

Questions close by end of day July 7, 2023

Proposals due by 3PM Monday July 17, 2023

Contracts awarded by August 31, 2023

Vendor's training tentative for Wednesday
September 27, 2023, at 11:00AM

BPA start date October 1, 2023

Blanket Purchase Agreement (BPA)

- A BPA is a “Charge account” arrangement between a buyer and seller for recurring purchases of services.
- BPAs are not contracts and do not obligate government funds in any way.
- A Contract occurs upon the referral from either the U.S. Probation or Pretrial Services Office and the vendor’s acceptance of the referral.
- A BPA for a single catchment area could have multiple vendors in which case referrals will rotate among all the vendors. *Currently we are seeking only 1 vendor per area.
- Referrals are made in the form of a Treatment Services Program Plan (Prob Form 45).
- BPAs are valid for a specific period of time and not to extend beyond 12-month fiscal year.
- BPAs include two 12-month option periods.
- Awards are issued to the vendor who is determined to be technically acceptable and has the lowest price. See section M for the evaluation criteria.

Blanket Purchase Agreements have strict pass or fail checks for the initial review:

Submitted on time

Proposal is signed

All required documents are submitted and signed if applicable

Pricing provided for all PCs

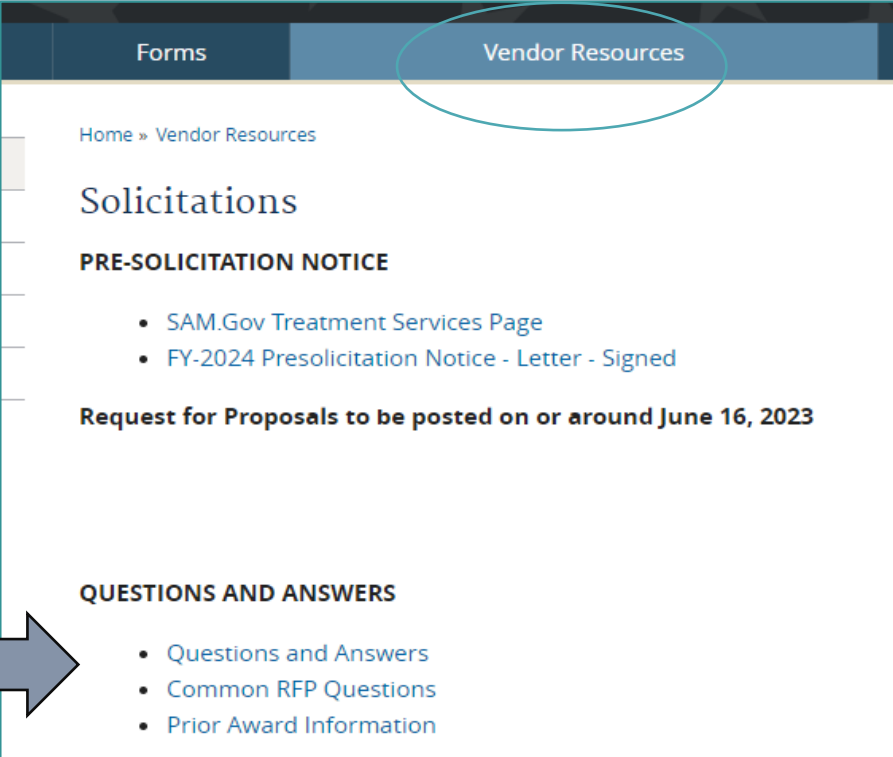
All Subcontractors are listed

Services provided within the catchment area

Local needs are met

Questions:

- Submit all vendor questions by end of day Friday July 7th
- Review Common RFP Questions on our website under Vendor Resources Solicitations
 - Questions and answers will be posted weekly under: Questions and Answers
 - Review past questions and answers
- Review the RFP in full, most questions can be answered via the RFP



The screenshot shows a website navigation menu with two tabs: 'Forms' and 'Vendor Resources'. The 'Vendor Resources' tab is circled in red. Below the navigation, the breadcrumb 'Home » Vendor Resources' is visible. The main content area is titled 'Solicitations' and includes a 'PRE-SOLICITATION NOTICE' section with two bullet points: 'SAM.Gov Treatment Services Page' and 'FY-2024 Presolicitation Notice - Letter - Signed'. Below this is a bolded announcement: 'Request for Proposals to be posted on or around June 16, 2023'. At the bottom, there is a 'QUESTIONS AND ANSWERS' section with three bullet points: 'Questions and Answers', 'Common RFP Questions', and 'Prior Award Information'. A large grey arrow points from the left towards the 'QUESTIONS AND ANSWERS' section.

Important new requirement

Every vendor must register with SAM.gov and must maintain a current registration to avoid late payments.

Registering in SAM.gov is free and national so one registration is good for all treatment BPAs.

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The SAM.gov logo is prominently displayed in the center. To the right, a badge states "Official U.S. Government Website 100% Free". The main content area is divided into two columns. The left column lists various services: Contract Opportunities, Contract Data (with a note "(Reports ONLY from fpds.gov)"), Wage Determinations, and Federal Hierarchy (Departments and Subtiers). The right column is titled "Register Your Entity or Get a Unique Entity ID" and includes the text "Register your entity or get a Unique Entity ID to get started doing business with the federal government." Below this text are two green buttons: "Get Started" and "Renew Entity". Two dark grey arrows with white text point to these buttons. The first arrow points to the "Get Started" button and contains the text "Select if you are a new vendor". The second arrow points to the "Renew Entity" button and contains the text "Select if your registration needs to be renewed". A small red box with the word "NEW" is located next to the "Entity Information" link in the left column.

Request for Proposal (RFP) Instructions

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS

L.1. GENERAL INSTRUCTIONS FOR PROPOSALS

Section L –
Provides **Complete**
instructions for
completing each
section of the RFP

Current vendors, read each section fully and do not assume it's the same requirements as last year. There are changes every year.

Section M – Provides
Evaluation criteria

SECTION M - EVALUATION FACTORS FOR AWARD

Common Errors

Section A: Sections 11-15 are not complete.

Section B:

- Vendor does not have location in the catchment area. Vendor must provide services in the catchment area.
- Pricing for all three years not included. You must include pricing for all three years, even if the pricing is the same.
- Indicates NA for requested services. You must be able to provide service for each treatment service requested.
- Not indicating services performed by a subcontractor. If subcontractors are used, you must indicate this by placing an S next to the service.
- For PC1010 (Urinalyses Testing) pricing includes supplies. We provide all UA supplies this should not be part of the pricing.

Section B common errors continue:

-Vendors submit pricing for full sessions and not for units. Units for group or individual sessions are based on 30-minute units, 1 unit equals 30 minutes. Typical sessions are 2 units per individual and 3 for group but the pricing is based on average units.

-Vendor cannot meet local need requirements. Project codes marked with * indicate there is a local need. Carefully review to ensure you can meet local need requirements.

Local needs are found at the end of Section C.

-Vendor can not meet the mandatory requirements outlined in Section C. Carefully review all of section C to make sure you can meet the requirements which include but are not limited to: educational requirements, reports to be provided, notifications required of behavior concerns.

Section A

and related documents numbered and dated:

| | |
|--|----------------|
| 11. NAME AND ADDRESS OF OFFEROR | |
| 12. Telephone No. (Include area code) | |
| 13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) | |
| 14. Signature | 15. Offer Date |

Please keep in mind, Estimated Monthly Quantity (EMQs) is just that, an estimate. We cannot be held to these EMQs.

Section B

| PROJECT CODE | REQUIRED SERVICES | ESTIMATED MONTHLY QUANTITY | UNIT PRICE |
|--------------|-----------------------|-------------------------------------|-------------------------|
| X* 6010 | Individual Counseling | 2024 <input type="text" value="4"/> | <input type="text"/> \$ |
| | | 2025 <input type="text" value="5"/> | <input type="text"/> \$ |
| | | 2026 <input type="text" value="6"/> | <input type="text"/> \$ |
| | | Unit: per 30-minute session | |
| X* 6020 | Group Counseling | 2024 <input type="text" value="3"/> | <input type="text"/> |
| | | 2025 <input type="text" value="3"/> | <input type="text"/> |
| | | 2026 <input type="text" value="9"/> | <input type="text"/> |
| | | Unit: per 30-minute session | |

Subcontractor

Local need

Even the EMQs and pricing for groups are based on 30-minute sessions

A unit price for each year must be provided

If there is "unknown" under Unit Price, no price is required.

Common errors continue...

Section K: Is not filled out or submitted. This is required and must be filled out and submitted with the proposal.

Section L: Attachment A is not provided or signed. This is required to be signed and dated for the organization. Each subcontractor must date and sign one for themselves.

Attachment B: Vendors do not provide the required monitoring reports or a statement as to why there are no reports. Monitoring reports for 24 months must be provided.

Note: This has changed for current vendors. Current vendors do not need to provide monitoring reports. We will use the reports in your file to review.

Vendors fail to sign and date attachment B or provided the required documents.

Copy of business and/or operating license, copies of federal, state and local fire, safety and health codes are replaced with compliance statement/signature.

Section L common errors continued

Attachment C: Vendors fail to include subcontractors and fail to date and sign. This is required for all staff providing direct delivery of service.

Attachment D: Vendors do not provide the required references. Tip: you might want to make sure your reference is appropriate, willing, and provide current contact information. Note this has changed for incumbent vendors: references are no longer required.

Helpful Tips:

Each RFP is specific for each treatment type. Sex Offender treatment RFPs will contain services specific to treatment of sex offenders under supervision. Substance Abuse and Mental Health treatment will contain services specific to Substance Abuse and Mental Health persons under supervision.

Each RFP contains detailed information for each project code being requested. Please review and only submit proposals if you can meet those requirements.

Once the proposal is submitted it cannot be revised. Please fully review and make sure all is signed, dated and required documents are included before submitting.

Other offers will not be shared.

Only electronic proposals will be accepted.

Provide an Attachment A for staff and each subcontractor must sign and date their own.

Read Section L carefully, this provides step by step instructions.

Things to know about providing services for California Eastern District, Probation and Pre-Trial Services

Services provided are for Defendants/Persons Under Supervision – meaning clients are either supervised under pretrial services or post conviction and are on federal probation.

Services for pretrial clients will be invoiced and sent to pretrial and services for post conviction will be invoices and sent to probation.

Specific forms are required to use and are provided within the RFP.

Post-Award monitoring reports are conducted each year.

Things to Know, Continued

Each BPA is for 1 year with two 1-year extensions. Extensions are not automatic.

Referrals are made via a Probation 45 form for each client and only those services can be provided.

Vendor does not need to maintain a phone system for UA testing. Our office maintains a phone system for UA Testing.

Vendor does not pay for testing supplies or shipping cost; we provide supplies and pay for shipping.

Wrap Up

- Use Section L as your guide to filling out the RFP
- Review to ensure everything is signed and all required information is provided
- Check the website weekly for questions and answers pertaining to this year's solicitation
- Don't assume things are the same, carefully review all sections as many things have changed.
- Submit timely, proposals are due by **3PM Monday July 17, 2023. No extensions will be given**

**We are in this
together to help
persons under
supervision heal
and to keep the
community safe!**

Thank you!

