

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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July 18, 2024

Program Administrators  
All Service Providers and  
Potential Offerors

**RE:      QUESTIONS & ANSWERS  
          FY-2025 SOLICITATIONS**

The purpose of this posting is to answer questions received, regarding **Fiscal Year 2025 Solicitations** by the Eastern District of California. Questions can be submitted through Friday, September 6, 2024. The following are the questions received up until 09/06/2024 12PM. If no additional questions are submitted this will not be updated after this posting. The most recent questions are at the end and have been dated:

**Question:**      For contract signing purposes, how does one provide evidence of “an agent’s authority”? From the proposal “name, title, and signature of person authorized to sign the offer. Offers signed by an agent shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the issued office.”

**Answer:**         Section K.1 lists who is Authorized Negotiators and is authorized to sign the offer and is the evidence of that agent’s authority. This can include more than one person. More than one name can be listed along with titles, telephones number, fax and emails or a separate page can be attached with other names.

**Question:**      If one has signing authority as noted in Section K.1 are they authorized to sign as the “offeror” in attachment and all other attachments?

**Answer:**         Yes, the person authorized in Section K.1 can sign in Section A.13 and all other attachments. If more than one person is listed in Section K.1 only one of those listed need to sign Section A.13 and sign all other attachments.

**Question:**      Is EDCA allowing teletherapy for these contracts?

**Answer:**         In the RFP it is listed as Telehealth and can be found under Section C – Mandatory Requirements – 13 General Requirements d. Telehealth. Telehealth is allowed on a case-by-case basis and prior approval is needed. The approval must be kept in the file.

**Question:** The RFP states “Offerors who are currently awarded an agreement with the USPO/USPSO agency soliciting these services are not required to provide references.” Does this apply to the specific solicitation catchment areas of for any catchment area the vendor holds with the USPO/USPSO agency?

**Answer:** If a vendor holds a current agreement for any catchment area within the Eastern District, they will not have to provide references for any proposals submitted under the FY25 Solicitations for CAED.

**Question:** If a vendor holds a current BPA within the Eastern District and submit a proposal for a catchment area where they are not currently providing service do they need to submit monitoring reports.

**Answer:** If a vendor holds a current BPA for any catchment area within the Eastern District, they will not have to provide monitoring reports for proposal submitted under the FY25 Solicitations.

**Question:** Regarding the medication project codes, is the vendor expected to administer and keep medications on hand for clients?

**Answer:** For 6040/6041 the basic of 6040 someone would prescribe the psychotropic medication and we will pick up the charges of that medication assuming there is no alternative like Medical to cover the charges. Project code 6041 is the admin fee the vendor is allowed to charge pretrial/probation for this service which is 5% of the medication. We have a local need that if the vendor does not pick up the medication for the client the location of the pharmacy needs to be easily accessible to the client.

For 6050/6051 this is a bit more complex but the basic is for 6050 the vendor may have to administer the medication, like an injection *or* watch the client take their meds or injection. This is not a common project code we use; however, we have used it even if limited. The vendor would need to indicate if this service would be performed by a subcontractor. For 6051 the vendor would prescribe and evaluate the efficacy of psychotropic medications. They would monitor the client while on the medication by meeting with them monthly and providing a report of their finding. They don't need to observe them taking the medications and will not administer medications under 6051. I would direct you to Section C for a bit more details on what the requirements are for this project code as well as the others.

For any of these if a subcontractor will be used this would need to be indicated on the proposal. I will address subcontractors at the bidders' conference on Tuesday. Someone from the DATS team will be at the conference as well and can answer more questions, but we will mostly direct back to Section C.

**Question:** We currently provide services to EDCA through a BPA with a different district. Do we need to provide references and monitoring reports?

**Answer:** Even though we piggyback on the BPA in a different district you must provide references and monitoring reports. The exclusion applies to Offerors who are currently awarded an agreement with the USPO/USPSO conducting the solicitation. Piggyback agreements differ in that the BPA was not awarded by our district so the exclusion would apply to the district that awarded the BPA.

**Question:** For references are all federal probation officers exempt from being listed, no matter the district?

**Answer:** Unfortunately, yes. Per section L Preparation of Offeror's References – (Attachment D) "references should not include current USPO/USPSO employees, or other U.S. Courts employees."

**Question:** Is 0972-25-09SM for residential or outpatient services?

**Answer:** This specific RFP is for outpatient. The RFP 0972-25-09SR is for residential services.

**Question:** Follow-up came in for the above question. Can we bid on both or just one RFP?

**Answer:** You can bid on more than 1 RFP so long as you can provide the required services for the RFPs. They would be separate agreements and outpatient services would have to be done at a separate location or space if the building allows for separation.

**Question:** I was unable to attend the Bidders' Conference on July 9, 2024, was it recorded? Also, is there a record of other prospective bidders that be publicly accessed?

**Answer:** Unfortunately, I was unable to record the Bidders' Conference, however, I will be posting the slides by (tomorrow) Friday, July 12, 2024.

We do not provide the names of other prospective bidders.

**Question:** Do the medication monitoring appointments have to be in person or can they be conducted in our officer but with a doctor or Nurse practitioner who is on telehealth? The client would come into our office for the appointment, where we would take vitals ets. and then they would be placed on a video conference appointment with the medical professional.

**Answer:** In review of the statement of work for Psychotropic Med. Monitoring (6051) it does not appear there is a requirement which mandates in person appointments. The scenario provided in the question would be acceptable. In general, for counseling referrals, we typically default to in person sessions and telehealth can be approved on a case-by-case basis by the assigned officer.

**Question:** Are sessions reimbursed if the client no shows to the individual or group session?

**Answer:** Providers are not reimbursed for no-shows. Per section G.3 Invoices (Mandatory Requirement) F – “A no-show occurs when a defendant/person under supervision does not report for scheduled services and/or does not cancel with at least 24 hours advanced notice. It should be noted the vendor shall not invoice the Judiciary or receive reimbursement from the defendant/person under supervision for any no-shows.”

**Question:** In prior solicitations we were required to have contractors/sub-contractors sign a Certification of Compliance Statement. It would appear that requirement has changed and we, the Offeror, now sign certifying that we assure their compliance. Is that correct?

**Answer:** Yes, that is correct. Per section L Preparation of the Certification of Compliance Statement (Attachment A) – “If the Offeror is proposing subcontractor(s) to perform any services, the Offeror shall identify the proposed subcontractor(s) on the Certification of Compliance Statement and certify they will provide services in compliance with the requirements of the RFP.”

**Question:** **Submitted 9/3/2024:** Is the offeror required to fill out pages M2-M5 or is this for the reviewer to complete?

**Answer:** You do not fill out section M, this is used as my review process. Section M can be used for you to go over proposal as a check list before you submit. If you do use, it is for your use only and should not be submitted with the submission packet.

**Question:** **Submitted 9/5/24:** Will there be a Bidder’s conference on Friday September 6, 2024?

**Answer:** No, I will not be holding a Bidder's conference this time and will only accept questions and will post responses.

**Question:** **Submitted 9/6/24:** Can you provide any guidance on pricing? It is challenging to know how close our required pricing is compared to what can be offered.

**Answer:** I cannot provide any guidance on pricing and what others have provided or what was provided in the past. I have posted the life of agreement for the current vendor, but it was for 3 years not 5 like this current RFP. You can find that on the solicitation page, but I have also attached it here. Your agency will have to decide if you want to provide a proposal on your best offer whatever that might be and once I have all proposals in, I will evaluate the acceptability and prices.

Per Section B – Supplies or Services and Offeror's Prices - "Offerors shall submit pricing and proposal information related to only the required services."

Per Section L – Instructions, Conditions and Notice of Offerors – Section B – Submission of Prices "(2) The prices submitted must reflect the requirements of the Statement of Work for each project code requested as well as all terms and conditions of the contract that relate to that service item."

The pricing should be based on the services that were provided in the RFP. If you decide to submit a proposal, you should submit based on whatever you feel is your best offer. Our selection criteria is the proposal that is technically acceptable and lowest price. In order to remain fair and impartial I cannot discuss pricing in any other depth.

**IMPORTANT REMINDER**

Proposals are due by 3PM Friday, September 13, 2024.

Thank you for your interest in providing services to US Pretrial and Probation in the Eastern District of California. Feel free to email me if you wish to be included in the FY26 Solicitations.

Sincerely,



Samantha Washington  
Procurement Administrator