

CALIFORNIA EASTERN DISTRICT BIDDERS' CONFERENCE FY₂₅ TREATMENT SOLICITATIONS

Samantha Washington Procurement Administrator

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Treatment Specialist

Agenda

- Introduction
 - FY25 Solicitation Needs
 - Basic BPA Information
 - Common Errors
 - Helpful Tips
 - Wrap-Up
 - Questions
-
- *Please keep your mics muted until questions at the end*



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



Steven Sheehan – Sr. U.S. Probation Officer, Drug and Alcohol Treatment Specialist. Officer Sheehan is one of your points of contact for testing supplies, and questions regarding treatment services. He is one half of the Drug and Alcohol Treatment Team, Sr. U.S. Probation Officer, Daniel Alejandro is the other half.





CALIFORNIA EASTERN DISTRICT SOLICITATION FY25

The U.S. Probation and Pretrial Services Offices of Eastern District of California are soliciting for treatment services for one third of the district for fiscal year 2025. This conference will go over the catchment areas where 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 but will share the most significant changes for FY25 and go over some of the most common errors.

FY25 Solicitation Catchment Areas:

04 Placer and Nevada Counties – Residential Substance Abuse*

06 Yolo County– Residential Substance Abuse^*

09 Sacramento County - Substance Abuse and Mental Health

09 Sacramento County - Sex Offender Treatment

09 Sacramento County - Residential Substance Abuse

10 San Joaquin County - Sex Offender Treatment

11 Stanislaus County - Substance Abuse and Mental Health

11 Stanislaus County - Sex Offender Treatment

12 Merced County- Substance Abuse*

14 Fresno County – Substance Abuse and Mental Health

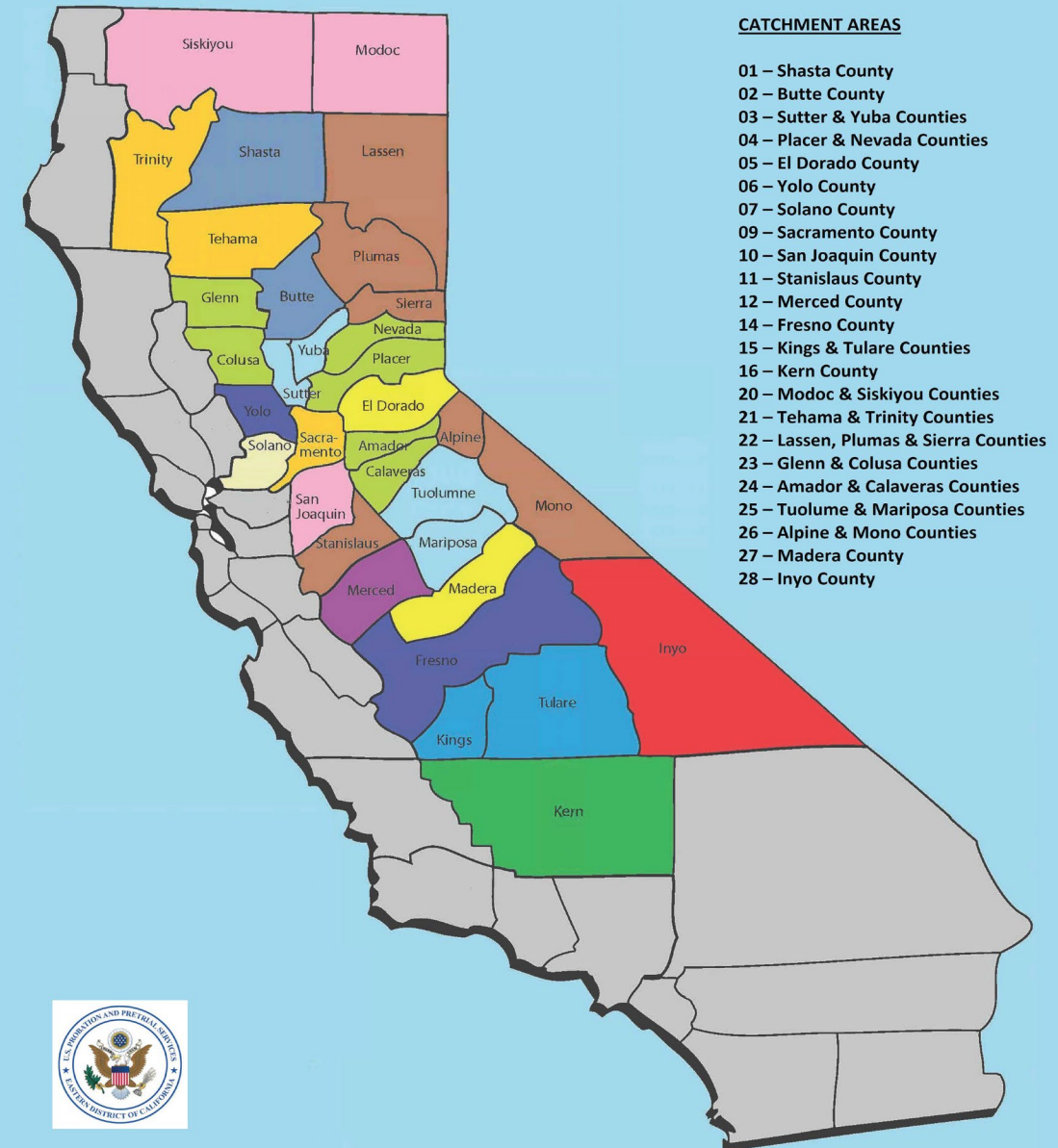
15 Kings and Tulare Counties – Substance Abuse and Mental Health

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

* we currently do not have a BPA.

^ This provider will have a requirement to accept those charged with or have been convicted of a sex offence.

EASTERN DISTRICT OF CALIFORNIA TREATMENT SERVICES



IMPORTANT DATES AND HELPFUL LINKS

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

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

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

Solicitations posted June 21, 2024

Questions close by end of day Tuesday, July 16, 2024

Final answers posted by Thursday, July 18, 2024

Proposals due by 3PM Wednesday, July 24, 2024

Contracts awarded by August 30, 2024

Vendor's training tentative for Wednesday September 26, 2024, at 11:00AM *if
needed

BPAs start date October 1, 2024

Blanket Purchase Agreement (BPA)

- A BPA is a “Charge Account” arrangement between a buyer and seller for recurring purchases of services.
- BPAs are valid for a specific period of time and not to extend beyond 12-month fiscal year.
- ***New update* BPAs now include 4 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.
- A BPA for a single catchment area could have multiple vendors in which case referrals will rotate among all the vendors. **Currently we have two vendors providing Sex Offender Treatment in Sacramento. This could remain at 2 or reduce to 1. Please submit your proposal based on being a single provider.*
- 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 and the vendor’s acceptance of the referral.
- Referrals are made in the form of a Treatment Services Program Plan (Prob Form 45).
Only the services and units on the treatment plan are authorized to be conducted

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 staff and Subcontractors to provide service are listed

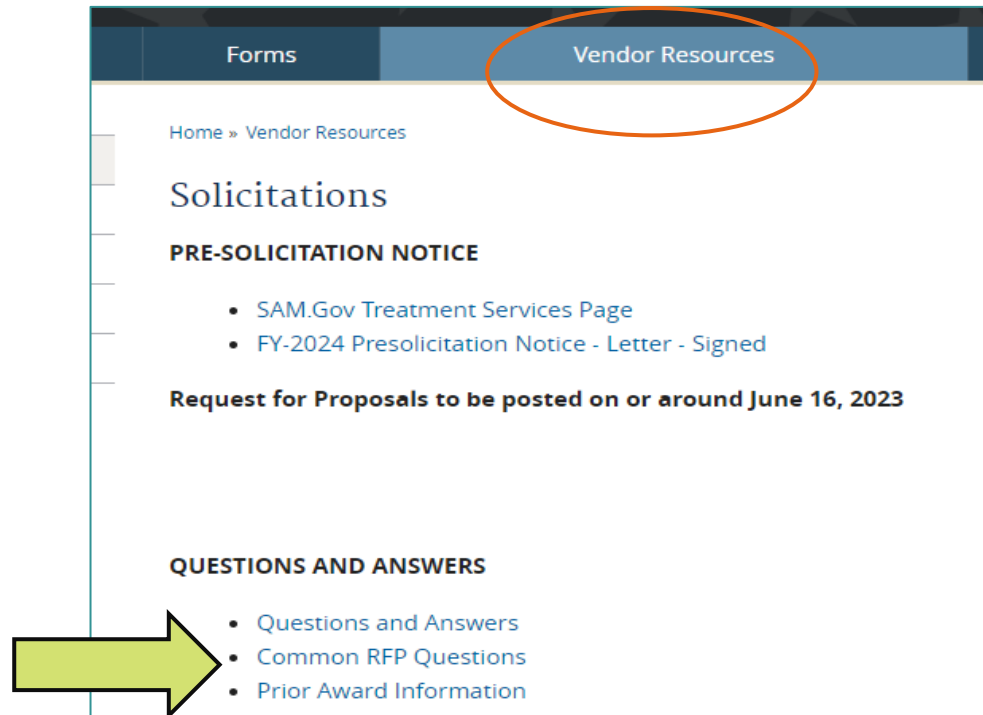
Services provided within the catchment area

Local needs are met



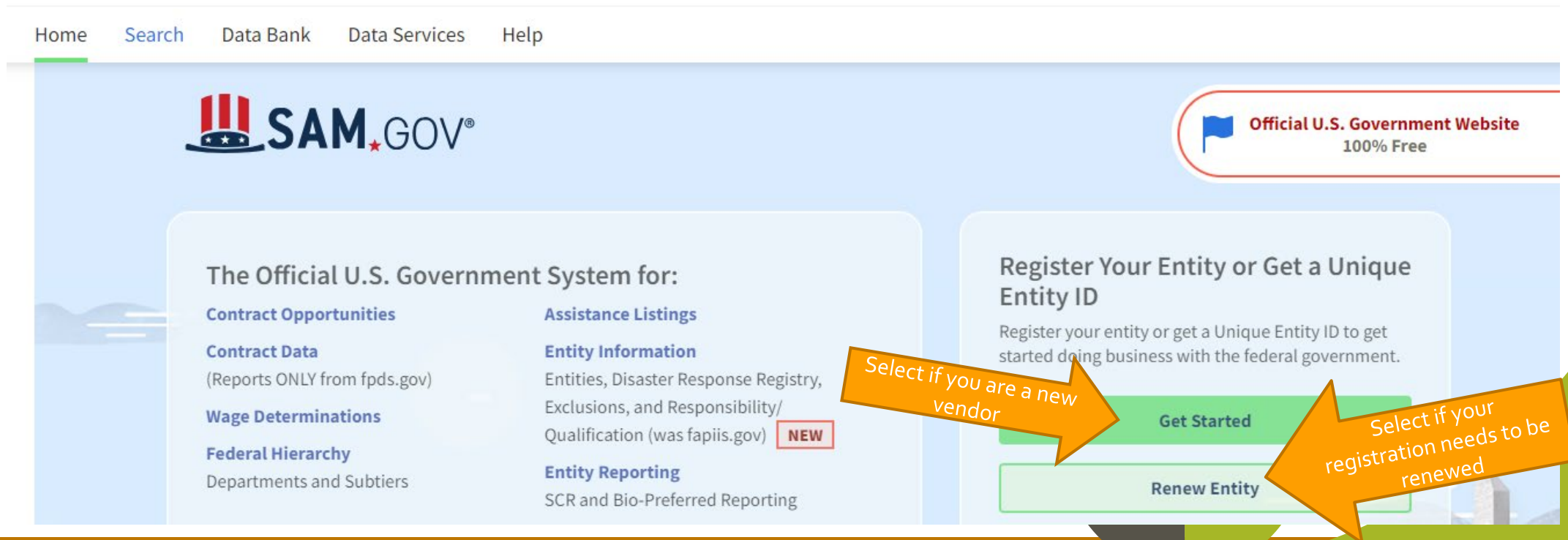
Questions:

- Submit all vendor questions by end of day Tuesday, July 16th
- 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 under Archived Solicitations
- Review the RFP in full, most questions can be answered via the RFP



Important 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.



Request for Proposal (RFP) Instructions

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



SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS

L.1. GENERAL INSTRUCTIONS FOR PROPOSALS

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 physical location in the catchment area.
Vendor must provide services in the catchment**

**-Pricing for all five years not included.
You must include pricing for all five 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.**

**-Does not indicate services performed by a subcontractor.
If subcontractors are used, you must indicate this by placing an "S" next to the price.**

**-For PC1010 (Urinalyses Testing) price includes supplies.
We provide all UA supplies and supplies, and shipping not be included in the price.**

Section B common errors continue:

- Vendors submit pricing for full sessions and not for units indicated. 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 an * 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 cannot 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, etc.

Section A

and related documents numbered and dated:

11. NAME AND ADDRESS OF OFFEROR	1
12. Telephone No. (Include area code)	1
13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	1
14. Signature	15. Offer Date

Section B

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY		UNIT PRICE
X	1201	Administrative Fee	Base Year	Unknown
			Option Year 1	Unknown
			Option Year 2	Unknown
			Option Year 3	Unknown
			Option Year 4	Unknown

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

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY		UNIT PRICE
X *	5012	Sex Offense Evaluation and Report	Base Year	1
			Option Year 1	1
			Option Year 2	1
			Option Year 3	2
			Option Year 4	2
			Unit: per report (total price)	

Subcontractor

Pricing is based on unit per session/report

SEX OFFENSE TREATMENT FOR POST CONVICTION:

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY		UNIT PRICE
X *	6012	Individual Counseling	Base Year	51
			Option Year 1	54
			Option Year 2	56
			Option Year 3	59
			Option Year 4	62
			Unit: per 30-minute session	

Local need

A unit price for each year must be provided

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

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 and if applicable must list each subcontractor.

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:** Current vendors do not need to provide monitoring reports. We will use the reports in your file to review.

Vendors failed to sign and date Attachment B.

SECTION L COMMON ERRORS CONTINUED

ATTACHMENT C: VENDORS FAIL TO INCLUDE SUBCONTRACTORS FOR ALL SERVICES TO BE PROVIDED AND FAIL TO DATE AND SIGN. THIS IS REQUIRED FOR ALL STAFF AND SUBCONTRACTORS PROVIDING DIRECT DELIVERY OF SERVICE.

ATTACHMENT D: VENDORS DO NOT PROVIDE THE REQUIRED REFERENCES. TIP: MAKE SURE YOUR REFERENCE IS APPROPRIATE, WILLING, AND PROVIDE THEIR CURRENT CONTACT INFORMATION.

*REFERENCES ARE NOT REQUIRED FOR INCUMBENT VENDORS.

Helpful Tips:

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

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.

Submit best prices as prices cannot be changed after submission or renegotiated the following option years.

Only electronic proposals will be accepted.

List all subcontractors (if applicable) on Attachment A.

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

Sign all areas/attachments where a signature is required.

FY25 Changes

Agreements now allow up to 4 (four) 1-year optional extension

For Sex Offender Treatment services, the Sexual History Examinations the examiner shall use the Model Sexual History Disclosure Polygraph Questionnaire which is included in Section J

Things to know about providing services for U.S. Probation and Pretrial Services Eastern District of California.

- Services provided are for Defendants/Persons Under Supervision – meaning clients are either supervised under pretrial services or post conviction and are on federal supervised release/probation.
- Services for pretrial clients will be invoiced and sent to pretrial and services for post conviction will be invoiced and sent to probation.
- Specific forms are required and are provided within the RFP.
- Post-Award monitoring reports are conducted once each fiscal year.

Things to Know, Continued

Each BPA is for 1 year with four 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 for UAs; we provide supplies and pay for shipping for UAs.

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 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 proposals timely.

Proposals are due by 3PM Wednesday, July 24, 2024. No extensions will be given.

Questions



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

Thank you!

