

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

**MINDY MCQUIVEY**  
Chief U.S. Probation Officer

**SARAH JOHNSON**  
Deputy Chief U.S. Probation Officer

**SCOTT STOREY**  
Assistant Deputy Chief U.S. Probation Officer

**TIM MECHEM**  
Assistant Deputy Chief U.S. Probation Officer



**REPLY TO:**

(Headquarters)  
501 "I" Street, Suite 2-500  
Sacramento, California 95814  
Tel: (916) 930-4300  
Fax: (916) 930-4380

[www.caep.uscourts.gov](http://www.caep.uscourts.gov)

June 15, 2022

**RECEIPT CONFIRMATION REQUESTED**  
**QUESTIONS DUE BY: Friday, July 1, 2022**  
**PROPOSALS DUE BY: Friday, July 15, 2022**

Program Administrators  
All Service Providers and  
Potential Offerors

**RE: REQUEST FOR PROPOSAL**  
**RFP NO. 0972-23-24SM**

Dear Program Administrators,

The United States District Court for the Eastern District of California is soliciting proposals to provide treatment services for male and female Federal defendants and offenders. These individuals include persons on probation, supervised release, or parole, who are under supervision of the U.S. Probation Office, or persons on pretrial release, under supervision of the U.S. Pretrial Services Office. The services required include **outpatient substance abuse and mental health treatment**.

Enclosed is the Request for Proposal (RFP) referenced above. This RFP contains the full text of all applicable government regulations, and all offerors are subject to the provisions contained in the RFP. In responding to the RFP, answer each item fully and supply all information requested. Please read the RFP carefully. Do not rely on your knowledge of previous RFPs, or knowledge of other Federal procurement procedures.

**SUBMITTING YOUR PROPOSAL:**

Due to the COVID-19 Pandemic, your proposal may be submitted electronically, by common carrier, or hand-carried. Whichever method you choose, your proposal must be received no later than **4:30 PM, Local Time, Friday, July 15, 2022.**

- Electronic Submission – Email your proposal to: Samantha Washington, Procurement Administrator, [samantha\\_washington@caep.uscourts.gov](mailto:samantha_washington@caep.uscourts.gov). Electronic signatures are acceptable
- Multiple Files are acceptable for larger files
- Offeror should confirm receipt after submission
- Mailed or Hand-Carried Submission – At the address specified in Section A of the RFP

## REQUEST FOR PROPOSAL – RFP # 0972-23-24SM

June 15, 2022

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### **QUESTIONS:**

Please review our website for commonly asked questions to see if your answer is already posted. All questions must be made in writing and be directed to: Samantha Washington, Procurement Administrator, at: [samantha\\_washington@caep.uscourts.gov](mailto:samantha_washington@caep.uscourts.gov). Please submit your questions by **Friday, July 1, 2022**. All questions and answers will be published on our website [www.caep.uscourts.gov](http://www.caep.uscourts.gov) under Vendor Resources and Solicitations.

### **AWARD:**

Your initial proposal should contain your organization's best terms from a price and technical standpoint. There will be no opportunity to modify your proposal once it has been submitted.

A Blanket Purchase Agreement (BPA) may be awarded to a vendor determined to be technically acceptable, based on the evaluation criteria contained in Section M, and the lowest overall cost to the government, calculated over the projected life of the agreement.

The government may choose to award a BPA to multiple vendors but reserves the right to award to a single vendor. The term for this BPA is one (1) year, with a provision that shall allow the government to unilaterally extend the agreement for an additional two (2) years, at twelve (12) month intervals, at the government's discretion.

### **RFP REQUIREMENTS:**

Section L provides specific directions for completing proposals. All proposals will be evaluated by the criteria identified in Section M.

Offerors must be capable of providing all services identified in Sections B and C, within the geographical area identified in Section B.

Your proposal must contain the following pursuant to Section L:

- Section A: Solicitation/Offer/Acceptance, Form AO 367.
- Section B: Supplies or Services and Offeror's Prices.
- Section K: Representations, Certifications, and other Statements of Offeror.
- Section L: Instructions, Conditions and Notices to Offerors:
  - Attachment A: Certification of Compliance Statement.
  - Attachment B: Offeror's Background Statement:
    - Attachment B: Supporting Documents – Monitoring Reports.
    - Attachment B: Supporting Documents – Declaration of Performance Sites.
    - Attachment B: Supporting Documents – Business and Operating Licenses.
    - Attachment B: Supporting Documents – Fire, Safety and Health Codes Certificates.
  - Attachment C: Staff Qualifications:
    - Attachment C: Supporting Documents – Certificates and Licenses
  - Attachment D: Offeror's References

NOTE: Please arrange your proposal in this order. Do not return Sections C through J.

**REQUEST FOR PROPOSAL – RFP # 0972-23-24SM**

**June 15, 2022**

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**ADDITIONAL INSTRUCTIONS:**

Ensure the name and telephone number of your references are current, and the individuals listed know your organization and can provide an adequate reference.

If you choose to submit a hard copy:

- Use binder clips or rubber bands to hold your proposal together. DO NOT submit your proposal in a binder or notebook or staple the proposal.
- Provide one (1) electronic copy in addition to any hard copy.

**LOCAL LABORATORY URINALYSIS TESTING:**

The U.S. Probation Office and U.S. Pretrial Services Office use a local laboratory service operated by the U.S. Pretrial Services Office in the Southern District of California, in San Diego. Vendors must send all urinalysis samples to this laboratory for testing, using the provided pre-paid shipping labels. **NOTE: Your organization will NOT need to pay for the testing of urine or for the shipping of samples.**

**URINALYSIS & SWEAT PATCH COLLECTION SUPPLIES:**

Urinalysis collection and sweat patch supplies will be provided by the U.S. Probation Office and the U.S. Pretrial Services Office. Supplies for each agency are to be kept separate and only used for the respective clients. **NOTE: Your organization will NOT need to pay for urine collection or sweat patch supplies.**

Please visit our website at: [www.caep.uscourts.gov/solicitations](http://www.caep.uscourts.gov/solicitations), for copies of other RFPs, questions and answers, and tools to help you prepare your solicitation.

Thank you for your interest in providing services to Federal defendants and offenders in the Eastern District of California.

Respectfully,



Samantha Washington  
Procurement Administrator

Enclosures:

1. Request for Proposal (RFP)

**SECTION A SOLICITATION / OFFER / ACCEPTANCE**

1. Solicitation No.  <b>0972-23-24SM</b>	2. Date Issued  <b>06/15/2022</b>	3. Award No.
4. Issued By: <b>Samantha Washington</b> <b>501 I Street Suite 2-500</b> <b>Sacramento CA 95814</b>	5. Address Offer To (if other than Item 4): <b>Samantha Washington</b> <b>samantha_washington@caep.uscourts.gov</b>	

**SOLICITATION**

6. Offers in original and 0 copies for furnishing the required services listed in Section B will be received at the place specified in Item 5, or if handcarried, in the depository located:

**US PROBATION OFFICE**  
**501 I Street Suite 2-500**  
**Sacramento CA 95814**

Due to the COVID-19 Pandemic electronic submissions are preferred. Offers for furnishing the required services listed in Section B may be received at the following email address in box 5 above.

until 04:30 PM local time 07/15/2022  
(hour) (date)

7. For Information call: a. Name <b>Samantha Washington</b>	b. Telephone <b>(916) 930-4306</b>
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**OFFER**

8. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (365 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

9. DISCOUNT FOR PROMPT PAYMENT <small>(See Section I, Clause No. 52-232-8)</small>	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
10. ACKNOWLEDGEMENT OF AMENDMENTS <small>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:</small>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

11. NAME AND ADDRESS OF OFFEROR	16. <input type="checkbox"/> AWARD  Your offer on Solicitation Number <u>0972-23-24SM</u> , including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets.
12. Telephone No. (Include area code)	17A. NAME OF CONTRACTING OFFICER Samantha Washington Procurement Administrator
13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER <small>(Type or print)</small>	
14. Signature	15. Offer Date
17B. UNITED STATES OF AMERICA  BY  (Signature Of Contracting Officer)	
17C. DATE SIGNED  06/15/2022	



**SECTION B - SUPPLIES OR SERVICES AND OFFEROR'S PRICES**

The United States District Court for the Eastern District of California is soliciting a vendor to provide substance use, mental health, and/or sex offender treatment services. A vendor must be capable of providing services within a geographic area encompassing Yolo County.

As a result of this solicitation the Government intends to enter into a Blanket Purchase Agreement (BPA). For this BPA, approximately 1 to 1 vendors are needed to provide the required services. The Government reserves the right to award to a single vendor.

A Blanket Purchase Agreement is a “charge account” arrangement, between a buyer and a seller for recurring purchases of services. BPAs are not contracts and do not obligate government funds in any way. A contract occurs upon the placement of a call or referral from the Probation/Pretrial Services Office and the vendor’s acceptance of the referral. Referrals will be rotated among all the vendors on the BPA. BPAs are valid for a specific period of time, not to extend beyond the current fiscal year. The total duration of this BPA, including the exercise of two 12-month options, shall not exceed 36 months. BPAs will be issued to those vendors determined to be technically acceptable and offering the lowest cost to the Government, using the Evaluation Criteria established in Section M of the Request for Proposal.

Section B is generic and used nationwide to procure the particular needs of each U. S. Probation/Pretrial Services Office. For this solicitation, only those services marked by an "X" under the Required Services column are being solicited. Offerors shall propose on only the required services. Services proposed, but not marked as required, will not be evaluated or included under any resultant agreement. Offerors failing to provide offers on all required services marked, will be considered technically unacceptable.

Note: Estimated Monthly Quantities (EMQs) represent the total monthly quantities to be ordered per Service item under the BPA. Each vendor placed on the BPA may receive a share of the total quantity stated. However, EMQ’s are estimates only and do not bind the government to meet these estimates.

An asterisk \* indicates a requirement line item which has been modified under “Local Services.”

**URINE COLLECTION:**

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE	
X *	1010	Urine Collection/Testing & Reporting	2023 <input type="text" value="5"/>	<input type="text"/>
			2024 <input type="text" value="6"/>	<input type="text"/>
			2025 <input type="text" value="7"/>	<input type="text"/>
			Unit: Price: per specimen	

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE	
X	1012	Sweat Patch/Application & Removal	2023 <input type="text" value="1"/>	<input type="text"/>
			2024 <input type="text" value="1"/>	<input type="text"/>
			2025 <input type="text" value="1"/>	<input type="text"/>
			Unit: Price: per patch (at removal)	

**INTAKE:**

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE	
X *	2011	Intake Assessment and Report	2023 <input type="text" value="1"/>	<input type="text"/>
			2024 <input type="text" value="1"/>	<input type="text"/>
			2025 <input type="text" value="2"/>	<input type="text"/>
			Unit: per intake (total fee)	

**COGNITIVE BEHAVIORAL TREATMENT:**

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE	
X *	2022	Manualized Group	2023 <input type="text" value="3"/>	<input type="text"/>
			2024 <input type="text" value="3"/>	<input type="text"/>
			2025 <input type="text" value="3"/>	<input type="text"/>
			Unit: per 30 minute session	

**SUBSTANCE ABUSE COUNSELING:**

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
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X	2010	Individual Counseling	2023	<input type="text" value="5"/>	<input type="text"/>
			2024	<input type="text" value="6"/>	<input type="text"/>
			2025	<input type="text" value="7"/>	<input type="text"/>
<b>Unit: per 30 minute session</b>					

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X	2020	Group Counseling	2023	<input type="text" value="3"/>	<input type="text"/>
			2024	<input type="text" value="6"/>	<input type="text"/>
			2025	<input type="text" value="6"/>	<input type="text"/>
<b>Unit: per 30 minute session</b>					

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X	2030	Family Counseling	2023	<input type="text" value="3"/>	<input type="text"/>
			2024	<input type="text" value="3"/>	<input type="text"/>
			2025	<input type="text" value="3"/>	<input type="text"/>
<b>Unit: per 30 minute session</b>					

**INTEGRATED TREATMENT FOR CO-OCCURRING DISORDERS:**

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6014	Integrated Treatment for Co-Occurring Disorders Intake Assessment and Report	2023	<input type="text" value="3"/>	<input type="text"/>
			2024	<input type="text" value="4"/>	<input type="text"/>
			2025	<input type="text" value="5"/>	<input type="text"/>
<b>Unit: per report</b>					

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6015	Individual Counseling	2023	<input type="text" value="5"/>	<input type="text"/>
			2024	<input type="text" value="6"/>	<input type="text"/>
			2025	<input type="text" value="7"/>	<input type="text"/>
<b>Unit: per 30 minute session</b>					



**PSYCHOLOGICAL/PSYCHIATRIC WORK-UP, EVALUATION, AND REPORT:**

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	5011	Mental Health Intake Assessment and Report	2023	<input type="text" value="1"/>	<input type="text"/>
			2024	<input type="text" value="1"/>	<input type="text"/>
			2025	<input type="text" value="1"/>	<input type="text"/>
			Unit: per report		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	5030	Psychiatric Evaluation and Report	2023	<input type="text" value="1"/>	<input type="text"/>
			2024	<input type="text" value="1"/>	<input type="text"/>
			2025	<input type="text" value="1"/>	<input type="text"/>
			Unit: per report		

**MENTAL HEALTH COUNSELING:**

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6010	Individual Counseling	2023	<input type="text" value="5"/>	<input type="text"/>
			2024	<input type="text" value="5"/>	<input type="text"/>
			2025	<input type="text" value="6"/>	<input type="text"/>
			Unit: per 30 minute session		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6020	Group Counseling	2023	<input type="text" value="3"/>	<input type="text"/>
			2024	<input type="text" value="3"/>	<input type="text"/>
			2025	<input type="text" value="6"/>	<input type="text"/>
			Unit: per 30 minute session		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6028	Cognitive-Behavioral Group	2023	<input type="text" value="3"/>	<input type="text"/>
			2024	<input type="text" value="3"/>	<input type="text"/>
			2025	<input type="text" value="6"/>	<input type="text"/>
			Unit: per 30 minute session		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6030	Family Counseling	2023	<input type="text" value="3"/>	<input type="text"/>
			2024	<input type="text" value="3"/>	<input type="text"/>
			2025	<input type="text" value="3"/>	<input type="text"/>
			Unit: per 30 minute session		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6040	Psychotropic Medication	2023	<input type="text" value="Unknown"/>	Actual cost
			2024	<input type="text" value="Unknown"/>	
			2025	<input type="text" value="Unknown"/>	
			Unit: unknown		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6041	Administrative Fee Psychotropic Medication	2023	<input type="text" value="Unknown"/>	5% of actual funds expended
			2024	<input type="text" value="Unknown"/>	
			2025	<input type="text" value="Unknown"/>	
			Unit: unknown		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6050	Administration of Psychotropic Medications	2023	<input type="text" value="Unknown"/>	<input type="text"/>
			2024	<input type="text" value="Unknown"/>	<input type="text"/>
			2025	<input type="text" value="Unknown"/>	<input type="text"/>
			Unit: per visit		

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X *	6051	Psychotropic Medication Monitoring	2023	<input type="text" value="1"/>	<input type="text"/>
			2024	<input type="text" value="1"/>	<input type="text"/>
			2025	<input type="text" value="1"/>	<input type="text"/>
			Unit: per visit		

TRANSPORTATION FOR CLIENTS:

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X	1201	Administrative Fee	2023	<input type="text" value="Unknown"/>	5% of amount distributed under pc 1202
			2024	<input type="text" value="Unknown"/>	
			2025	<input type="text" value="Unknown"/>	

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X	1202	Client Transportation Expenses	2023	<input type="text" value="Unknown"/>	Actual cost
			2024	<input type="text" value="Unknown"/>	
			2025	<input type="text" value="Unknown"/>	

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE		
X	1501	Administrative Fee	2023	<input type="text" value="Unknown"/>	5% of fees collected by vendor
			2024	<input type="text" value="Unknown"/>	
			2025	<input type="text" value="Unknown"/>	

## SECTION C. DESCRIPTION/STATEMENT OF WORK

### PROVISION OF SERVICES

The United States Probation and Pretrial Services Office (hereafter USPO/USPSO) shall provide a Probation Form 45 for each defendant/person under supervision that authorizes the provision of services. The vendor shall provide services strictly in accordance with the Probation Form 45 for each defendant/person under supervision. The Judiciary shall not be liable for any services provided by the vendor that have not been authorized for that defendant/person under supervision in the Probation Form 45. The United States Probation or Pretrial Services Officer may provide amended Probation Form 45's during treatment. The United States Probation/Pretrial Services Office will notify the vendor in writing via Probation Form 45 when services are to be terminated and the Judiciary shall not be liable for any services provided by the vendor subsequent to the written notification.

### INTRODUCTION

- A. Pursuant to the authority contained in 18 U.S.C. § 3154, and 3672, contracts or Blanket Purchase Agreements may be awarded to provide services for defendants/persons under supervision who are drug-dependent, alcohol-dependent, and/or suffering from a psychiatric disorder. Such services may be provided to federal defendants/persons under supervision supervised by the USPO/USPSO, under the terms of this agreement. The vendor shall submit separate invoices for services provided to the referring agency (USPO or USPSO).

**Note regarding pretrial services defendants:** The vendor shall not ask questions pertaining to the instant offense (pending charges), or ask questions or administer tests that compel the defendant to make incriminating statements or provide information that could be used in the issue of guilt or innocence. If such information is divulged as part of an evaluation or treatment, it shall not be included on the written report.

- B. The services to be performed are indicated in Sections B and C. The vendor shall comply with all requirements and performance standards of this agreement.
- C. The judiciary will refer clients on an "as needed basis" and makes no representation or warranty that it will refer a specific number of clients to the vendor for services.

### DEFINITIONS

- A. **"Offer"** means **"proposals"** in negotiation.
- B. **"Solicitation"** means a request for proposals (RFP) or a request for quotations (RFQ) in negotiation.

- C. **“Judiciary”** means United States Government.
- D. **“Director”** means the Director of the Administrative Office of the United States Courts (unless in the context of a particular section, the use of “Director” manifestly shows that the term was intended to refer to some other office for purposes of that section), and the term “his/her duly authorized representative” means any person or persons or board (other than the Contracting Officer) authorized in writing to act for the Director.
- E. **“Authorized representative”** means any person, persons, or board (other than the contracting officer and Chief Probation Officer/Chief Pretrial Services Officer) authorized to act for the head of the agency.
- F. **“Contracting Officer”** means the person designated by the Director or his/her duly authorized representative to execute this Agreement on the behalf of the Judiciary, and any other successor Contracting Officer who has responsibility for this agreement. The term includes, except as otherwise provided in this Agreement, the authorized representative of a Contracting Officer acting within the limits of his written authority.
- G. **“Client”** means any pretrial releasee, probationer, parolee, mandatory releasee, mandatory parolee, or supervised releasee receiving drug/alcohol testing and/or substance use assessment/treatment, mental health assessment/evaluation/treatment, and or sex offense specific evaluation/treatment/testing while under the supervision of the Federal Probation or Pretrial Services System. Hereinafter, the term defendant applies to those on pretrial supervision, whereas person under supervision applies to those on post-conviction supervision.
- H. **“U.S. Probation Officer”** (i.e., USPO) means an individual appointed by the United States District Court to provide pretrial, presentence and supervision (pre and post sentence) services for the court. “Probation Officer” refers to the individual responsible for the direct supervision of a client receiving drug/alcohol testing and/or substance use assessment/treatment, mental health assessment/evaluation/treatment and/or sex offense specific evaluation/treatment/testing.
- I. **“Chief U.S. Probation Officer”** (i.e., CUSPO) means the individual appointed by the United States District Court to supervise the work of the court’s probation staff. For the purpose of the contract, the “Chief Probation Officer” acts as the contract administrator on behalf of the Director of the Administrative Office of the United States Courts.
- J. **“U.S. Pretrial Services Officer”** (i.e., USPSO) means the individual appointed by a United States District Court to provide pretrial release investigations, recommendations and supervision services for that court. “Pretrial Services Officer” refers to the individual responsible for the direct supervision of a client

receiving drug/alcohol testing and/or substance use assessment/treatment, mental health assessment/evaluation/treatment, and/or specialized treatment for pretrial defendants charged with a sex offense.

- K. **“Chief U.S. Pretrial Services Officer”** (i.e., CPSO) means the individual appointed by the court to supervise the work of the court’s pretrial services staff. For the purpose of the contract, the “Chief Probation Officer” acts as the contract administrator on behalf of the Director of the Administrative Office of the United States Courts.
- L. **“Designee”** means the person selected by the Chief Probation Officer or the Chief Pretrial Services Officer to act in his/her behalf in drug, alcohol, and mental health treatment matters.
- M. **“Federal Bureau of Prisons”** is the federal agency responsible for housing inmates in federal prisons, penitentiaries, correctional institutions and residential re-entry centers who have been sentenced by the federal courts.
- N. **“Clarifications”** are limited exchanges, between the Judiciary and offerors that may occur when award without discussions is contemplated. If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of proposals or to resolve minor or clerical errors.
- O. **“AOUSC”** refers to the Administrative Office of the U.S. Courts.
- P. **“USPO/USPSO”** refers to the U.S. Probation Officer/U.S. Pretrial Services Officer.
- Q. **“Probation Form 45”** is the referring document submitted by the USPO/USPSO per defendant/person under supervision that outlines the services the vendor is authorized to provide.
- R. **“Monthly Treatment Log”** is a document the vendor will use for each defendant/person under supervision to verify services are being offered/provided per Probation Form 45 requirements. The Monthly Treatment Log includes a place for defendant/person under supervision to sign in/out for each service, comments, and information for the USPO/USPSO on the defendant’s/person under supervision’s treatment progress. This document accompanies the monthly invoice.
- S. **“NIDT”** is a Non-Instrumented Drug Testing Device.
- T. **“COR”** means the Contracting Officer Representative.
- U. **“Case Staffing Conference”** is a meeting between the Officer and the provider to discuss the needs and progress of the defendant/person under supervision. The defendant/person under supervision may or may not be present at the conference.

- V. “**DSM**” is the Diagnostic and Statistical Manual of Mental Disorders.
- W. “**Co-payment**” is any payment from defendant/person under supervision or third-party reimbursement.
- X. “**PPSO**” is the Probation and Pretrial Services Office, Administrative Office of the US Courts.
- Y. “**PCRA**” means the Post-Conviction Risk Assessment, which is an assessment administered by the USPO with the person under supervision used to determine risk level, identify dynamic risk factors (criminogenic needs) and criminal thinking.

## **MANDATORY REQUIREMENTS**

For Project Codes in Section B, the corresponding paragraphs in this statement of work shall be considered mandatory requirements, as well as the sections listed below:

- A. Defendant/Person under supervision Reimbursement and Co-payment
- B. Deliverables
- C. Notifying USPO/USPSO of Defendant/Person under supervision Behavior
- D. Staff Requirements and Restrictions
- E. Facility Requirements
- F. Local Services (if applicable)

### **1. Urine Collection, Instrumented Testing and Reporting (1010)**

The vendor shall perform the following procedures related to the collection, testing and reporting of urine specimens:

#### **a. Storage of Urinalysis Supplies**

The vendor shall:

- (1) Store all urinalysis supplies in a secure area with access limited only to authorized vendor employees involved in the collection process.
- (2) Prevent defendant/person under supervision access to the secure storage areas.

#### **b. Secure Collection Area**

The vendor shall:

- (1) To the extent possible, provide a lavatory only for collecting urine specimens that is not used by staff or others not providing urine

specimens.

- (2) If the lavatory is used by others not providing a urine specimen, the vendor shall:
  - (a) Limit the possibility of any interference with the collection process or adulteration of the specimen; and
  - (b) Limit access during the collection process to only those involved in the collection of urine specimens.

**c. Safety Precautions and Collector Training.**

- (1) The vendor shall ensure that collectors receive appropriate detailed training that includes a review of the federal OSHA Bloodborne Pathogen regulations (29 C.F.R. 1910.1030). The vendor shall document such training in their personnel file and the employee must certify they have received and understand such training. The vendor shall provide the documentation to the USPO/USPSO upon request.
- (2) The vendor shall ensure that all personnel handling urine specimens wear disposable gloves designed for protection against bio-hazards, and are familiar with standard precautions for handling bodily fluids.

**d. General Urine Specimen Collection Procedures**

- (1) The vendor shall ensure defendants/persons under supervision:
  - (a) Remove jackets, coats and large pocket items before entering the collection area. These items can be placed on a hook or table inside the collection area.
  - (b) Set aside purse or other carried items. These items can remain in the collection areas; however, must remain outside of immediate access from the defendant/person under supervision.
  - (c) Vigorously wash their hands using soap and water, then thoroughly rinse their hands to remove all soap and any adulterants from under the fingernails or on the skin, and finally dry their hands completely prior to voiding.
  - (d) Roll up long-sleeved shirts so the collector can examine defendant's/person under supervision's arms to detect tampering devices or adulterants.
- (3) The vendor shall ensure that the collectors:
  - (a) Verify the identity of the defendant/person under supervision by means of a state driver's license, state identification or other acceptable form of photo identification.
  - (b) Collect specimens from only one donor at a time. Both the



donor and the collector shall keep the specimen collection container in view at all times prior to it being sealed and labeled.

- (c) Complete a Chain of Custody (provided by the USPO/USPSO) before a defendant/person under supervision voids following the chain of custody procedures, and peel the Barcode label from the Chain of Custody form and place it on the bottle.
- (d) Collect a minimum of 30 milliliters of urine to allow the laboratory to conduct the initial presumptive screen and confirmation tests. A specimen with less than 10 milliliters of urine is not acceptable for testing and shall not be submitted, unless specifically authorized by the Probation or Pretrial Services Office, as the nationally contracted laboratory will not test it due to insufficient quantity.
- (e) Not flush urinals/toilets until the collection is completed and the collector advises it is safe to do so (a coloring agent is not necessary for direct observation of urine collection).
- (f) Observe and document any indication (unusual color, odor) of specimen dilution and/or adulteration, or any unusual collection events or discrepancies.
- (g) Close and tightly secure the specimen collection container, or have the defendant/person under supervision close the specimen collection container, to ensure it will not leak. In the event the defendant/person under supervision secures the collection container, the collector shall ensure it was tightly secured.
- (h) Review the temperature of the specimen to determine if it is near body temperature, if applicable. The temperature of the specimen should be measured within 4 minutes of collection and should be within a range of 90 - 100 degrees.
- (i) Use a tamper evident tape or label across the top of the bottle cap and down the sides of the bottle, and the collector or defendant/person under supervision shall initial the tamper tape or label.
- (j) Sign the Specimen Collection Statement of the Chain of Custody Form. The collector shall not sign the certification area of the form until the collection process is completed.
- (k) Have the defendant/person under supervision sign the Chain of Custody Form.
- (l) Notify the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO, within 24 hours if the defendant/person under supervision fails to report for a drug test, does not provide a urine specimen that is suitable for testing (e.g., an insufficient amount, stall, adulterated), admits drug use, or attempts at subterfuge.

e. **Observed Urine Specimen Collection Procedures**

The vendor shall:

- (1) Directly observe defendants/persons under supervision voiding into a specimen collection container. Collectors observing the voiding process shall be the same gender as the defendant/person under supervision providing the specimen (no exceptions).
- (2) The use of mirrors is acceptable if the mirrors aid the collector in viewing the voiding process. The USPO/USPSO must approve such use of mirrors.

f. **Unobserved Urine Specimen Collection Procedures**

The vendor shall perform the following urine specimen collection procedures if circumstances prevent the observed collection of a specimen. The vendor shall ensure that collectors:

- (1) Take unobserved specimens **only** when the defendant/person under supervision and the collector are not of the same gender or it is virtually impossible to collect an observed specimen. If circumstances necessitate the collection of unobserved specimens, the vendor shall contact the USPO/USPSO for approval prior to the collection.
- (2) Secure any source of water in the area where the collection occurs, by either shutting off the water or securing its access with tamper evident tape.
- (3) Remove and/or secure any agents that could be used in an attempt to adulterate the specimen, such as soaps, cleaners and deodorizers.
- (4) Clearly document on the Chain of Custody Form any unobserved collection.
- (5) Use a temperature strip to measure urine specimen temperatures which should range between 90 and 100 degrees Fahrenheit. The time from voiding to temperature measurement is critical and in no case shall exceed 4 minutes.
- (6) Obtain a second specimen from defendant/person under supervision whose urine specimen temperature is outside the range in (5) above.
- (7) Place a blue or green colored toilet bowl cleaner or coloring agent in the commode or bowl for commodes without holding tanks to deter dilution of the specimen with commode water.
- (8) Follow all general collection procedures in subsection d above.

g. **Urine Specimen Mailing and Storage** (For specimens shipped or

transferred to contract national drug testing laboratories or on-site instrumented drug testing laboratories).

The vendor shall ensure that:

- (1) Every specimen shipped or transferred to a testing facility is contained in a collection container specifically designed to withstand the rigors of transport. All collection containers shall be provided by the Judiciary.
- (2) The collector places the specimen and corresponding Chain of Custody Form in the approved shipping container and places such containers in the custody of an approved delivery service or courier;
- (3) The collector notifies the shipper/delivery service/courier that specimen(s) are ready to be delivered to the laboratory. This notification shall be given no later than the close of business the day the specimens are collected, or the morning of the day following the collection.
- (4) Urine specimens are refrigerated if specimens are retained and not shipped the same day.
- (5) Refrigerated urine specimens are not retained **longer than** 48 hours before they are sent to the laboratory. If urine specimens are retained longer than 48 hours due to an emergency or USPO/USPSO approved exigent circumstance, the specimens must be frozen.
- (6) Urine specimens are stored in a secure area or locked refrigerator/freezer with access limited only to collectors or other vendor authorized personnel. The refrigerator temperature shall not exceed 43 degrees Fahrenheit and its temperature should be periodically monitored and documented.

**h. “No Test” Policy**

The urinalysis laboratories under national contract with the AOUSC **will only test** urine specimens if all of the following conditions are met.

- (1) The specimen bottle contains no less than 10 milliliters of urine.
- (2) The specimen security seal or tamper evident system (e.g., tape) is present and intact.
- (3) The specimen bar code label is present.
- (4) The specimen is accompanied by the Chain of Custody Form.
- (5) The specimen identifier (i.e., bar code number) on the bottle is identical to the number on the Chain of Custody Form.

- (6) The collector's signature is on the Chain of Custody Form.

When any of the above conditions are not met, "No Test" will be stamped on the request report form and the reason for the no test will be checked or written in the space provided. Specimens that cannot be tested will be discarded. The vendor shall ensure that **all** of the above conditions are present for specimens sent to the national drug testing laboratories for testing. For districts using a local or regional laboratory for testing of samples, the Chain of Custody Form shall also include the signature of the defendant/person under supervision.

For specimens that are received by the national drug testing laboratories or local or regional laboratories and are untestable in accordance with the no-test policy or failure to follow the required collection guidelines, the vendor shall not invoice the district for the cost of the collection. The USPO/USPSO will provide notification to the vendor of untestable specimens.

- i. **Random Urine Specimen Collection Procedures**

The vendor shall provide random urine specimens collections in accordance with the following:

- (1) The vendor shall collect random urine specimens at the frequency determined and authorized in the Probation Form 45.
- (2) The vendor shall collect random urine specimens when the defendants/person under supervision have less than 24 hours notice that a urine specimen is to be submitted.
- (3) The vendor shall not alter a randomly scheduled urine collection without the approval of the USPO/USPSO.
- (4) Upon request of the USPO/USPSO, the vendor shall develop and operate an automated phone notification system for random urine collections. The vendor shall obtain the approval of the USPO/USPSO for the design and operation of the phone-based system before putting it into use.

- j. **Urine Specimen Collection Records and Reports**

- (1) **Urinalysis Testing Log**

The vendor shall maintain a log approved by the USPO/USPSO for all urinalysis specimens collected which shall indicate:

- (a) Defendant/person under supervision's name and PACTS number.
- (b) Vendor name and agreement #
- (c) Month/Year
- (d) Collection Date

- (e) Defendant's/person under supervision's signature
- (f) Collector initial
- (g) Bar Code number
- (h) Special tests requested, and
- (i) Drugs or medications taken
- (j) Co-pay collected (if applicable)

**NOTE:** Allowing anyone undergoing treatment to see the names or signatures of defendants/person under supervision violates federal confidentiality regulations regarding disclosure of drug or alcohol treatment records.

**k. National Contract Urinalysis Laboratories**

Urine specimens are analyzed under a separate contract with the AOUSC. Upon award, the USPO/USPSO shall notify the vendor that it uses a national contract testing laboratory and provide supplies and instructions for the shipping and handling of specimens.

**l. Onsite Screening Urinalysis Laboratory**

Urine specimens are analyzed by onsite laboratories at some locations in Probation and/or Pretrial Services Offices. Specimens sent to these facilities shall be processed in the same manner as listed above. Upon award, the USPO/USPSO shall notify the vendor that it uses an on-site testing laboratory and provide supplies and instructions for the shipping and handling of specimens.

**2. Sweat Patch Application and Removal (1012):**

The sweat patch is a white absorption pad, covered with a polyurethane dressing that acts as a storage device for illicit drugs released from the body in sweat. It is used to monitor defendants/persons under supervision for extended periods of time, to test defendants/persons under supervision who have difficulty voiding due to documented medical conditions, when the vendor does not have same gender collection available, and/or for transgender individuals. Patches will be supplied by the USPO/USPSO. If USPO/USPSO approves the vendor's use of the sweat patch on the Probation Form 45, the vendor shall use the following procedures for the application, removal, and testing process of the sweat patch:

**a. Staff Training**

The vendor shall ensure that their staff is trained in the sweat patch procedures before applying or removing a patch. The staff should complete the authorized sweat patch provider web-based sweat patch training (training link provided by the USPO/USPSO), take and pass the certification test provided by the sweat patch vendor, and perform the procedures contained in this section of the statement of work. The vendor shall document training for personnel it authorizes to apply and remove sweat patches. This documentation must include a certificate from the sweat patch vendor which indicates a successful completion of the

certification test.

b. **Storage**

The vendor shall:

- (1) Ensure patches are stored in a secure area with access limited to only collectors or other authorized vendor personnel.
- (2) Ensure patches are stored at temperatures between 36 and 78 degrees Fahrenheit.

c. **Safety Precautions**

The vendor shall:

- (1) Ensure the integrity of the collection process and make every effort to eliminate the possibility of external contamination. Staff shall wear gloves while applying and removing the patch and avoid touching the collection pad during the process.
- (2) If a witness is available, have a witness present when the defendant/person under supervision and the collector are of opposite gender.

d. **Sweat Collection and Duration of Sweat Patch Use**

The vendor shall:

- (1) Ensure that the patch is worn for a minimum of 24 hours and a maximum of 10 days.
- (2) Immediately report to the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO, if a defendant/person under supervision reports with a sweat patch that is falling off, has fallen off, or is missing. In consultation and with approval of the USPO/USPSO, the vendor shall stop using a sweat patch on defendants/persons under supervision who continue to experience difficulties in retaining the patch on their skin.

e. **Sweat Patch Application**

The vendor shall follow the procedures demonstrated in the web-based sweat patch provider training and shall:

- (1) Advise the defendant/person under supervision that the patch may be placed on the upper arm or the lower back, or the front kidney area. Ask the defendant/person under supervision where they would prefer to have the patch applied. Apply the patch on the preferred location, but avoid placement on tattooed, abraded, cut, irritated or sensitive skin.
- (2) Direct the defendant/person under supervision to clean the area with soap and cool water or with a disposable towelette. An abrasive pad may be used to clean dry skin and dirt.
- (3) Wearing disposable gloves, the collector shall clean the skin by using an alcohol wipe. Repeat the cleansing if the wipe is dirty. Allow the area to dry for approximately 90 seconds to avoid alcohol burns to the skin.
- (4) Have the defendant/person under supervision flex the upper arm for arm placement, bend forward slightly at the waist for back placement, or bend slightly backward at the waist for front kidney placement. Place the patch on skin and press firmly to promote proper adhesion. Pull parallel to the skin when removing the paper border, not outward and up from the patch. As the paper border is removed, follow right behind with a finger pressing on the polyurethane film.
- (5) Instruct the defendant/person under supervision to remove a sweat patch if he or she experiences a rash or any skin irritation, and immediately report the problem to the vendor and USPO/USPSO, or follow other notification protocol outlined by the USPO/USPSO.
- (6) Provide clear instructions as to the scheduling for removal of the patch.

f. **Sweat Patch Removal**

The vendor shall ensure that collectors follow the procedures demonstrated in the training video, particularly the following:

- (1) Wearing disposable gloves, the collector shall peel back the top edge of the sweat patch sufficiently to expose the pad. The collector shall inspect the pad to ascertain whether there are any signs of tampering. The collector shall note condition of the pad and any evidence of tampering on the Chain of Custody Form.
- (2) Ensure the pad is not contaminated by the collector or the client. The pad may be removed with disposable tweezers or with a gloved hand. The pad shall immediately be placed in the specimen bag.

- (3) Ensure the specimen is kept at room temperature in a secured area and mailed or shipped within 24 hours to the laboratory for analysis.
- (1) Ensure the Chain of Custody is kept with the specimen.
- (2) Provide the defendant/person under supervision clear instructions on when to report for reapplication, if applicable.

**g. Sweat Patch Test Policy**

A laboratory will only test sweat patches if **all** of the following conditions are met:

- (1) The absorption pad is accompanied by a Chain of Custody Form signed and completed by the collector.
- (2) The absorption pad is in a specimen bag, and the security seal shall be present, initialed by collector, and intact.
- (3) A barcode label is present on the specimen bag and a security seal is present and intact.
- (4) The sweat patch number on the polyurethane film shall match the sweat patch number on the Chain of Custody Form.

The USPO/USPSO shall review and approve all requests for retesting.

**h. Sweat Patch Records and Reports**

The vendor shall:

- (1) Maintain a separate log for sweat patch specimens which includes columns for the following information: the name of the defendant/person under supervision, PACTS Number, Chain of Custody barcode number, medications taken, application date, removal date, test result, collector's initials, co-pay collected (if applicable), and a place to note any unusual occurrences. The log must be approved by the USPO/USPSO.
- (2) When the vendor receives positive results from the laboratory, notify the USPO/USPSO within 24 hours and provide the top copy of the Chain of Custody Form together with the results to the USPO/USPSO.
- (3) Include sweat patch application and removal information in each Monthly Treatment Log.



i. **Sweat Patch Invoicing**

The vendor shall:

- (1) Invoice one price for all elements in the sweat collection process.
- (2) Not invoice if the defendant/person under supervision fails to return for removal of the patch, if the defendant/person under supervision loses the patch, or if the laboratory refuses to test the sweat patch because the conditions in paragraph “g” of this section were not satisfied.
- (3) Invoice for the service during the month the patch is removed.

**Substance Use Services**

3. **Substance Use Intake Assessment Report (2011)**

This is comprehensive biopsychosocial intake assessment and report which shall be conducted by a state certified addictions counselor or a clinician who meets the standards of practice established by his/her state’s regulatory board. The assessor shall identify the defendant’s/person under supervision’s substance use severity based upon the most current edition of the American Psychiatric Association’s Diagnostic and Statistical Manual of Mental Disorders (i.e., DSM), strengths, weaknesses, and readiness for treatment. Assessments shall be conducted face to face, unless otherwise approved by the USPO/USPSO.

Within 15 business days of receiving the referral, any time frame exceptions shall be approved by the USPO/USPSO and documented by the vendor (within the defendant/person under supervision file), the vendor shall provide:

- (a) A comprehensive diagnostic interview for each defendant/person under supervision, to include a structured diagnostic instrument (examples include, but are not limited to, the Substance Abuse Subtle Screening Inventory (SASSI), Addiction Severity Index (ASI), or Structured Clinical Interview for DSM).
- (b) A typed report to the USPO/USPSO **within 10 business days** of the vendor’s completion of the diagnostic interview with the defendant/person under supervision. At a minimum, the assessment report shall address the following:
  - (1) Basic identifying information and sources of the information for the report;

- (2) Diagnostic impression;
- (3) A biopsychosocial profile of symptoms that are related to substance use and mental health diagnoses, if applicable;
- (4) The target treatment problem which will be the primary or central focus of the initial treatment plan;
- (5) Risk, need, responsivity as indicated by the PCRA (applicable to post-conviction cases only and when assessment information is provided by USPO)
- (6) The severity of the defendant's/person under supervision's substance use disorder (mild, moderate, severe); and
- (7) A treatment recommendation as to the level/frequency and type of service appropriate to address the identified problems.

The comprehensive diagnostic interview report shall not be a synopsis and/or overview of the presentence report, pretrial services report or any other institutional progress reports provided by the USPO/USPSO to the vendor for background information.

#### 4. **Cognitive Behavioral Interventions**

The goal of Cognitive Behavioral Therapy (CBT) is to change the way defendants/persons under supervision think, hence changing the way they behave. More specifically, CBT restructures a defendant's/person under supervision's thought pattern while simultaneously teaching pro-social skills. This type of intervention is effective in addressing criminogenic needs such as antisocial values, low self-control and substance use.

The vendor shall provide:

**Manualized Cognitive Behavioral Group (2022)** - to two (2) or more defendants/persons under supervision but no more than twelve (12) led by a trained facilitator as defined below. The groups shall offer a structured approach to a specific component of an intervention plan and address the criminal thinking component of a defendant/person under supervision. Examples of this type of group include but are not limited to Criminogenic Needs and Violence Curriculum (CNVC), University of Cincinnati Corrections Institute Cognitive Behavioral Interventions for Substance Use for

adults (CBI-SU), Moral Reconciliation Therapy, Thinking for a Change, Problem Solving Skills in Action, Decision Points, Moving On, and The Change Companies. The specific curriculum utilized by the vendor must be designed to address substance use issues and must be approved in advance by the contracting officer or designee. The applicable course materials shall be provided by the vendor and included in the price for this service. In the event the defendant/person under supervision misplaces a copy of the applicable course materials, the vendor is required to provide one additional copy of the materials at no cost (cost of replacement materials shall be included within the price for this service).

The vendor shall ensure:

- (1) The trained facilitator has successfully completed training for the specific manualized CBT program being utilized. The completion of such training shall be documented. A trained facilitator shall not be required to have clinical oversight.

The vendor shall:

- (1) Provide treatment only as directed on the Probation Form 45, and shall initiate services within 10 business days of receiving the initial or amended Probation Form 45, any time frame exceptions shall be approved by the USPO/USPSO and documented by the vendor (within the defendant/person under supervision file).
- (2) Provide for emergency services (e.g., after hours staff phone numbers, local hotlines) for defendants/persons under supervision when counselors are not available.
- (3) Ensure that treatment plans are created with the defendant/person under supervision at the beginning of programming and shall include, but are not limited to: (a) short and long-term goals for the defendant/person under supervision (for post-conviction, goals should relate to the person under supervision's risk, needs, and responsivity, as provided by the USPO/USPSO); (b) measurable objectives; (c) define the type and frequency of services to be received; (d) specific criteria for treatment completion; and (e) the anticipated time-frame for completion. Treatment plans shall be reviewed at least every 90 days, and include the defendant's/person under supervision's input, updates to items (a) – (e) aforementioned, justification for continued need for treatment, and any feedback provided by the USPO/USPSO. The plan should include information on family and significant others involvement

(i.e., community support programs, etc.).

**NOTE:** Initially and after every update, or at least every 90 days, the treatment plan should be attached to the Monthly Treatment Log and submitted with the invoices provided to the USPO/USPSO.

- (4) Ensure that only face-to-face contacts with the defendant/person under supervision are billed, unless otherwise approved by the USPO/USPSO, and that emergency telephone calls, texts, e-mails, etc. are factored into the unit price.
- (5) Ensure that a typed discharge summary is submitted to the USPO/USPSO **within 15 business days after** treatment is terminated. The summary shall outline the reason for concluding contract services, (i.e., the defendant/person under supervision responded to treatment and treatment is no longer needed, or the defendant/person under supervision failed to respond to treatment). In addition, the discharge summary shall include recommendations for community-based aftercare that the defendant/person under supervision can readily access. In all cases, the discharge status (i.e., successful discharge, unsuccessful discharge, interruption of treatment, etc.) shall be clearly stated.
- (6) Ensure that counselors notify the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO, within 24 hours if the defendant/person under supervision fails to report for treatment or conduct violating a condition of supervision occurs. Any factors that may increase risk or identified third-party risk issues shall be immediately communicated to the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO.

## 5. Substance Use Counseling

Counseling is a clinical interaction between defendant/person under supervision and a trained and certified/credentialed counselor. The interactions are deliberate and based on various clinical modalities, which have demonstrated evidence to change behavior. Treatment shall include the use of cognitive and behavioral techniques, including but not limited to cognitive restructuring, skill building using a structured learning approach (including modeling, role play and feedback), and teaching the skill of problem solving to change defendant/person under supervision thought patterns while teaching pro-social skills. The vendor shall incorporate motivational engagement techniques throughout the counseling process.

Substance use counseling shall include assessing the defendant/person under supervision to

determine appropriate treatment dosage. Vendor recommendations for services shall incorporate one or more of the services referenced below (1 through 5) for each defendant/person under supervision. Treatment dosage, including level of care, shall be based on need of the defendant/person under supervision, and re-evaluated no less than every 90 days. As the defendant/person under supervision progresses or regresses in their treatment, the vendor shall provide recommendations for changes in service intensity.

The vendor shall provide:

- a. The services below (1 through 5) or any combination thereof as indicated on the Probation Form 45 for each defendant/person under supervision:
  - (1) **Individual Counseling (2010)** to one (1) defendant/person under supervision;
  - (2) **Group Counseling (2020)** to two (2) or more defendants/persons under supervision but no more than twelve (12);
  - (3) **Family Counseling (2030)** to a defendant/person under supervision and one (1) or more family members. The vendor may meet with family members without the defendant/person under supervision present with USPO/USPSO approval, and as long as the defendant/person under supervision is the primary beneficiary of the service provided
- b. For counseling identified for project codes **2010, 2020, 2030, 2040, and 2090**, the vendor shall:
  - (1) Provide treatment only as directed on the Probation Form 45, and shall initiate services within 10 business days of receiving the initial or amended Probation Form 45, any time frame exceptions shall be approved by the USPO/USPSO and documented by the vendor (within the defendant/person under supervision file).
  - (2) Provide for emergency services (e.g., after hours staff phone numbers, local hotlines) for defendants/persons under supervision when counselors are not available.
  - (3) Ensure that treatment plans are created with the defendant/person under supervision at the beginning of programming and shall include, but are not limited to: (a) short and long-term goals for the defendant/person under

supervision (for post-conviction, goals should relate to the person under supervision's risk, needs, and responsivity, as provided by the USPO/USPSO); (b) measurable objectives; (c) define the type and frequency of services to be received; (d) specific criteria for treatment completion; and (e) the anticipated time-frame for completion. Treatment plans shall be reviewed at least every 90 days, and include the defendant's/person under supervision's input, updates to items (a) – (e) aforementioned, justification for continued need for treatment, and any feedback provided by the USPO/USPSO. The plan should include information on family and significant others involvement (i.e., community support programs, etc.).

**NOTE:** Initially and after every update, or at least every 90 days, the treatment plan should be attached to the Monthly Treatment Log and submitted with the invoices provided to the USPO/USPSO.

- (4) Ensure that only face-to-face contacts with the defendant/person under supervision (or family) are billed, unless otherwise approved by the USPO/USPSO, and that emergency telephone calls, e-mails, texts, etc. are factored into the unit price.
  - (5) Ensure that a typed discharge summary is submitted to the USPO/USPSO **within 15 business days after** treatment is terminated. The summary shall outline the reason for concluding contract services, (i.e., the defendant/person under supervision responded to treatment and treatment is no longer needed, or the defendant/person under supervision failed to respond to treatment). Additionally, the discharge summary shall include recommendations for community-based aftercare that the defendant/person under supervision can readily access. In all cases, the discharge status (i.e., successful discharge, unsuccessful discharge, interruption of treatment, etc.) shall be clearly stated.
  - (6) Ensure that counselors notify the USPO/USPSO, or follow other notification protocols outlined by USPO/USPSO, within 24 hours if the defendant/person under supervision fails to report for treatment or conduct violating a condition of supervision occurs. Any factors that may increase risk or identified third-party risk issues shall be immediately communicated to the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO.
- c. For **substance use 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 use treatment intervention as established by his/her state's regulatory board and/or accrediting agency.
  - (3) Paraprofessionals are **only** used under the supervision of 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.
- (1) **Integrated Treatment for Co-Occurring Disorders Assessment and Report (6014)**

This is a comprehensive biopsychosocial assessment and report which shall be performed by a masters or doctoral level clinician who is licensed or certified and meets the standards of practice established by his/her state regulatory board for the purpose of defining the nature of the problem and developing specific treatment recommendations addressing the problem. The assessment could also be conducted by a non-licensed masters level clinician under the supervision of a licensed professional in accordance with state licensing standards.

Within 15 business days of receiving the referral, any time frame exceptions shall be approved by the USPO/USPSO, the vendor shall provide:

1. At least one comprehensive clinical/diagnostic interview utilizing a structured interview tool such as the Structured Clinical Interview for DSM;
2. A typed report to the USPO/USPSO within 10 business days of the vendor's completion of the diagnostic interview with the defendant/person under supervision and must include more than simply a synopsis or overview of reports provided by the USPO/USPSO to the vendor for background information. The typed report shall, at a minimum, include the following:
  - a. The defendant's/person under supervision's demographic information; marital status; education; employment; housing status; trauma history; history of domestic violence (as either a perpetrator or a victim); financial situation; health history; strengths and limitations or problem areas; skill deficits; cultural barriers.

- b. The defendant's/person under supervision's chronological substance use history including substances used, patterns of use, periods of extended abstinence and relapse; diagnoses, treatment, impairment related to these issues; family history of substance use; and identification of stage of change and readiness to engage in services.
    - c. The defendant's/person under supervision's chronological mental health history including family history of mental illness, diagnoses, treatment, hospitalizations, current symptoms and mental status, and medications.
    - d. Recommendations for further evaluation (including determining need for psychotropic medications or further substance use evaluations), as well as a treatment recommendation as to the level/frequency and type of services appropriate to address the identified problems, if applicable.
  3. The vendor shall contact the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO, within 24 hours, if the defendant/person under supervision fails to report for the evaluation. Any factors that may increase risk of identified third-party risk issues shall be immediately communicated to the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO.

6. **Integrated Treatment Services for Co-Occurring Disorders**

Defendants/persons under supervision with co-occurring disorders shall receive substance use and mental health services in an integrated fashion. When receiving integrated treatment services, defendants/persons under supervision shall be treated by the same clinician and/or team in the same location. Treatment shall incorporate one or more of the services referenced below (1 through 4) for each defendant/person under supervision. Treatment dosage, including level of care, shall be based on need of the defendant/person under supervision, and re-evaluated no less than every 90 days.

As the defendant/person under supervision progresses or regresses in their treatment, the vendor shall provide recommendations for changes in service intensity.

The vendor shall provide:

- a. One or more of the following (or any combination thereof):
  - (2) **Integrated Treatment Services for Co-Occurring Disorders/Individual Counseling (6015)** to one (1) defendant/person under supervision. This treatment shall conform to the standards set forth in 2010 and 6010, but shall be completed in an integrated fashion.

The vendor shall ensure that:



- b. Practitioners providing integrated treatment services for co-occurring disorders must be a licensed/certified psychiatrist, psychologist, masters or doctoral level practitioner who meets the standards of practice established by his/her state's regulatory board and are trained in working toward the recovery of clients with co-occurring disorders. These services could also be conducted by a provisionally licensed masters or doctoral level clinician under the supervision of a licensed professional, in accordance with state licensing standards;
- c. Practitioners use integrated treatment approaches deemed successful with individuals with co-occurring psychiatric and substance use disorders;
- d. Provide treatment only as directed on the Probation Form 45, and shall initiate services within 10 business days of receiving the initial or amended Probation Form 45, any exceptions to the time frame shall be approved by the USPO/USPSO and documented by the vendor (within the defendant/person under supervision file).
- e. Practitioners develop a treatment plan with the defendant/person under supervision at the beginning of programming which shall include, but is not limited to: (1) short and long-term goals the defendant/person under supervision will be attempting to achieve (for post-conviction, goals should relate to the person under supervision's risk, needs, and responsibility, as provided by the USPO/USPSO); (2) measurable objectives which relate to the achievement of the corresponding goals; (3) define the type and frequency of services to be received; (4) specific criteria for treatment completion; and (5) the anticipated time-frame for completion of short term goals, as well as estimated time frame for completion of long-term goals. Treatment plans shall be reviewed at least every 90 days, and include the defendant's/person under supervision's input, updates to items (1) - (5) aforementioned, justification for continued need for treatment, and any feedback provided by the USPO/USPSO. The plan should include information on family and any significant other involvement (i.e., community support programs, etc.)

**NOTE:** Initially and after every update, or at least every 90 days, the treatment plan should be attached to the Monthly Treatment Log and submitted with invoices provided to the USPO/USPSO.

- f. Practitioners notify the USPO/USPSO, or follow other notification protocol outlined by the USPO/USPSO, within 24 hours if the defendant/person under supervision fails to report for treatment, conduct violating a condition of supervision occurs, or third-party risk issues are identified.

Factors which increase general risk of violence shall be communicated to the USPO/USPSO assigned to the case.

- g. Emergency services (e.g., after hour staff phone numbers, local hotlines) and/or procedures are in place when counselors are unavailable;
- h. A typed discharge summary is submitted to the USPO/USPSO **within 15 business days after** the treatment is terminated. The summary shall outline the reason for concluding formal services, (i.e., the defendant/person under supervision responded to treatment and treatment is no longer needed, or the defendant/person under supervision failed to respond to treatment). In addition, the discharge summary shall include recommendations for community-based aftercare that the defendant/person under supervision can readily access. In all cases, the discharge status (i.e., successful discharge, unsuccessful discharge, interruption of treatment, etc.) shall be clearly stated; and
- i. Only face-to-face contacts with the defendant/person under supervision (or family) are billed, unless otherwise approved by the USPO/USPSO, and that emergency telephone calls, texts, e-mails, etc. are factored into the basic unit price.

## 7. Psychological/Psychiatric Evaluation Testing and Report

The vendor shall provide:

- a. **Psychiatric Evaluation and Report (5030)**- consisting of a medical evaluation and report conducted and prepared by a licensed medical doctor/physician, a psychiatrist who specializes in disorders of the mind, or other qualified practitioner who is board certified or board-eligible, and meets the standards of practice (i.e., academic training, residency, etc.) established by his/her state's regulatory board. The purpose for this type of evaluation is to establish a psychiatric diagnosis, to determine the need for psychotropic medications and prescribe as necessary, and/or to develop an initial treatment plan with particular consideration of any immediate interventions that may be needed to ensure the defendant's/person under supervision's safety to that of the community.

**NOTE: Physical examinations and laboratory tests associated with a psychiatric evaluation and report shall be provided under project codes 4010 and 4020, respectively.**

- b. Testing and evaluations shall be completed within 30 business days of receiving the referral, any exception to the time frame shall be approved by the USPO/USPSO and documented by the vendor (within the defendant/person under supervision file), and a typed report to the USPO/USPSO within 10 business days after completion of any of the listed mental health services (**5010, 5020, and 5030**). At a minimum, the report should include the following:

**(1) For Psychiatric Evaluations and Report (5030):**

- (a) Reason for the evaluation (i.e., main complaint, general psychiatric evaluation, or clinical consultation), and sources of information for the report (to include current counselors);
- (b) History of present illness (i.e., history of current symptoms, available details on previous treatments);
- (c) Past psychiatric history (i.e., history of all past episodes of mental illness and treatment, previous established diagnoses, medication usage and duration);
- (d) General medical history;
- (e) History of substance use (i.e., if available, include information on quantity, frequency, route of administration, patterns of licit and illicit psychoactive substances);
- (f) Social history (i.e., psychosocial/developmental history, occupational and family history). NOTE: The social history shall not be a synopsis and/or overview of presentence and/or pretrial services reports or other institutional progress reports provided by the USPO/USPSO to the vendor for background information, but shall include information from those reports;
- (g) Physical examination (if required);
- (h) Mental status examination (including appearance, general behavior, expression of mood and affect, speech and language, suicidal/homicidal thoughts, and current level of dangerousness to self/others);
- (i) Functional assessment;
- (j) Description and evaluation of all testing components;
- (k) Diagnostic impression according to the most current edition of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (i.e., DSM) with separate notations for important psychosocial and contextual factors and disability. If a defendant/person under supervision does not meet DSM criteria that shall be noted

- in the evaluation;
    - (l) Recommendations shall include whether further psychological/psychiatric treatment is required; whether or not medications are required, if so, type, dosage, and route of administration. If treatment is not indicated, this should be clearly stated. If treatment is indicated, all interventions recommended shall be detailed (i.e., individual, group, medication assisted treatment, etc.).
  - c. The vendor shall contact the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO, **within 24 hours** if the defendant/person under supervision fails to report for the evaluation.

## 8. **Mental Health Intake Assessment and Report**

Within 15 business days of receiving the referral, any time frame exceptions shall be approved by the USPO/USPSO and documented by the vendor (within the defendant/person under supervision file), the vendor shall provide:

- a. **Mental Health Intake Assessment and Report (5011)**- performed by a masters or doctoral level clinician who is licensed or certified and meets the standards of practice established by his/her state regulatory board. The assessment could also be conducted by a non-licensed masters level clinician under the supervision of a licensed professional in accordance with state licensing standards.

The vendor shall provide:

- (1) At least one comprehensive clinical/diagnostic interview utilizing a structured interview tool such as the Structured Clinical Interview for DSM.
- (2) A typed report shall be provided to the USPO/USPSO within 10 business days of the vendor's completion of the diagnostic interview with the defendant/person under supervision and must include more than simply a synopsis or overview of presentence and/or pretrial services reports or institutional progress reports provided by the USPO/USPSO to the vendor for background information. The written report shall, at minimum, include the following:
  - (a) Basic identifying information and sources of information for the report (to include current counselors);
  - (b) A mental status examination including physical appearance,

orientation, mood/affect, intellectual functioning, suicidal or homicidal ideation, social judgment and insight, psychiatric symptoms, current level of dangerousness to self/others, etc., and possible indicators supporting the need for further testing and/or treatment;

- (c) Summary of the defendant's/person under supervision's mental health as it relates to supervision;
  - (d) Any identifying background information, outpatient/inpatient mental health history, family/medical history, substance use history, current social situation (i.e., source of income, employment, environment), DSM diagnosis (if applicable) and treatment recommendations (if applicable);
  - (e) Recommendations for further assessments if the assessment clearly identifies the need for treatment, need for additional assessments or testing (including assessment to determine need for psychotropic medications or a further substance use evaluation), as well as a treatment recommendation as to the level/frequency and type of services appropriate to address the identified problems, if applicable.
- (3) The vendor shall contact the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO, **within 24 hours** if the defendant/person under supervision fails to report for the evaluation.

## 9. **Mental Health Counseling**

Counseling is a clinical interaction between a defendant/person under supervision and a psychiatrist, psychologist, or masters or doctoral level practitioner who is licensed or certified by his/her state's regulatory board. These services could also be conducted by a provisionally licensed masters or doctoral level clinician under the supervision of a licensed professional, in accordance with state licensing standards. The interactions shall be deliberate and based on clinical modalities, which have demonstrated evidence to stabilize mental health symptoms.

Treatment shall incorporate one or more of the services referenced below (1 through 5) for each defendant/person under supervision. Treatment dosage, including level of care, shall be based on need of the defendant/person under supervision, and re-evaluated no less than every 90 days.

As the defendant/person under supervision progresses or regresses in their treatment, the vendor shall provide recommendations for changes in service intensity.

The vendor shall provide:

a. Treatment only as directed on the Probation Form 45, and shall initiate services within 10 business days of receiving the initial or amended Probation Form 45, any time frame exceptions shall be approved by the USPO/USPSO and documented by the vendor (within the defendant/person under supervision file). All the following services, may be ordered on the Probation Form 45 individually or in any combination:

- (1) **Individual Counseling (6010)** to one (1) defendant/person under supervision.
- (2) **Group Counseling (6020)** to two (2) or more defendants/person under supervision but no more than twelve (12).
- (3) **Cognitive-Behavioral Group (6028)** is designed for two (2) or more defendants/person under supervision but no more than twelve (12). The goal of this intervention is to change the way defendants/person under supervision think, hence changing the way they behave. More specifically, CBT restructures a defendant/person under supervision's thought patterns while simultaneously teaching pro-social skills. This type of intervention is effective in addressing criminogenic needs such as antisocial values and poor impulse control.

This intervention must also focus on the stabilization of mental health symptoms.

- (4) **Family Counseling (6030)** to a defendant/person under supervision and one or more family members. The vendor may meet with family members without the defendant/person under supervision present with USPO/USPSO written approval,

The vendor shall ensure that:

- (a) **Mental Health Counseling, i.e., 6010, 6020, 6021, 6028, and 6030** are provided by a licensed/certified psychiatrist, psychologist, or masters or doctoral level practitioner who meets the standards of practice to perform psychotherapy/counseling services as established by his/her state's regulatory board.

These services could also be conducted by a provisionally licensed masters or doctoral level clinician under the supervision of a licensed professional, in accordance

with state licensing standards.

- (b) Practitioners conducting the **Cognitive-Behavioral Group (6028)** utilize theoretical models such as behaviorism, social learning, or cognitive-behavioral theories of change.
  
- (c) Practitioners prepare treatment plans that shall include, but are not limited to: (1) short and long-term goals the defendant/person under supervision will be attempting to achieve (for post-conviction, goals should relate to the person under supervision's risk, needs, and responsivity, as provided by the USPO/USPSO); (2) measure objectives which relate to the achievement of the corresponding goals; (3) define the type and frequency of services to be received; (4) specific criteria for treatment completion; and (5) the anticipated time-frame for completion of the short-term goals, as well as estimated time frame for completion of long-term goals. Treatment plans shall be reviewed at least every 90 days, and include the defendant's/person under supervision's input, updates to items (1) – (5) aforementioned, justification for continued need for treatment, and any feedback provided by the USPO/USPSO. The plan should include information on family and significant others involvement (i.e. community support programs, etc).

**NOTE:** Initially and after every update, or at least every 90 days, the treatment plan should be attached to the Monthly Treatment Log and submitted with invoices provided to the USPO/USPSO.

- (d) Emergency services (e.g., after hour phone numbers, local hotlines) shall be available for defendants/persons under supervision when counselors are unavailable. Emergency telephone calls, texts, e-mails, etc. shall be included in the basic unit prices.
  
- (e) Only face-to-face contacts between practitioner and defendant/person under supervision (or family) are invoiced, unless otherwise approved by the USPO/USPSO.
  
- (f) A typed discharge summary is submitted to the USPO/USPSO **within 15 business days after** treatment is terminated. The summary shall outline the reason for concluding contract services, (i.e., whether the defendant/person

under supervision responded to treatment and treatment is no longer needed, or whether the defendant/person under supervision failed to respond to treatment). Additionally, the discharge summary shall include recommendations for community-based aftercare the defendant/person under supervision can readily access. In all cases, the discharge status (i.e., successful discharge, unsuccessful discharge, interruption of treatment, etc.) shall be clearly stated.

- (g) Counselors shall notify the USPO/USPSO, or follow other notification protocols outlined by the USPO/USPSO, within 24 hours if the defendant/person under supervision fails to report for treatment or conduct violating a condition of supervision occurs. Any factors that may increase risk or identified third-party risk issues shall be immediately communicated to the USPO/USPSO.

## 10. **Psychotropic Medication**

Psychotropic medication is defined as a class of drugs that are prescribed for persons whose symptoms are viewed as having a psychological base. This class of drugs is typically prescribed to stabilize or improve mood, mental status, or behavior. If medically appropriate, generic medications shall be prescribed. The vendor shall seek medication pricing from a minimum of three (3) sources, and utilize the source with the lowest cost to the Judiciary.

The vendor shall provide:

- a. **Psychotropic Medication (6040)** in either oral or injectable form subsequent to a prescription from a licensed psychiatrist, medical doctor/physician, or other qualified practitioner with current prescriptive authority, who meets the standards of practice established by his/her state's regulatory board. This service is generally used in conjunction with code 6050 or 6051; however, there may be emergency circumstances wherein a vendor may be authorized to solely acquire psychotropic medication in accordance with the Probation Form 45.

The vendor may charge an:

- b. **Administrative Fee (6041)** to acquire the psychotropic medication (i.e., via a pharmacy or other source) not exceeding five (5) percent of the actual funds



expended for the psychotropic medications.

The vendor shall provide:

- c. **Administration of Psychotropic Medication (6050)** - the service of dispensing oral medication and monitoring its ingestion and/or administration of intramuscular injections. **The vendor shall provide necessary physical examinations and laboratory tests associated with psychotropic medications under codes 4010 and 4020, respectively.**
  
- d. **Psychotropic Medication Monitoring (6051)**

The vendor shall:

- (1) Prescribe and evaluate the efficacy of psychotropic medications (incorporating feedback from the treatment provider and/or the USPO/USPSO), and the need for laboratory testing, order the laboratory tests as indicated, and monitor the laboratory test results making changes to the treatment regimen as indicated;
  
- (2) Report the name of the authorized practitioner who provided the medication monitoring, date, service code, and comments (i.e., adjustment, responsiveness, need for change in medication, etc.) on the Monthly Treatment Log.

The vendor shall ensure that:

- e. **Psychotropic Medication Monitoring (6051)** is provided by:
  - (1) A licensed psychiatrist, medical doctor/physician, or other qualified practitioner with current prescriptive authority, who is board certified or board-eligible by the American Board of Psychiatry or the American Osteopathic Board of Neurology and Psychiatry, and/or meets the standards of practice (i.e., academic training, residency, etc.) established by his/her state's regulatory board), or
  
  - (2) Other qualified practitioner (i.e., Licensed/Certified Nurse Practitioner/Specialist) with current prescriptive authority who meets the standards of practice established by his/her state's regulatory board.

11. **Defendant/Person under supervision Transportation**

The vendor shall provide:

a. **Defendant/Person under supervision Transportation Expenses (1202)** for defendant/person under supervision transportation to and from treatment facilities:

- (1) For eligible defendants/person under supervision who the USPO/USPSO determines are unemployed or unable to pay transportation prices,
- (2) That the USPO/USPSO authorizes and approves, **and**
- (3) That does not exceed the price of public transportation via the most direct route.

If public transportation is not available, the vendor must seek prior approval from the contracting officer or designee for reimbursement of alternative means of transportation accordance with the Judiciary Travel Regulations (JTR).

**Note:** The vendor may charge an **Administrative Fee (1201)** for **Defendant/Person under supervision Transportation Expenses (1202)** which is a reasonable monthly fee to administer transportation expense funds, not exceeding five (5) percent of the monthly funds distributed under **Defendant/Person under supervision Transportation Expenses (1202)**.

12. **Defendant/Person under supervision Reimbursement and Co-Payment**

The vendor shall:

- a. Collect any co-payment authorized on the Probation Form 45 and deduct any collected co-payment from the next invoice to be submitted to the judiciary (note that co-payment cannot exceed the cost of the service provided);
- b. Accept more than one co-payment type (e.g. check, credit card, cash, cashier's check, web-based transactions, etc.).
- c. Provide bills and receipts for co-payments to defendants/persons under supervision. Receipts shall be provided to the defendant/person under supervision at the time of payment collection. The vendor shall keep an individualized record of co-payment collection, make it available for the USPO/USPSO review, and have systems in place to both follow-up on collection of outstanding amounts and to resolve any discrepancies in the amount owed;

- d. Document within the Monthly Treatment Log any co-payment received or whether the expected co-payment was not provided, as well as the amount of any outstanding balance;
- e. In conjunction with submission of invoices, provide an outstanding co-payment due report itemizing the total amount outstanding per defendant/person under supervision.
- f. Reimburse the Judiciary as directed in Section G.

**Note:** The vendor may charge an **Administrative Fee (1501)** which is a reasonable monthly fee, to administer the collection of fees from defendants/persons under supervision, not exceeding five (5) percent of the monthly funds collected.

### 13. Deliverables

#### a. Defendant/Person under supervision Records and Conferences

##### (1) File Maintenance

The vendor shall:

- (a) Maintain a secure filing system of information on all defendants/persons under supervision to whom the vendor provides services under this contract/agreement. If information is maintained electronically, the vendor shall provide access to all files available for review (format shall be specified by the USPO/USPSO, e.g. paper copy, flash drive, electronic access, etc.) immediately upon request of the USPO/USPSO or designee.
- (b) If maintaining paper files, segregate defendant/person under supervision files from other vendor records. This will facilitate monitoring and promote defendant/person under supervision confidentiality.
- (c) Keep a separate file for each defendant/person under supervision.
- (d) Create a separate file when a defendant on pretrial services supervision is sentenced to probation supervision, but continued in treatment with the vendor. The vendor may copy any information relevant from the pretrial services file and transfer it into the probation file, except for information covered under the Pretrial Services Confidentiality Regulations.
- (e) Identify any records that disclose the identity of a defendant/person under supervision as **CONFIDENTIAL**.

- (f) Keep all defendant/person under supervision records for three years after the final payment is received for Judiciary inspection and review, **except** for litigation or settlement of claims arising out of the performance of this agreement, which records shall be maintained until final disposition of such appeals, litigation, or claims. Note: this requirement is not in lieu of the vendor following other local/state/federal record retention requirements.
- (g) At the expiration of the performance period of this agreement the vendor shall provide the USPO/USPSO or designee a copy of all defendant/person under supervision records that have not been previously furnished, including copies of chronological notes.

NOTE: The vendor shall comply with the HIPAA privacy rule Security Standards for the Protection of Electronic Protected Health Information set forth at 45 C.F.R. § 164.302 to 318 with regard to electronic information.

b. **Disclosure**

The vendor shall:

- (1) Protect **CONFIDENTIAL** records from disclosure except in accordance with item number b. (2), (3), (4),(5), (6), and (7) below.
- (2) Obtain defendant's/person under supervision's authorization to disclose confidential health information to the USPO/USPSO. If the vendor is unable to obtain this disclosure, the vendor shall notify the USPO/USPSO immediately.
- (3) Disclose defendant/person under supervision records upon request of the USPO/USPSO or designee to the USPO/USPSO or designee.
- (4) Make its staff available to the USPO/USPSO to discuss treatment of a defendant/person under supervision.
- (5) Disclose defendant/person under supervision records only in accordance with 42 C.F.R. Part 2, and 45 C.F.R. § 160.201 to 205 and Part 164 (even if the vendor is not otherwise subject to 45 C.F.R. § 16.201 to 205, and Part 164). The vendor shall disclose records only after advising the USPO/USPSO of the request and any exceptions to the disclosure of, or an individual's right of access to, treatment or protected health information that might apply.
- (6) Not disclose "pretrial services information" concerning pretrial services

clients. "Pretrial services information," as defined by the "Pretrial Services Confidentiality Regulations," is "any information, whether recorded or not, that is obtained or developed by a pretrial services officer (or a probation officer performing pretrial services duties) in the course of performing pretrial services." Pretrial Services Confidentiality Regulations, §2.A. Generally, any information developed by an officer performing pretrial services that is shared with the vendor will be confidential pretrial services information. Only a judicial officer or a Chief USPO/USPSO may authorize disclosure of pretrial services information to a third party pursuant to the Pretrial Services Confidentiality Regulations. Any doubts about whether a potential disclosure concerns pretrial services information must be resolved by consultation with the USPO/USPSO.

- (7) The vendor and its subcontractors are authorized to access criminal history information available in pretrial services or probation records that have been provided by the USPO/USPSO. This information is provided solely for the purpose of providing services under this contract. Any unauthorized re-disclosure of this information may result in termination of this contract and the imposition of civil penalties.
- (8) Ensure that all persons having access to or custody of defendant/person under supervision records follow the disclosure and confidentiality requirements of this agreement and federal law.
- (9) Notify the USPO/USPSO immediately upon receipt of legal process requiring disclosure of defendant/person under supervision records.

**Note:** The Judiciary agrees to provide any necessary consent forms that federal, state or local law requires.

**c. File Content**

The vendor's file on each defendant/person under supervision shall contain the following records:

- (1) **Chronological Notes** that:
  - (a) Record all contacts (e.g., face-to-face, telephone, text, e-mail, etc.) with the defendant/person under supervision including collateral contacts with family members, employers, USPO/USPSO and others. Records shall document all notifications of absences and any apparent conduct violating a condition of supervision occurs.

- (b) Are in accordance with the professional standards of the individual disciplines and with the respective state law on health care records.
  - (c) Include, but are not limited to, sessions attended, topics covered during sessions, defendant's/person under supervision's participation, goals of treatment, the methods/methodologies and/or type of therapy used, changes in treatment, the defendant's/person under supervision's observed progress, or lack thereof, toward reaching the goals in the treatment records. Specific achievements, failure to attend, failed assignments, rule violations and consequences given should be recorded.
  - (d) Are current and available for review by the USPO/USPSO or designee and by the Probation and Pretrial Services Office (PPSO) at the Administrative Office.
  - (e) Chronological notes shall be legible, and be dated and signed by the practitioner.
- (2) Probation Form 45 and **Amended Probation Form 45** that:
- (a) Identifies vendor services to be provided to the defendant/person under supervision and billed to the Judiciary under the terms of agreement, and any co-payments due by the defendant. Note: the Judiciary is not required to reimburse for any services that were not authorized on the Probation Form 45, or any services provided in excess of services authorized.
  - (b) USPO/USPSO prepares prior to, during, or immediately after the case staffing conference. The Probation Form 45 authorizes the vendor to provide services (e.g., intake assessment and report, group counseling, individual counseling) to the defendant/person under supervision.
  - (c) USPO/USPSO shall amend the Probation Form 45 when changing the services; the vendor shall perform, their frequency, or other administrative changes (e.g., co-payment amounts) and upon termination of services.
- (3) **Authorization to Release Confidential Information** (Probation Forms 11B, 11E, or 11I, and PSA Forms 6B, or 6D) that:
- (a) The defendant/person under supervision and USPO/USPSO and/or other witness sign prior to the defendant's/person under supervision's first appointment with the treatment provider.

- (b) The vendor shall have a signed release of information before releasing any information regarding the defendant/person under supervision or the defendant's/person under supervision's treatment and progress to the USPO/USPSO.
- (4) **Monthly Treatment Log**
- (a) Along with the monthly invoice, is submitted for the month for which the vendor is invoicing, with one Monthly Treatment Log per defendant/person under supervision.
  - (b) Summarizes defendant's/person under supervision's scheduled contacts during the month (per project code), to include notation/comment indicating any failure to report on scheduled dates.
  - (c) Defendant/person under supervision shall sign-in upon arrival to include the time in and time out of service with the vendor initialing to verify accuracy of time in/time out.
  - (d) Documents any defendant's/person under supervision's co-payment,
  - (e) Documents defendant's/person under supervision's treatment progress (goals, steps taken to meet goals, need for continued treatment, client behavior and commitment to treatment, overall progress, obstacles or setbacks, how USPO/USPSO can assist, etc.), and
  - (f) USPO/USPSO or designee uses to certify the monthly invoice.
  - (g) For residential placements, only required to obtain defendant/person under supervision signature on first and last day of placement.

**NOTE:** Allowing anyone undergoing treatment to see the names or signatures of other defendants/person under supervision violates federal confidentiality regulations regarding treatment records.

- (6) **Urinalysis Testing Log** (if applicable) that:
- (a) Along with the monthly invoice, is submitted for the month for which the vendor is invoicing.
  - (b) Shall record all collected urinalysis specimens and indicate:
    - (1) Defendant's/person under supervision's name and PACTS number
    - (2) Vendor name and agreement #
    - (3) Month/Year
    - (4) Collection Date
    - (5) Defendant's/person under supervision's signature

- (6) Collector's initials
- (7) Bar Code number (if applicable)
- (8) Special tests requested (if applicable)
- (9) Drugs or medication taken
- (10) Test Results (if applicable)
- (11) Co-pay collected (if applicable)

- (c) Shall record any unusual occurrences in the collection process, and in the specific gravity and temperature readings (if applicable).
- (d) The vendor shall submit for USPO/USPSO approval if vendor Urinalysis Testing Log form differs from the sample form.
- (e) The vendor shall ensure that a defendant/person under supervision signing or initialing an entry Urinalysis Log cannot see the names or signatures of other defendants/person under supervision.

**NOTE:** Allowing anyone undergoing treatment to see the names or signatures of other defendants/person under supervision violates federal confidentiality regulations regarding treatment records.

d. **Case Staffing Conference**

Upon USPO/USPSO referral of a defendant/person under supervision to the vendor, the vendor shall:

- (1) Participate in a 3-way meeting with the USPO/USPSO, defendant/person under supervision and vendor for an initial case staffing.
- (2) Communicate with the USPO/USPSO face-to-face, via a telephone conference, or through collaborative text or e-mail communication, at least every 30 days to discuss the defendant's/person under supervision's progress in treatment.
- (3) Consult and meet as requested by the USPO/USPSO.

**NOTE:** The price of case staffing conferences and consultations are included in the prices in Section B.

e. **Vendor Reports (Substance Use, Mental Health, and Sex Offense Specific Treatment Reports)**

The vendor shall:

- (1) Provide a report on the defendant's/person under supervision's treatment



progress upon USPO/USPSO's request. Reports shall include specific/measurable goals and objectives with target completion dates that are periodically reviewed.

- (2) Provide a written recommendation in the report to whether or not a defendant's/person under supervision's treatment shall be continued or terminated.
- (3) If the vendor recommends treatment termination, the vendor shall provide a reason for this recommendation in the written report (i.e., whether the defendant/person under supervision responded to treatment and no longer needs aftercare, or whether the defender/person under supervision failed to respond to treatment)

f. **Vendor Testimony**

The vendor, its staff, employees, and/or subcontractors shall:

- (1) Appear or testify in legal proceedings convened by the federal court or Parole Commission only upon order of the federal court with jurisdiction, and
  - (i) a request by the United States Probation and/or Pretrial Services Offices, United States Attorney's Offices, or United States Parole Commission, or
  - (ii) in response to a subpoena.
- (2) Provide testimony including but not limited to a defendant's/person under supervision's: attendance record; drug test results; general adjustment to program rules; type and dosage of medication; response to treatment; test results; and treatment programs.
- (3) Receive reimbursement for subpoenaed testimony through the Department of Justice based on its witness fee and expense schedule.
- (4) Receive necessary consent/release forms required under federal, state or local law from the Judiciary.
- (5) Not create, prepare, offer, or provide any opinions or reports, whether written or verbal that are not required by this statement of work and the treatment program unless such action is approved in writing by the Chief US Probation Officer or Chief US Pretrial Services Officer.

g. **Emergency Contact Procedures**

The vendor shall establish and post emergency (24 hours/ 7 days a week) contact procedures (i.e., crisis intervention, schedule changes, local hotlines, and/or situations requiring immediate attention), for times when counselors are not available.

14. **Notifying USPO/USPSO of Defendant/Person under supervision Behavior**

The vendor shall:

- a. Notify the USPO/USPSO, or follow other notification protocol outlined by the USPO/USPSO, within 24 hours or as specified in writing by the Contracting Officer of defendant/person under supervision behavior including but not limited to:
  - (1) Positive drug or alcohol test results.
  - (2) Attempts to adulterate a urine specimen and/or compromise any drug detection methodology to determine illicit drug usage.
  - (3) Attempts or offers of bribery.
  - (4) Attempts at subterfuge and/or failure to produce a urine specimen for testing (i.e., stall; withholding a specimen or failure to produce a specimen of sufficient quantity for testing).
  - (5) Failure to appear as directed for any scheduled service, including but not limited to, urine collection, evaluation, assessment, counseling session or alcohol test (i.e., no show).
  - (6) Failure to follow vendor staff direction.
  - (7) Apparent failure to comply with conditions of supervision.
  - (8) Any behavior that might increase the risk of the defendant/person under supervision to the community.

**Note:** Vendor shall report any information from any source regarding a defendant's/person under supervision's apparent failure to comply with conditions of supervision.

15. **Staff Requirements and Restrictions**

The vendor shall ensure that:

- a. After award, persons currently under pretrial services, probation, parole, mandatory release, or supervised release (federal, state or local) shall not perform services under this agreement nor have access to defendant/person under supervision files.
- b. After award, persons charged with or under investigation for a criminal offense shall not perform services under this agreement nor have access to defendant/person under supervision files unless approved in writing by the Contracting Officer after consultation with PPSO and PMD.
- c. After award, persons convicted of any sexual offense (including but not limited to, child pornography offenses, child exploitation, sexual abuse, rape or sexual assault) or required under federal, state, or local law to register on the Sexual Offender registry shall not perform services under this agreement or contract nor shall they have access to defendant/person under supervision files unless approved in writing by the Contracting Officer after consultation with PPSO and PMD.
- d. After award, persons with any restrictions on their licenses, certifications or practice (or those who voluntarily agree to such a restriction) based on negotiations or proceedings with any licensing authority, shall not perform services under this agreement or contract nor shall they have access to defendant/person under supervision files unless approved in writing by the Contracting Officer after consultation with PPSO and PMD.
- e. The vendors and its employees shall:
  - (1) Avoid compromising relationships with defendants/person under supervision and probation or pretrial services staff, and
  - (2) Not employ, contract with, or pay any defendant/person under supervision or defendant's/person under supervision's firm or business to do any work for the vendor either at the vendor's facilities or personally for any of the vendor's employees during the period of this agreement.
  - (3) Report any such improprieties or the appearance thereof immediately to the USPO/USPSO or designee.
  - (4) Report to the USPO/USPSO any investigations, pending charges, arrests and/or convictions related to a criminal offense, any restrictions on staff licenses or certifications, whether imposed or voluntary, involving any staff performing services under this agreement within 48 hours of obtaining

knowledge.

- f. The vendor shall notify the USPO/USPSO in writing of any staff changes and provide documentation of any required licensing, certification, experience and education requirements, or changes thereof. The vendor shall submit an Offeror's Staff Qualifications form (Section L - Attachment C) for each new staff member added under the agreement.
- g. Failure to comply with the above terms and conditions could result in termination of this agreement.

16. **Facility Requirements:**

The vendor shall ensure that its facility(ies) has adequate access for defendants/person under supervision with physical disabilities.

Should a vendor and/or subcontractor choose to relocate a facility within the catchment area, the vendor shall provide the USPO/USPSO written notification no less than 30 days prior to relocation and include the facility address. The vendor shall provide copies of all applicable business and/or operating licenses, as required by state and local laws and regulations, as well as copies of compliance with all federal, state and local fire, safety and health codes. On site visits will be conducted to verify that the offeror's facility complies with the requirements of the RFP.

17. The vendor shall comply with all applicable state, federal and local laws and regulations when performing services required under this contract or agreement. Failure to do so may result in immediate termination, and subject the vendor to civil and/or criminal penalties.

18. **Local Services**

**NOTE:** When an asterick (\*) is indicated in Section B for a project code, the vendor shall comply with additional requirements as outlined below.

URINE COLLECTION

\* 1010

The vendor shall:

1. Provide random urine collections where the US Probation Office, Eastern District of California, will schedule collections using Comply 3.1, from Voice Metrix.
2. The urinalysis collection schedule including:
  - a. At least four (4) days per month.
  - b. At least one (1) weekend or holiday per quarter.
  - c. Non-traditional business hours at least one (1) day per week (based on volume and needs), for instance:
    - i. Example mornings: from 6:00 am to 9:00 am, or
    - ii. Example evenings: from 5:00 pm to 8:00 pm.
3. Provide vendors collection availability for the next month dates to the Treatment Coordinator at least two (2) business days before the end of each month preceding the month to be scheduled.

## INTAKE

\* 2011

\*See attached for Telemedicine

## COGNITIVE BEHAVIORAL TREATMENT

\* 2022

\*See attached for Telemedicine

## INTEGRATED TREATMENT FOR CO-OCCURRING DISORDERS

\* 6014

The vendor shall take the following steps when addressing a defendant/person under supervision who expresses suicidal ideation, thoughts of self-harm, and any other situation which may offer a counselor concern about the well-being of the federal client and/or the safety of the community.

1. Require the defendant/person under supervision sign a written agreement to not harm him/herself and immediately notify the USPSO/USPO regarding the situation, and any available treatment resources to address the defendant/person under supervision issues.
2. If the defendant/person under supervision refuses to sign a written agreement to not harm him/herself following the counseling session, contact emergency services (9-1-1 and/or local mental health crisis intervention services) to report the mental health crisis concern and possible WIC 5150, which authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes them a danger to themselves or a danger to others.
3. If the defendant/person under supervision agrees to sign a promise not to harm him/herself, refer them to a suicide hotline and schedule a follow-up office appointment with the defendant/person under supervision.

\*See attached for Telemedicine

\* 6015

The vendor shall take the following steps when addressing a defendant/person under supervision who expresses suicidal ideation, thoughts of self-harm, and any other situation which may offer a counselor concern about the well-being of the federal client and/or the safety of the community.

1. Require the defendant/person under supervision sign a written agreement to not harm him/herself and immediately notify the USPSO/USPO regarding the situation, and any available treatment resources to address the defendant/person under supervision issues.
2. If the defendant/person under supervision refuses to sign a written agreement to not harm him/herself following the counseling session, contact emergency services (9-1-1 and/or local mental health crisis intervention services) to report the mental health crisis concern and possible WIC 5150, which authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes them a danger to themselves or a danger to others.
3. If the defendant/person under supervision agrees to sign a promise not to harm him/herself, refer them to a suicide hotline and schedule a follow-up office appointment with the defendant/person under supervision.

\*See attached for Telemedicine

## PSYCHOLOGICAL/PSYCHIATRIC WORK-UP, EVALUATION, AND REPORT

\* 5011

\*See attached for Telemedicine

\* 5030

\*See attached for Telemedicine

## MENTAL HEALTH COUNSELING

\* 6010

The vendor shall take the following steps when addressing a defendant/person under supervision who expresses suicidal ideation, thoughts of self-harm, and any other situation which may offer a counselor concern about the well-being of the federal client and/or the safety of the community.

1. Require the defendant/person under supervision sign a written agreement to not harm him/herself and immediately notify the USPSO/USPO regarding the situation, and any available treatment resources to address the defendant/person under supervision issues.

2. If the defendant/person under supervision refuses to sign a written agreement to not harm him/herself following the counseling session, contact emergency services (9-1-1 and/or local mental health crisis intervention services) to report the mental health crisis concern and possible WIC 5150, which authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes them a danger to themselves or a danger to others.
3. If the defendant/person under supervision agrees to sign a promise not to harm him/herself, refer them to a suicide hotline and schedule a follow-up office appointment with the defendant/person under supervision.

\*See attached for Telemedicine

\* 6020

The vendor shall take the following steps when addressing a defendant/person under supervision who expresses suicidal ideation, thoughts of self-harm, and any other situation which may offer a counselor concern about the well-being of the federal client and/or the safety of the community.

1. Require the defendant/person under supervision sign a written agreement to not harm him/herself and immediately notify the USPSO/USPO regarding the situation, and any available treatment resources to address the defendant/person under supervision issues.
2. If the defendant/person under supervision refuses to sign a written agreement to not harm him/herself following the counseling session, contact emergency services (9-1-1 and/or local mental health crisis intervention services) to report the mental health crisis concern and possible WIC 5150, which authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes them a danger to themselves or a danger to others.
3. If the defendant/person under supervision agrees to sign a promise not to harm him/herself, refer them to a suicide hotline and schedule a follow-up office appointment with the defendant/person under supervision.

\*See attached for Telemedicine

\* 6028

The vendor shall take the following steps when addressing a defendant/person under supervision who expresses suicidal ideation, thoughts of self-harm, and any other situation which may offer a counselor concern about the well-being of the federal client and/or the safety of the community.

1. Require the defendant/person under supervision sign a written agreement to not harm him/herself and immediately notify the USPSO/USPO regarding the situation, and any available treatment resources to address the defendant/person under supervision issues.

2. If the defendant/person under supervision refuses to sign a written agreement to not harm him/herself following the counseling session, contact emergency services (9-1-1 and/or local mental health crisis intervention services) to report the mental health crisis concern and possible WIC 5150, which authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes them a danger to themselves or a danger to others.
3. If the defendant/person under supervision agrees to sign a promise not to harm him/herself, refer them to a suicide hotline and schedule a follow-up office appointment with the defendant/person under supervision.

\*See attached for Telemedicine

\* 6030

\*See attached for Telemedicine

\* 6040

The vendor shall select a pharmacy that is geographically accessible to defendant/person under supervision, if not picked up by the vendor.

\* 6041

The vendor shall select a pharmacy that is geographically accessible to defendant/person under supervision, if not picked up by the vendor.

\* 6050

The vendor shall include with the Monthly Treatment Log (MTL) a summary of all medications prescribed, including:

- a. Name of medication.
- b. Dosage.
- c. Frequency.
- d. Diagnosis.

The vendor may include a second page to the MTL or supporting documentation if necessary.

\* 6051

The vendor shall take the following steps when addressing a defendant/person under supervision who expresses suicidal ideation, thoughts of self-harm, and any other situation which may offer a counselor concern about the well-being of the federal client and/or the safety of the community.

1. Require the defendant/person under supervision sign a written agreement to not harm him/herself and immediately notify the USPSO/USPO regarding the situation, and any available treatment resources to address the defendant/person under supervision issues.
2. If the defendant/person under supervision refuses to sign a written agreement to not harm him/herself following the counseling session, contact emergency services (9-1-1 and/or local



mental health crisis intervention services) to report the mental health crisis concern and possible WIC 5150, which authorizes a qualified officer or clinician to involuntarily confine a person suspected to have a mental disorder that makes them a danger to themselves or a danger to others.

3. If the defendant/person under supervision agrees to sign a promise not to harm him/herself, refer the defendant/person to a suicide hotline and schedule a follow-up office appointment with the defendant/person under supervision.

The vendor shall include with the Monthly Treatment Log (MTL) a summary of all medications prescribed, including:

- a. Name of medication.
- b. Dosage.
- c. Frequency.
- d. Diagnosis.

The vendor may include a second page to the MTL or supporting documentation if necessary.

\*See attached for Telemedicine

## Telemedicine for PCs 2011, 2022, 2010, 2020, 2030, 6014, 6015, 5011, 5030, 6010, 6020, 6028, 6030, 6051

The district is including this local need as a means of addressing unique treatment barriers and needs in the district. On a case-by-case basis, telemedicine may be authorized to achieve these ends. The use of telemedicine is authorized only after the vendor and the USPO/USPSO staff the individual client's case, determine he/she is appropriate for treatment via telemedicine, determine which specific services are appropriate via telemedicine, and it is approved by the district's contracting officer or designee.

**NOTE: The use of telemedicine is for the benefit of the Judiciary and not the convenience of the vendor. The use of telemedicine is not in lieu of the vendor's ability to provide services in-person when appropriate. This requirement is not in lieu of the provisions which require the vendor (and any proposed subcontractor) to maintain an acceptable facility located within the defined catchment area.**

The vendor is authorized to provide specified services via telemedicine, which includes providing health care delivery, assessment, diagnosis, consultation, and treatment and the transfer of medical data through interactive audio, video, or electronic/data communications. The vendor must adhere to and meet the same legal, ethical, and confidentiality standards when providing telemedicine. The vendor shall also obtain consent of the client before the delivery of telemedicine services and shall include documentation of the same in the individual's treatment record.

In situations in which more than one client is in attendance, to ensure confidentiality for each session, the vendor shall require that each client verify that he or she is the only person on that line and that no person who is not part of that treatment group is listening. Each participant will also enter into a confidentiality agreement before being allowed to participate in treatment by telephone.

To verify that services were performed, the vendor shall complete the sign-in log with the following information:

- The client's name.
- Date of the session.
- The time the session began and concluded.
- Confirmation of the means in which the session was conducted (i.e. teleconference, video conference, internet).

For de-escalation, if an emotionally charged topic was discussed or the client appears emotionally agitated, the vendor shall follow up with additional contact later in the day to ensure that the client has successfully de-escalated. The vendor shall also remind the client to reach out to his or her social support system at any time.

**SECTION D. PACKAGING AND MARKING**

NOT APPLICABLE

## SECTION E - INSPECTION AND ACCEPTANCE

### E.1 Vendors Performance (Mandatory Requirement)

The vendor and subcontractor shall:

- (a) Maintain a physical facility, within the identified catchment area, that meets all applicable federal, state and local regulations (e.g., building codes). In the event the physical facility does not provide adequate access for defendants/persons under supervision with physical disabilities (e.g. no elevator access to second floor office space, etc.), the vendor shall have access to an alternate facility/space within the identified catchment area that meets the requirements.
- (b) Not endanger the health and safety of employees, clients and the community.
- (c) Provide physical facilities that preserve both the integrity of the confidential relationship and the personal dignity of the client.

### E.2 Clause B-5 Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

**The clauses listed below are applicable to Agreements and Contracts at any value.**

**Clause 2-5A Inspection of Products (APR 2013)**

**Clause 2-5B Inspection of Services (APR 2013)**

## SECTION F - DELIVERIES OR PERFORMANCE

### **F.1 Provision of Services to Federal Offenders and Defendants (Mandatory Requirements)**

- a. In an effort to protect the community by providing outpatient treatment services, the vendor shall have the capability to immediately place Federal defendants/persons under supervision in outpatient assessment/testing/evaluation/treatment or drug/alcohol testing without regard to any placement backlog or waiting lists.
- b. Recognizing the problems of limited bed space, vendors shall place referrals for residential placements in the first available bed space, recognizing priority placement above other referrals.
- c. The vendor shall not unilaterally refuse services to any defendant or offender referred by the Government, except where the defendant/person under supervision poses an apparent danger to the vendor's staff or other clients. The vendor shall not refuse service without approval of the Government.
- d. Termination of defendants/persons under supervision from treatment or other authorized services, based upon a violation of the vendor's program rules and regulations shall not be made without the approval of the Government. When necessary, the vendor may take appropriate and immediate action to protect staff and clients.
- e. The contractor shall not tell defendants/persons under supervision to misrepresent or withhold information regarding the treatment provider or the treatment services received in response to questions posed by the USPO/USPSO or other government or law enforcement agencies authorized to make such inquiries.

### **F.2** The vendor shall perform and comply with the mandatory requirements set forth in Sections C, E, F, and G of this contract or agreement. A vendor's noncompliance or failure to do so shall be the basis for termination of the contract or agreement.

**SECTION G - AGREEMENT ADMINISTRATION DATA****G.1 Contact Point for Assistance**

- a. Contact the person listed in block 7 on the form **Solicitation/Offer/Acceptance**, in Section A, p. 1 of the Request For Proposals (RFP).

**G.2 Fiscal Records (Mandatory Requirement)**

The vendor shall:

- a. Maintain its fiscal records according to generally accepted accounting principles.
- b. Keep and identify all financial records, that disclose the identity of any defendant/offender as **CONFIDENTIAL**.
- c. Keep all defendant/person under supervision records associated with the agreement for three (3) years after the final payment date under the agreement, for Government inspection and review, except that the vendor shall keep defendant/offender records relating to litigation or settlement of claims arising out of the performance of this agreement, until final disposition of such appeals, litigation, or claims. Note: this requirement is not in lieu of the vendor following other local/state/federal record retention requirements.

**G.3. Invoices (Mandatory Requirement)**

The vendor shall:

- a. Submit an original copy of the invoice to the address listed in block 7 of the **Solicitation/Offer/Acceptance** in SECTION A, p.1 of the RFP. Additionally, the **Monthly Treatment Log, Urinalysis Log** and documentation of any vendor related travel (if applicable) shall be submitted to the USPO/USPSO.
- b. Submit invoices monthly to arrive no later than the tenth (10th) day of the month for services provided during the preceding month.
- c. Use the Administrative Office invoice (Parts A and B), or a probation office local invoice form, approved by the Administrative Office, indicating:
  - (1) Individual defendant/person under supervision names and identifying numbers, and
  - (2) Charges for each service, identified by its project code, as described in **SECTION C - STATEMENT OF WORK**, of this document.

**Note:** The Administrative Office encourages computer generated billing and will accept a vendor's invoice form that contains the same information as the Administrative Office invoice. The vendor shall only submit invoices electronically in a manner approved by the Contracting Officer and in compliance with 45 C.F.R. § 164.302 to 164.318.

- d. Submit with the invoice a certification by an authorized official of the vendor that the invoice, said signature can be electronic or physical:
  - (1) Is correct and accurate to the best of his/her knowledge, and
  - (2) Includes only charges for services actually provided to defendants/persons under supervision.
- e. The vendor shall submit separate invoices for services provided to U.S. Pretrial Services defendants and services provided to U.S. Probation Office persons under supervision.
- f. The vendor may include the "No-Show" factor in the unit price charged for the following services. The vendor shall not include a charge for a "No-Show" as a separate item.

1010	4010	6000	6030
1011	4020	6010	6032
2000	5010	6012	6036
2010	5011	6014	6050
2011	5012	6015	6051
2020	5020	6020	6090
2022	5021	6021	6091
2030	5022	6022	7013
2030	5023	6026	7023
2090	5025	6027	9021
	5030	6028	

**Note:** A "No-Show" occurs when a defendant/person under supervision does not show (and does not cancel with at least 24 hours advance notice) for a prescheduled service provided customarily by a physician or other professional staff member.

- g. The vendor shall charge for a session longer or shorter than the prescribed unit time (when the unit price is based on a prescribed unit of time) by adjusting the charge up or down in fifteen minute increments. If circumstances necessitate adjustment of the charge based on the example below in section (i), the vendor shall contact the Government for approval. Sessions lasting less than 16 minutes shall be treated as a "no show" for the purposes of billing.
- h. The vendor shall include on the monthly invoice the item number and the fractional part of the session for which the vendor is billing the Government.

i. **Example:**

Assume that the rate of service is \$10.00 per half hour.

Time Spent (in minutes)	Charge
0 - 15	\$ 0.00
16 - 30	\$10.00
31 - 45	\$15.00
46 - 60	\$20.00
61-75	\$25.00
76-90	\$30.00

- j. The vendor shall include the cost of written reports and conferences with the USPO/USPSO in the prices for defendant/person under supervision services unless the Probation Form 45 authorizes them as part of a specific service (e.g., Intake Assessment and Report (2011), Psychological Evaluation and Report (5010)).
- k. The vendor shall include the cost of telephone contacts, e-mails, texting, etc. with defendants/persons under supervision in the unit price for the services and shall not bill separately for these contacts.
- l. For project codes 1010, 1011, and 1012, that are untestable in accordance with the no-test policy or failure to follow the required collection guidelines, the vendor shall not invoice the district. The USPO/USPSO will provide notification to the vendor of untestable specimens.

**G.4 Reimbursements or Copayments (Mandatory Requirement)**

- a. The vendor shall not request or accept payment either directly or indirectly from the defendant/person under supervision for services under this agreement unless the USPO/USPSO authorizes in writing partial or total payment by the defendant/person under supervision for prescheduled individual services customarily provided by a physician or professional staff member.
- (1) The USPO/USPSO shall evaluate the defendant's/person under supervision's financial status (e.g., employment) before authorizing defendant's/person under supervision's payments to the vendor and shall notify the defendant/person under supervision and vendor of the authorized defendant/person under supervision required payments in the Probation Form 45.
- b. The vendor shall not submit invoices to the Government for services under this agreement where the vendor already has submitted invoices, or received payment for the same services from other sources. Note: if the vendor submitted invoices and received payment for the same services from other sources, the vendor is not authorized to collect an administrative fee for receipt of payment.
- c. If the vendor has received any payments from insurance programs or other sources (e.g., state or local public assistance programs) for services for which the vendor has received payment from the Government under this agreement, the vendor shall reimburse the Government for these services.
- (1) The USPO/USPSO may order reimbursement in the form of deductions from subsequent invoices according to USPO/USPSO instruction and the terms and



conditions of this solicitation document.

- (2) According to 18 USC 3672, the vendor may be required to reimburse the Director of the Administrative Office of the U. S. Courts in lieu of deducting payments from subsequent invoices.
- (3) The vendor shall not accept reimbursement or co-payment for services in an amount that exceeds the amount authorized in the contract/agreement with the Government.

**SECTION H - SPECIAL AGREEMENT REQUIREMENTS****H.1 Clause 7-25, Indemnification (AUG 2004)**

- (a) The contractor assumes full responsibility for and shall indemnify the judiciary against any and all losses or damage of whatsoever kind and nature to any and all judiciary property, including any equipment, products, accessories, or parts furnished, while in its custody and care for storage, repairs, or service to be performed under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the contractor, any subcontractor, or any employee, agent or representative of the contractor or subcontractor.
- (b) If due to the fault, negligent acts (whether of commission or omission) and/or dishonesty of the contractor or its employees, any judiciary-owned or controlled property is lost or damaged as a result of the contractor's performance of this contract, the contractor shall be responsible to the judiciary for such loss or damage, and the judiciary, at its option, may, in lieu of requiring reimbursement therefor, require the contractor to replace at its own expense, all property lost or damaged.
- (c) *Hold Harmless and Indemnification Agreement* The contractor shall save and hold harmless and indemnify the judiciary against any and all liability claims and cost of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any contractor property or property owned by a third party occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation, or performance of work under the terms of this contract, resulting in whole or in part from the acts or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or subcontractor.
- (d) The contractor shall indemnify and hold the judiciary, its employees, and others acting on its behalf harmless against any and all loss, liability, or damage arising out of the negligence, failure to act, fraud, embezzlement, or other misconduct by the contractor, its employees, subcontractors, agents, or representatives of the contractor or subcontractor.
- (e) *Judiciary's Right of Recovery* Nothing in the above paragraphs will be considered to preclude the judiciary from receiving the benefits of any insurance/bonds the contractor may carry which provides for the indemnification of any loss or destruction of, or damages to, property in the custody and care of the contractor where such loss, destruction or damage is to judiciary property. The contractor shall do nothing to prejudice the judiciary's right to recover against third parties for any loss, destruction of, or damage to, judiciary property, and upon the request of the contracting officer will, at the judiciary's expense, furnish to the judiciary all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the judiciary) in obtaining recovery.
- (f) *Judiciary Liability* The judiciary will not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is

due to negligence on the part of the judiciary and is recoverable under the Federal Torts Claims Act, or pursuant to other statutory authority applicable to the judiciary.

## H.2 DRUG-FREE WORKPLACE - JAN 2003

(a) Definitions. As used in this clause,

"**Controlled Substance**" means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11-1308.15.

"**Conviction**" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"**Criminal drug statute**" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"**Drug-free workplace**" means a site for the performance of work done in connection with a specific contract at which the employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"**Employee**" means an employee of a Contractor directly engaged in the performance of work under a Government contract. "Directly Engaged" is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

"**Individual**" means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) The Contractor, if other than an individual, shall--within 30 calendar days after award (unless a longer period is agreed to in writing for contracts of 30 calendar days or more performance duration), or as soon as possible for contracts of less than 30 calendar days performance duration--

(1) Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about-

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (iv) The penalties that may be imposed upon employees from drug abuse violations occurring in the workplace;
- (3) Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (b)(1) of this clause;
- (4) Notify such employees in writing in the statement required by subparagraph (b)(1) of this clause, that as a condition of continued employment on the contract resulting from this solicitation, the employee will-
  - (i) Abide by the terms of the statement; and
  - (ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction;
- (5) Notify the contracting officer within ten (10) days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 days after receiving notice under subparagraph (a)(4)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
  - (i) Taking appropriate personnel action against such employee, up to and including termination; or
  - (ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (7) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (b)(1) through (b)(6) of this provision.
- (c) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from the contract.
- (d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (b) and (c) of this clause may, render the Contractor subject to suspension of contract payments, termination of the contract for default, and suspension of debarment.

### **H.3 Government Furnished Property - (JAN 2003)**

No material, labor, or facilities will be furnished by the Government unless otherwise provided for in this solicitation.

The Chief Probation Officer or Chief Pretrial Services Officer may furnish Government-owned telephone answering equipment, fax machines, and/or onsite drug-detection devices called non-

instrumented drug tests to a contractor if such equipment will improve the frequency of urine collection in the district. The equipment shall be used only for a random urine collection program.

**SECTION I - REQUIRED CLAUSES****I.1 Clause 7-30, Public Use of the Name of the Federal Judiciary - (JUN 2014)**

- (a) The contractor shall not refer to the judiciary, or to any court or other organizational entities existing thereunder (hereinafter referred to as "the judiciary"), in advertising, news releases, brochures, catalogs, television and radio advertising, letters of reference, web sites, or any other media used generally by the vendor in its commercial marketing initiatives, in such a way that it represents or implies that the judiciary prefers or endorses the products or services offered by the contractor. This provision will not be construed as limiting the contractor's ability to refer to the judiciary as one of its customers when providing past performance information as part of a proposal submission, as opposed to general public marketing.
- (b) No public release of information pertaining to this contract will be made without prior judiciary written approval, as appropriate, and then only with written approval of the contracting officer.

**I.2 Subcontracting**

Services that the vendor proposes to refer to other service providers shall be considered subcontracting. The vendor (prime contractor) may subcontract the provision of treatment services to other service providers (subcontractors). After award, any proposed subcontractor arrangements or changes to the existing subcontractor arrangements are subject to the Contracting Officer's approval, and shall be submitted in writing to the Contracting Officer at least 30 days in advance of the proposed subcontracting arrangement or change. The Contracting Officer will respond promptly with written approval or disapproval. The prime contractor shall not refer defendants/offenders to any other vendor that has not been approved by the Contracting Officer in writing. The government reserves the right to revoke approval of any subcontractor at any time that does not meet the requirements of this contract/agreement.

The prime contractor is responsible to the judiciary for overall performance of the services required under this contract/agreement. If any services are subcontracted, the prime contractor shall ensure that the subcontractor is complying with the requirements of this contract/agreement, including the qualifications of any personnel providing services; the possession and maintenance of all appropriate state and local licenses in compliance with state and local regulations; and the appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes. The prime contractor shall ensure that subcontractors are not debarred, suspended, or ineligible to perform under federal contracts.

A subcontractor has no contractual rights, known as privity of contract, against the judiciary. However, the subcontractor may have rights against the prime contractor.

Upon contract termination, the contractor must, except as otherwise directed by the CO, terminate all subcontracts to the extent that they relate to performance of the work terminated.

### **I.3. Clause 2-90D, Option to Extend the Term of the Contract - (APR 2013)**

- (a) The judiciary may extend the term of this contract by written notice to the contractor no later than 30 calendar days prior to the contract's expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the judiciary to an extension.
- (b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

### **I.4 Clause 2-90C, Option to Extend Services - (APR 2013)**

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than 30 calendar days prior to contract's current expiration date.

### **I.5 Clause B-5 Clauses Incorporated by Reference - (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

**The clauses listed below are applicable to Agreements and Contracts at any value.**

Clause 1-15	Disclosure of Contractor Information to the Public	AUG 2004
Clause 3-25	Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	JUN 2014
Clause 3-160	Service Contract Act of 1965, As amended	JUN 2012
Clause 3-205	Protest After Award	JAN 2003
Clause 3-210	Protests	JUN 2014
Clause 7-35	Disclosure or Use of Information	APR 2013
Clause 7-70	Judiciary Property Furnished "As Is"	APR 2013
Clause 7-85	Examination of Records	JAN 2003
Clause 7-115	Availability of Funds	JAN 2003
Clause 7-135	Payments	APR 2013

Clause 7-140	Discounts for Prompt Payment	JAN 2003
Clause 7-150	Extras	JAN 2003
Clause 7-175	Assignment of Claims	JAN 2003
Clause 7-185	Changes	APR 2013
Clause 7-215	Notification of Ownership Changes	JAN 2003
Clause 7-223	Termination for the Convenience of the Judiciary (Short Form)	AUG 2004
Clause 7-230	Termination for Default (Fixed Price -	JAN 2003
Clause 7-235	Disputes	JAN 2003

**IN ADDITION TO THE CLAUSES LISTED ABOVE, IF THIS AGREEMENT IS IN EXCESS OF \$100,000, THE CONTRACTOR AGREES TO COMPLY WITH THE FOLLOWING CLAUSE, INCORPORATED BY REFERENCE.**

Clause 1-10	Gratuities or Gifts	JAN 2010
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## **SECTION J - LIST OF ATTACHMENTS**

- J.1 SAMPLE PROGRAM PLAN (PROBATION FORM 45)
- J.2 MONTHLY TREATMENT LOG
- J.3 AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION  
(PROBATION FORMS 11B, 11E, and 11I; and PSA FORMS 6B, and 6D)
- J.4 INVOICE
- J.5 TESTING LOGS (URINALYSIS, SWEAT PATCH, BREATHALYZER)
- J.6 DEPARTMENT OF LABOR WAGE DETERMINATION  
(As required by the Service Contract Act, when applicable.)

Prob. Form 45

Today's Date:

**Client Identifying Information**

Client:	PACTS#:
Address:	Pretrial/Post
Officer:	Conviction:
Officer Phone:	Client Phone:
	DOB:

**Photo  
Not  
Available**

**Provider Information**

Provider:	Procurement No:
Provider Location:	Effective Date:
Attn:	Termination Date:
Location Address:	
Phone:	
Fax:	

**Authorized Services**

Your agency is authorized to provide the following services beginning on the plan effective date indicated above. Any services provided outside of those listed below and/or outside the Effective and Termination Dates of the Plan will not be authorized for payment.

**Services Ordered**

Project Code	Description Of Services	Phase	Frequency (Units)	Interval	Copay Amount (per unit)
2010	Individual Substance Abuse Counseling		1.0	Weekly	\$0.00
2020	Group Substance Counseling		2.0	Monthly	\$0.00

**Instructions to Provider Regarding Client Needs and Goals of Treatment**

\_\_\_\_\_  
Officer:

\_\_\_\_\_  
Referral Agent:

\_\_\_\_\_  
Client:





**UNITED STATES PROBATION SYSTEM  
AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION  
DRUG ABUSE PROGRAMS**

I, \_\_\_\_\_, the undersigned,  
(Name of Client)

hereby authorize \_\_\_\_\_ to release confidential  
(Name of Program)  
information in its records, possession, or knowledge, of whatever nature may now exist or come to exist to the United States Probation Office of the \_\_\_\_\_ District of \_\_\_\_\_.  
(Name of Court) (State)

The confidential information to be released will include: date of entrance to program; attendance records; urine testing results; type, frequency and effectiveness of therapy (including psychotherapy notes); general adjustment to program rules; type and dosage of medication; response to treatment; test results (psychological, vocational, etc.); date of and reason for withdrawal from program; and prognosis.

The information which I now authorize for release is to be used in connection with my participation in the aforementioned program which has been made a condition of my \_\_\_\_\_  
(pretrial release, post-trial release, probation, or parole).

I understand that the probation office may use the information hereby obtained only in connection with its official duties, including total or partial disclosure of such, to the District Court and/or United States Parole Commission when necessary for the purpose of discharging its supervisory duties over me.

I understand that this authorization is valid until my release from supervision, at which time this authorization to use or disclose this information expires. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the program's privacy contact at:

\_\_\_\_\_  
(Name and Address of Program)

I understand that if I revoke this authorization to release confidential information, I will thereby revoke my authorization to further disclosure of such information. I also understand that revoking this authorization before I satisfy the condition of my supervision that requires me to participate in the program will be reported to the court. My revocation of authorization under such circumstances could be considered a violation of a condition of my post-conviction supervision.

\_\_\_\_\_  
(Signature of Parent or Guardian if Client is a Minor)

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Name & Title of Witness)

\_\_\_\_\_  
(Date Signed)

**UNITED STATES PROBATION SYSTEM  
AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION  
SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT PROGRAMS**

I, \_\_\_\_\_, the undersigned,  
(Name of Client)

hereby authorize \_\_\_\_\_ to release confidential  
(Name of Program)

information in its records, possession, or knowledge of whatever nature may now exist or come to exist to the United States Probation Office of the \_\_\_\_\_ District of \_\_\_\_\_.  
(Name of Court) (State)

The confidential information to be released will include: date of entrance to program; attendance records; urine testing results; type, frequency and effectiveness of therapy (including psychotherapy notes); general adjustment to program rules; type and dosage of medication; response to treatment; test results (psychological, vocational, etc.); psychotherapy notes; date of and reason for withdrawal from program; and prognosis.

The information which I now authorize for release is to be used in connection with the preparation of a court-ordered report.

I understand that the probation office may use the information hereby obtained only in connection with its official duties, including total or partial disclosure of such, to the District Court.

I understand that this authorization is valid until I have been sentenced and my sentence is final, at which time this authorization to use or disclose this information expires. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the program's privacy contact at:

\_\_\_\_\_  
(Name and Address of Program)

I understand that if I revoke this authorization to release confidential information, I will thereby revoke my authorization to further disclosure of such information. I also understand that revoking this authorization before the completion of the presentence investigation will be reported to the court.

\_\_\_\_\_  
(Signature of Parent or Guardian if Client is a Minor)

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Name & Title of Witness)

\_\_\_\_\_  
(Date Signed)

**UNITED STATES PROBATION SYSTEM  
AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION  
MENTAL HEALTH TREATMENT PROGRAMS**

I, \_\_\_\_\_, the undersigned,  
(Name of Client)

hereby authorize \_\_\_\_\_ to release confidential  
(Name of Program)

information in its possession to the United States Probation Office in the \_\_\_\_\_  
(Name of Court)

The confidential information to be released will include: date of entrance to program; attendance records; drug detection test results; type, frequency, and effectiveness of therapy (including psychotherapy notes); general adjustment to program rules; type and dosage of medication; response to treatment; test results (e.g., psychological, psycho-physiological measurements, vocational, sex offense specific evaluations, clinical polygraphs); date of and reason for withdrawal or termination from program; diagnosis; and prognosis.

This information is to be used in connection with my participation in the above-mentioned program, which has been made a condition of my post-conviction supervision (including probation, parole, mandatory release, supervised release, or conditional release), and may be used by the probation officer for the purpose of keeping the probation officer informed concerning compliance with any condition or special condition of my supervision. I understand that this authorization is valid until my release from supervision, at which time this authorization to use or disclose this information expires. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the program's privacy contact at:

\_\_\_\_\_  
(Name and Address of Program)

I understand that if I revoke this authorization to release confidential information, I will thereby revoke my authorization to further disclosure of such information. I also understand that revoking this authorization before I satisfy the condition of my supervision that requires me to participate in the program will be reported to the court. My revocation of authorization under such circumstances could be considered a violation of a condition of my post-conviction supervision.

\_\_\_\_\_  
(Signature of Parent or Guardian if Client is a Minor)

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Name & Title of Witness)

\_\_\_\_\_  
(Date Signed)

**AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION**  
*(DRUG OR ALCOHOL ABUSE PROGRAMS)*

I, \_\_\_\_\_, the undersigned,  
(Name of Client)  
hereby authorize \_\_\_\_\_ to release confidential  
(Name of Program)  
information in its records, possession, or knowledge, of whatever nature may now exist or come to exist to the United  
States Pretrial Services or Probation Office for the \_\_\_\_\_ District of \_\_\_\_\_.  
(Name of Court) (State)

The confidential information to be released will include: date of entrance to program; attendance records; urine testing results; type, frequency and effectiveness of therapy (including psychotherapy notes); general adjustment to program rules; type and dosage of medication; response to treatment; test results (psychological, vocational, etc.); date of and reason for withdrawal from program; and prognosis.

The information which I now authorize for release is to be used in connection with my participation in the aforementioned program which has been made a condition of my pretrial release.

I understand that this authorization is valid until my release from supervision, at which time this authorization to use or disclose this information expires. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the program's privacy contact at:

\_\_\_\_\_  
(Name and Address of Program)

I understand that if I revoke this authorization to release confidential information, I will thereby revoke my authorization to further disclosure of such information. I also understand that revoking this authorization before I satisfy the condition of my supervision that requires me to participate in the program will be reported to the court. My revocation of authorization under such circumstances could be considered a violation of a condition of my pretrial supervision.

\_\_\_\_\_  
(Signature of Parent or Guardian, if Client is a Minor)

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Name & Title of Witness)

\_\_\_\_\_  
(Date Signed)



**UNITED STATES PRETRIAL SERVICES SYSTEM  
AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION  
MENTAL HEALTH TREATMENT PROGRAMS**

I, \_\_\_\_\_, the undersigned,  
(Name of Client)

hereby authorize \_\_\_\_\_ to release confidential  
(Name of Program)

information in its possession to the United States Pretrial Services Office in the \_\_\_\_\_.  
(Name of Court)

The confidential information to be released will include: date of entrance to program; attendance records; drug detection test results; type, frequency, and effectiveness of therapy; general adjustment to program rules; type and dosage of medication; response to treatment; test results (e.g., psychological, psycho-physiological measurements, vocational, sex offense specific evaluations); date of and reason for withdrawal or termination from program; diagnosis; and prognosis.

This information is to be used in connection with my participation in the above-mentioned program, which has been made a condition of my pretrial supervision, and may be used by the pretrial services officer for the purpose of keeping the pretrial services officer informed concerning compliance with any condition or special condition of my supervision. I understand that this authorization is valid until my release from supervision, at which time this authorization to use or disclose this information expires. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law. Such information may also be made available to the probation office for the purpose of preparing a presentence report in accordance with federal law.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the program's privacy contact at:

\_\_\_\_\_  
(Name and Address of Program)

I understand that if I revoke this authorization to release confidential information, I will thereby revoke my authorization to further disclosure of such information. I also understand that revoking this authorization before I satisfy the condition of my supervision that requires me to participate in the program will be reported to the court. My revocation of authorization under such circumstances could be considered a violation of a condition of my pretrial supervision.

\_\_\_\_\_  
(Signature of Parent or Guardian if Client is a Minor)

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Name & Title of Witness)

\_\_\_\_\_  
(Date Signed)

Date \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS  
TREATMENT SERVICES INVOICE**

**(PART A)**

- |   |   |
|---|---|
| <p>1. Judicial District _____</p> <p>2. Vendor _____</p> <p style="padding-left: 20px;">a. Address: _____</p> <p style="padding-left: 20px;">_____</p> <p style="padding-left: 20px;">_____</p> <p style="padding-left: 20px;">b. Telephone: _____</p> <p style="padding-left: 20px;">_____</p> | <p>3. P.O./B.P.A.# _____</p> <p>4. Service Delivery: From _____ To _____</p> <p>5. Total # of Individuals Served: _____</p> |
|---|---|

Vendor's Certification: I certify that **all** expenditures and requests for reimbursement in this voucher are accurate and correct to the best of my knowledge and include only charges for services actually rendered to clients under the terms of the agreement and for which no other compensation has been received from sources other than the United States District Court.

\_\_\_\_\_  
Authorized Administrator

6. Project Code	7. Quantity	8. Unit Price	9. Total Price

Date \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS  
TREATMENT SERVICES INVOICE**

**(PART B)**

Subtotal all costs for each client listed below:

1. Client Name	2. Client Number	3. Dates of Service	4. Service Rendered	5. Quantity (Units)	6. Unit Price	7. Cost



### BREATHALYZER LOG

COMPLETE ONE FORM PER CLIENT PER MONTH - to be used for project code 1504

Client Name \_\_\_\_\_ PACTS # \_\_\_\_\_ Month/Year \_\_\_\_\_

Client's Signature/Initials	Collector's Initials	Reason Tested	Test Results	Refusal

<b>Comments (please note any unusual occurrences):</b>

## SWEAT PATCH TESTING LOG

COMPLETE ONE FORM PER CLIENT PER MONTH - to be used for project code 1012  
 COMPLETE THE FIRST FIVE COLUMNS UPON APPLICATION, AND THE LAST FOUR UPON REMOVAL (bill only upon removal)

**Client Name** \_\_\_\_\_ **PACTS #** \_\_\_\_\_ **Month/Year** \_\_\_\_\_

Application Date	Client's Signature/Initials	Chain of Custody Bar Code Number	Medications Taken	Collector's Initials	Removal Date	Client's Initials	Collector's Initials	Test Results/Date	Co-Pay Collected

<b>Comments (please note any unusual occurrences):</b>



"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210  Wage Determination No.: 2015-5631 Revision No.: 16 Date Of Last Revision: 03/15/2022
Daniel W. Simms Director	Division of Wage Determinations

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30 2022 or the contract is renewed or extended (e.g. an option is exercised) on or after January 30 2022:	With certain exceptions Executive Order 14026 applies to the contract. The contractor must pay all covered workers at least \$15.00 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in 2022.
If the contract was awarded on or between January 1 2015 and January 29 2022 and the contract is not renewed or extended on or after January 30 2022:	With certain exceptions Executive Order 13658 applies to the contract. The contractor must pay all covered workers at least \$11.25 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in 2022.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at <https://www.dol.gov/agencies/whd/government-contracts>.

State: California

Area: California Counties of El Dorado Placer Sacramento Yolo

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.50
01012 - Accounting Clerk II		19.68
01013 - Accounting Clerk III		21.99
01020 - Administrative Assistant		31.09
01035 - Court Reporter		33.77
01041 - Customer Service Representative I		15.31
01042 - Customer Service Representative II		16.70
01043 - Customer Service Representative III		18.75
01051 - Data Entry Operator I		17.04
01052 - Data Entry Operator II		18.59
01060 - Dispatcher Motor Vehicle		21.70
01070 - Document Preparation Clerk		21.25
01090 - Duplicating Machine Operator		21.25
01111 - General Clerk I		15.60
01112 - General Clerk II		17.02
01113 - General Clerk III		19.11



01120 - Housing Referral Assistant	22.40
01141 - Messenger Courier	17.52
01191 - Order Clerk I	20.05
01192 - Order Clerk II	21.87
01261 - Personnel Assistant (Employment) I	17.77
01262 - Personnel Assistant (Employment) II	19.89
01263 - Personnel Assistant (Employment) III	22.17
01270 - Production Control Clerk	24.46
01290 - Rental Clerk	16.57
01300 - Scheduler Maintenance	17.98
01311 - Secretary I	17.98
01312 - Secretary II	20.10
01313 - Secretary III	22.40
01320 - Service Order Dispatcher	19.41
01410 - Supply Technician	31.09
01420 - Survey Worker	25.35
01460 - Switchboard Operator/Receptionist	16.42
01531 - Travel Clerk I	20.32
01532 - Travel Clerk II	21.87
01533 - Travel Clerk III	23.51
01611 - Word Processor I	17.12
01612 - Word Processor II	19.21
01613 - Word Processor III	21.49
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	27.99
05010 - Automotive Electrician	24.67
05040 - Automotive Glass Installer	23.15
05070 - Automotive Worker	23.15
05110 - Mobile Equipment Servicer	20.13
05130 - Motor Equipment Metal Mechanic	26.18
05160 - Motor Equipment Metal Worker	23.15
05190 - Motor Vehicle Mechanic	26.18
05220 - Motor Vehicle Mechanic Helper	18.62
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	23.15
05310 - Painter Automotive	24.67
05340 - Radiator Repair Specialist	23.15
05370 - Tire Repairer	15.52
05400 - Transmission Repair Specialist	26.18
07000 - Food Preparation And Service Occupations	
07010 - Baker	16.27
07041 - Cook I	16.85
07042 - Cook II	19.37
07070 - Dishwasher	13.02***
07130 - Food Service Worker	13.64***
07210 - Meat Cutter	19.39
07260 - Waiter/Waitress	13.70***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.60
09040 - Furniture Handler	12.60***
09080 - Furniture Refinisher	18.52
09090 - Furniture Refinisher Helper	14.53***
09110 - Furniture Repairer Minor	16.47
09130 - Upholsterer	18.59
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	14.27***
11060 - Elevator Operator	16.19
11090 - Gardener	23.66
11122 - Housekeeping Aide	16.19
11150 - Janitor	16.19
11210 - Laborer Grounds Maintenance	18.27
11240 - Maid or Houseman	15.15
11260 - Pruner	16.53
11270 - Tractor Operator	21.89
11330 - Trail Maintenance Worker	18.27

11360 - Window Cleaner	17.89
12000 - Health Occupations	
12010 - Ambulance Driver	27.05
12011 - Breath Alcohol Technician	26.24
12012 - Certified Occupational Therapist Assistant	41.70
12015 - Certified Physical Therapist Assistant	37.80
12020 - Dental Assistant	21.96
12025 - Dental Hygienist	49.64
12030 - EKG Technician	39.13
12035 - Electroneurodiagnostic Technologist	39.13
12040 - Emergency Medical Technician	27.05
12071 - Licensed Practical Nurse I	23.47
12072 - Licensed Practical Nurse II	26.24
12073 - Licensed Practical Nurse III	29.25
12100 - Medical Assistant	21.08
12130 - Medical Laboratory Technician	32.99
12160 - Medical Record Clerk	25.43
12190 - Medical Record Technician	28.44
12195 - Medical Transcriptionist	23.22
12210 - Nuclear Medicine Technologist	66.26
12221 - Nursing Assistant I	13.47***
12222 - Nursing Assistant II	15.14
12223 - Nursing Assistant III	16.52
12224 - Nursing Assistant IV	18.56
12235 - Optical Dispenser	20.98
12236 - Optical Technician	15.81
12250 - Pharmacy Technician	22.20
12280 - Phlebotomist	23.62
12305 - Radiologic Technologist	52.30
12311 - Registered Nurse I	40.86
12312 - Registered Nurse II	49.98
12313 - Registered Nurse II Specialist	49.98
12314 - Registered Nurse III	60.45
12315 - Registered Nurse III Anesthetist	60.45
12316 - Registered Nurse IV	68.50
12317 - Scheduler (Drug and Alcohol Testing)	33.51
12320 - Substance Abuse Treatment Counselor	22.46
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	25.97
13012 - Exhibits Specialist II	32.17
13013 - Exhibits Specialist III	40.61
13041 - Illustrator I	27.79
13042 - Illustrator II	34.41
13043 - Illustrator III	42.09
13047 - Librarian	38.11
13050 - Library Aide/Clerk	17.66
13054 - Library Information Technology Systems Administrator	34.41
13058 - Library Technician	22.69
13061 - Media Specialist I	24.84
13062 - Media Specialist II	27.78
13063 - Media Specialist III	30.96
13071 - Photographer I	20.04
13072 - Photographer II	22.43
13073 - Photographer III	27.79
13074 - Photographer IV	33.99
13075 - Photographer V	41.13
13090 - Technical Order Library Clerk	21.36
13110 - Video Teleconference Technician	24.77
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.25
14042 - Computer Operator II	21.54
14043 - Computer Operator III	24.00
14044 - Computer Operator IV	26.68
14045 - Computer Operator V	29.55

14071 - Computer Programmer I	(see 1)	23.09
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		19.25
14160 - Personal Computer Support Technician		26.68
14170 - System Support Specialist		37.81
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		35.36
15020 - Aircrew Training Devices Instructor (Rated)		42.77
15030 - Air Crew Training Devices Instructor (Pilot)		51.27
15050 - Computer Based Training Specialist / Instructor		35.36
15060 - Educational Technologist		43.58
15070 - Flight Instructor (Pilot)		51.27
15080 - Graphic Artist		27.15
15085 - Maintenance Test Pilot Fixed Jet/Prop		50.37
15086 - Maintenance Test Pilot Rotary Wing		50.37
15088 - Non-Maintenance Test/Co-Pilot		50.37
15090 - Technical Instructor		30.17
15095 - Technical Instructor/Course Developer		36.90
15110 - Test Proctor		24.35
15120 - Tutor		24.35
16000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010 - Assembler		15.47
16030 - Counter Attendant		15.47
16040 - Dry Cleaner		17.68
16070 - Finisher Flatwork Machine		15.47
16090 - Presser Hand		15.47
16110 - Presser Machine Drycleaning		15.47
16130 - Presser Machine Shirts		15.47
16160 - Presser Machine Wearing Apparel Laundry		15.47
16190 - Sewing Machine Operator		18.42
16220 - Tailor		19.15
16250 - Washer Machine		16.21
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		24.06
19040 - Tool And Die Maker		29.95
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		19.23
21030 - Material Coordinator		24.46
21040 - Material Expediter		24.46
21050 - Material Handling Laborer		16.72
21071 - Order Filler		15.43
21080 - Production Line Worker (Food Processing)		19.23
21110 - Shipping Packer		17.54
21130 - Shipping/Receiving Clerk		17.54
21140 - Store Worker I		14.73***
21150 - Stock Clerk		19.78
21210 - Tools And Parts Attendant		19.23
21410 - Warehouse Specialist		19.23
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		36.77
23019 - Aircraft Logs and Records Technician		28.73
23021 - Aircraft Mechanic I		34.79
23022 - Aircraft Mechanic II		36.77
23023 - Aircraft Mechanic III		38.80
23040 - Aircraft Mechanic Helper		24.73
23050 - Aircraft Painter		32.77
23060 - Aircraft Servicer		28.73
23070 - Aircraft Survival Flight Equipment Technician		32.77
23080 - Aircraft Worker		30.75
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		30.75

I	
23092 - Aircrew Life Support Equipment (ALSE) Mechanic	34.79
II	
23110 - Appliance Mechanic	24.86
23120 - Bicycle Repairer	19.94
23125 - Cable Splicer	41.60
23130 - Carpenter Maintenance	26.47
23140 - Carpet Layer	23.93
23160 - Electrician Maintenance	31.50
23181 - Electronics Technician Maintenance I	30.81
23182 - Electronics Technician Maintenance II	32.83
23183 - Electronics Technician Maintenance III	34.86
23260 - Fabric Worker	25.85
23290 - Fire Alarm System Mechanic	25.14
23310 - Fire Extinguisher Repairer	24.06
23311 - Fuel Distribution System Mechanic	32.89
23312 - Fuel Distribution System Operator	25.28
23370 - General Maintenance Worker	21.72
23380 - Ground Support Equipment Mechanic	34.79
23381 - Ground Support Equipment Servicer	28.73
23382 - Ground Support Equipment Worker	30.75
23391 - Gunsmith I	24.06
23392 - Gunsmith II	27.67
23393 - Gunsmith III	31.29
23410 - Heating Ventilation And Air-Conditioning Mechanic	27.99
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	29.59
23430 - Heavy Equipment Mechanic	30.55
23440 - Heavy Equipment Operator	33.30
23460 - Instrument Mechanic	37.19
23465 - Laboratory/Shelter Mechanic	29.49
23470 - Laborer	16.64
23510 - Locksmith	24.92
23530 - Machinery Maintenance Mechanic	31.99
23550 - Machinist Maintenance	22.74
23580 - Maintenance Trades Helper	17.41
23591 - Metrology Technician I	37.19
23592 - Metrology Technician II	39.31
23593 - Metrology Technician III	41.48
23640 - Millwright	37.91
23710 - Office Appliance Repairer	22.99
23760 - Painter Maintenance	22.73
23790 - Pipefitter Maintenance	29.50
23810 - Plumber Maintenance	27.80
23820 - Pneudraulic Systems Mechanic	31.29
23850 - Rigger	31.29
23870 - Scale Mechanic	27.67
23890 - Sheet-Metal Worker Maintenance	31.56
23910 - Small Engine Mechanic	22.14
23931 - Telecommunications Mechanic I	31.22
23932 - Telecommunications Mechanic II	33.00
23950 - Telephone Lineman	27.92
23960 - Welder Combination Maintenance	23.10
23965 - Well Driller	30.17
23970 - Woodcraft Worker	31.29
23980 - Woodworker	24.06
24000 - Personal Needs Occupations	
24550 - Case Manager	22.43
24570 - Child Care Attendant	14.11***
24580 - Child Care Center Clerk	17.59
24610 - Chore Aide	13.65***
24620 - Family Readiness And Support Services Coordinator	22.43
24630 - Homemaker	22.43

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	38.32
25040 - Sewage Plant Operator	36.47
25070 - Stationary Engineer	38.32
25190 - Ventilation Equipment Tender	27.26
25210 - Water Treatment Plant Operator	36.47
27000 - Protective Service Occupations	
27004 - Alarm Monitor	33.38
27007 - Baggage Inspector	17.26
27008 - Corrections Officer	38.99
27010 - Court Security Officer	37.26
27030 - Detection Dog Handler	21.22
27040 - Detention Officer	38.99
27070 - Firefighter	35.32
27101 - Guard I	17.26
27102 - Guard II	21.22
27131 - Police Officer I	43.82
27132 - Police Officer II	48.69
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	17.93
28042 - Carnival Equipment Repairer	19.39
28043 - Carnival Worker	13.55***
28210 - Gate Attendant/Gate Tender	16.99
28310 - Lifeguard	14.92***
28350 - Park Attendant (Aide)	19.01
28510 - Recreation Aide/Health Facility Attendant	13.88***
28515 - Recreation Specialist	23.56
28630 - Sports Official	15.15
28690 - Swimming Pool Operator	22.30
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	34.23
29020 - Hatch Tender	34.23
29030 - Line Handler	34.23
29041 - Stevedore I	31.99
29042 - Stevedore II	36.49
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	43.90
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	30.27
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	33.34
30021 - Archeological Technician I	21.84
30022 - Archeological Technician II	24.43
30023 - Archeological Technician III	30.27
30030 - Cartographic Technician	30.27
30040 - Civil Engineering Technician	33.72
30051 - Cryogenic Technician I	33.52
30052 - Cryogenic Technician II	37.02
30061 - Drafter/CAD Operator I	21.84
30062 - Drafter/CAD Operator II	24.43
30063 - Drafter/CAD Operator III	27.24
30064 - Drafter/CAD Operator IV	33.52
30081 - Engineering Technician I	16.86
30082 - Engineering Technician II	18.93
30083 - Engineering Technician III	21.17
30084 - Engineering Technician IV	26.23
30085 - Engineering Technician V	32.20
30086 - Engineering Technician VI	38.82
30090 - Environmental Technician	24.96
30095 - Evidence Control Specialist	30.27
30210 - Laboratory Technician	23.61
30221 - Latent Fingerprint Technician I	39.48
30222 - Latent Fingerprint Technician II	43.60
30240 - Mathematical Technician	36.63
30361 - Paralegal/Legal Assistant I	20.81
30362 - Paralegal/Legal Assistant II	25.99
30363 - Paralegal/Legal Assistant III	31.79

30364 - Paralegal/Legal Assistant IV	38.47
30375 - Petroleum Supply Specialist	37.02
30390 - Photo-Optics Technician	30.27
30395 - Radiation Control Technician	37.02
30461 - Technical Writer I	26.47
30462 - Technical Writer II	32.38
30463 - Technical Writer III	39.18
30491 - Unexploded Ordnance (UXO) Technician I	27.90
30492 - Unexploded Ordnance (UXO) Technician II	33.76
30493 - Unexploded Ordnance (UXO) Technician III	40.47
30494 - Unexploded (UXO) Safety Escort	27.90
30495 - Unexploded (UXO) Sweep Personnel	27.90
30501 - Weather Forecaster I	33.52
30502 - Weather Forecaster II	40.77
30620 - Weather Observer Combined Upper Air Or	(see 2) 27.24
Surface Programs	
30621 - Weather Observer Senior	(see 2) 30.27
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	33.76
31020 - Bus Aide	17.14
31030 - Bus Driver	23.85
31043 - Driver Courier	16.15
31260 - Parking and Lot Attendant	13.65***
31290 - Shuttle Bus Driver	17.17
31310 - Taxi Driver	15.40
31361 - Truckdriver Light	17.46
31362 - Truckdriver Medium	18.76
31363 - Truckdriver Heavy	24.90
31364 - Truckdriver Tractor-Trailer	24.90
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	16.46
99030 - Cashier	14.04***
99050 - Desk Clerk	13.50***
99095 - Embalmer	27.63
99130 - Flight Follower	27.90
99251 - Laboratory Animal Caretaker I	16.37
99252 - Laboratory Animal Caretaker II	17.70
99260 - Marketing Analyst	33.35
99310 - Mortician	27.63
99410 - Pest Controller	18.40
99510 - Photofinishing Worker	16.69
99710 - Recycling Laborer	26.57
99711 - Recycling Specialist	31.83
99730 - Refuse Collector	24.06
99810 - Sales Clerk	14.09***
99820 - School Crossing Guard	18.74
99830 - Survey Party Chief	52.54
99831 - Surveying Aide	28.52
99832 - Surveying Technician	39.16
99840 - Vending Machine Attendant	17.00
99841 - Vending Machine Repairer	21.13
99842 - Vending Machine Repairer Helper	17.00

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.60 per hour up to 40 hours per week or \$184.00 per week or \$797.33 per month

HEALTH & WELFARE EO 13706: \$4.23 per hour up to 40 hours per week or \$169.20 per week or \$733.20 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Juneteenth National Independence Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees

who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary



affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

**\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) \*\***

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

**SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS**

**K.1 Provision 3-130, Authorized Negotiators - (Jan 2003)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the judiciary in connection with this solicitation (*offeror lists names, titles, and telephone numbers of the authorized negotiators*).

Name: \_\_\_\_\_  
Titles: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**K.2 Provision 3-5, Taxpayer Identification and Other Offeror Information - (APR 2011)**

(a) Definitions.

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041, 6041A](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) Taxpayer Identification Number (TIN): \_\_\_\_\_

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

- sole proprietorship;
- partnership;
- corporate entity (not tax-exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per [26 CFR 1.6049-4](#);
- other

(f) Contractor representations.

The offeror represents as part of its offer that it is , is not  51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected then one sub-type is required)
- Black American Owned
- Hispanic American Owned
- Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- Individual/concern, other than one of the preceding.

**SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS**

**L.1. GENERAL INSTRUCTIONS FOR PROPOSALS**

**A. Request for Proposals**

This Request for Proposal consists of Sections A through M.

**Section A - Solicitation/Offer/Acceptance Form, AO 367**

In Section A, page 1 is the **Solicitation/Offer/Acceptance**. The Offeror must fill out the following blocks on the form:

- (1) Block 8, as instructed on the form.
- (2) Block 9, discount for prompt payment, if applicable.
- (3) Block 10, acknowledgment of amendments.
- (4) Block 11, name and address of Offeror.
- (5) Block 12, telephone number.
- (6) Block 13, name and title of person authorized to sign the offer.
- (7) Block 14, signature of Offeror,
- (8) Block 15, date signed.

**NOTE:**        **The signature of the original and additional copies must contain original signatures of the Offeror in this block.**

**Section B - Submission of Prices**

**(1) Services**

The Offeror must provide a response to every requested service item.

**(2) Prices**

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.

**(3) Acceptable Responses**

**(a) Unit Price**

Sliding price scales will not be accepted by the Government. The price will reflect the unit as defined in Section B and the Statement of Work for each project code.

**(b) "N/C" = No Charge**

For any item that the Offeror will provide without charge or without additional charge, the Offeror shall insert "N/C" in the Unit Price column of Section B.

(c) **Subcontracting**

For service items that the Offeror will be subcontracting, the Offeror shall insert the letter "S" following the price inserted in the Unit Price column. Services referred to another vendor shall be considered subcontracting and shall require the "S" designation.

(d) **Prices and "No Shows"**

A "No Show" occurs when a defendant/person under supervision does not appear for a prescheduled service, and the defendant/person under supervision fails to cancel the appointment at least 24 hours in advance. Offerors may factor the price of defendant/person under supervision "No Shows" for prescheduled appointments into the unit prices for the project codes listed in G.3, as this is not an otherwise billable service. **It is estimated that defendants/persons under supervision fail to appear for prescheduled individual services approximately 5% of the time, although specific services may experience a higher rate of "no shows".**

(4) **Estimated Monthly Quantity**

The figures provided in the Estimated Monthly Quantity column of Section B are estimates of the frequency that the services will be required. These figures are estimates only and the government is not bound to meet these estimates. Note that if the government awards to multiple Offerors, the Estimated Monthly Quantities would be spread amongst the multiple Offerors; however, the government is not required to award to multiple Offerors, even if indicated in Section B. An Offeror should be prepared to provide the full amount of Estimated Monthly Quantities reflected. If the Offeror is unable to provide the full amount of Estimated Monthly Quantities, the Offeror must expressly state this within its proposal and provide the reasoning behind it, as well as indicate the volume of services the Offeror would be capable of providing.

**Proposal Submission**

By submission of a signed proposal (including the submission of the Certification of Compliance (Attachment A) described below), the Offeror is agreeing to comply with all requirements, terms, and conditions of this solicitation and any resultant agreement or contract. **Note: The Offeror is not required to submit solicitation sections C, D, E, F, G, H, I, and J as part of its proposal.**

**Section K - Representations, Certifications, and Other Statements of Offeror**

The Offeror must check or complete all applicable boxes or blocks in the paragraphs under Section K of the Solicitation Document and resubmit the full section as that of the Proposal.

The Offeror's Statements, Qualifications, and References contained in Attachments A through D to this solicitation document shall be completed and submitted as follows:

**Preparation of Certification of Compliance Statement (Attachment A)**

1. Each Offeror shall prepare and submit as part of its offer a **CERTIFICATION OF COMPLIANCE STATEMENT** in which the Offeror certifies that it will provide the mandatory requirements stated in Sections C, E, F and G and comply with terms and conditions of the RFP. If the Offeror is proposing subcontractor(s) to perform any services, the Offeror shall identify the proposed subcontractor(s) and submit *separate certification statements from each subcontractor* that certifies that they will provide services in compliance with the requirements of the RFP.

**Preparation of Background Statement (Attachment B)**

1. Each Offeror shall prepare and submit as part of its offer a **BACKGROUND STATEMENT** addressing the requirements in paragraphs 2.a. through d below. (See Attachment B). The Offeror shall identify and clearly label all required documents included in the submitted proposal. If the Offeror is proposing any subcontractors to perform services, the Offeror also shall comply with the requirements in paragraphs 2 a. through d pertaining to each proposed subcontractor.
2. In the **BACKGROUND STATEMENT** the Offeror shall:
  - a. provide copies of all monitoring reports for the previous 18 months from all federal (regardless of whether the Offeror has a current Agreement with the USPO/USPSO, copies of the necessary monitoring reports shall be included with this RFP, state and local agencies for the locations solicited. If the Offeror is not able to provide copies of monitoring reports, the Offeror shall provide copies of certificates or letters from federal, state, or local agencies indicating that the Offeror has had a satisfactory or higher rating for the previous 18 months. If the Offeror is not able to provide copies of monitoring reports, certifications or letters due to a private practice or other documented reasons, the Offeror must expressly state so in its proposal for this area. To be considered technically acceptable an Offeror must have received ratings of satisfactory or higher or have expressly stated in its proposals that it is a private practice and does not have access to monitoring reports, certificates or letters. Monitoring reports for proposed subcontractors are not required.
  - b. state expressly each performance site at which the Offeror and any proposed subcontractors intend to provide services in response to this

solicitation. Offeror and subcontractor sites shall be located within the solicitation's identified catchment area, and shall be operational sites at the time of the RFP submission. Onsite evaluations will be individually performed at Offeror and subcontractor sites.

- c. include copies of all applicable business and/or operating licenses as required by state and local laws and regulations. If there is not an applicable business and/or operating license(s), the Offeror shall expressly state this in its proposal with an explanation of why. Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the Offeror is responsible for ensuring that proposed subcontractors have all applicable business and/or operating licenses as required by state and local laws and regulations.
  - d. include copies of compliance with all federal, state and local fire, safety and health codes. If the Offeror is not subject to any of these provisions due to local/county ordinances, the Offeror shall expressly state this in its proposal with an explanation of why. Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the Offeror is responsible for ensuring that proposed subcontractors have appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes.
3. By submitting the **BACKGROUND STATEMENT** the Offeror warrants that all information contained therein is correct and accurately reflects the Offeror's ability to perform.

### **Preparation of Staff Qualifications - (Attachment C)**

The Offeror shall prepare and submit the **OFFEROR'S STAFF QUALIFICATION FORM** (see Attachment C) for all staff performing services under any resultant contract. The Offeror shall include the name, title, duties that will be performed under any resultant agreement by numeric project code, education, experience, and credentials (licenses and certifications) for all staff members who will be performing services under any resultant agreement. Note: the Offeror is not required to provide documentation of the education, credentials, licenses, and certification of staff members; however, the Offeror shall verify the information is accurate and that any required licenses are current.

In addition, the Offeror shall certify that no proposed staff members are under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state, or local).

The Offeror shall also certify that no proposed staff members have been convicted of any sexual offense (including but not limited to child pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on the Sexual Offender registry. Attachment C shall also be prepared for all proposed subcontractor staff performing services.



Offerors providing sex-offense specific evaluations must certify on the Offeror's Staff Qualification Form (Attachment C) that the evaluator adheres to the established ethics, standards and practices of the Association for the Treatment of Sexual Abusers (ATSA).

### **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 the same or similar type of treatment and other services identified in this RFP within the past 3 years. Note: references should not include current USPO/USPSO employees. Provide the name and address for each reference, as well as the phone number and e-mail for the contact person. It is the responsibility of the Offeror to notify references the government reserves the right to contact any reference and consider the information provided as part of its responsibility determination.

### **Sections L - Instructions, Conditions and Notices to Offerors, and M - Evaluation Criteria**

Sections K, L and M contain information and instructions and do not become part of any resultant agreement.

#### **L.2 Provision 3-100, Instructions to Offerors - (APR 2013)**

- (a) *Definitions* As used in this provision:
- "Discussions" are negotiations that occur after establishment of the competitive range that may, at the contracting officer's discretion, result in the Offeror being allowed to revise its offer.
- In writing, "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.
- "Offer modification" is a change made to an offer before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.
- "Offer revision" is a change to an offer made after the solicitation closing date, at the request of or as allowed by a contracting officer as the result of negotiations.
- "Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period will include the next working day.
- (b) *Amendments to solicitations* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s). An Offeror's failure to acknowledge amendments affecting price, quantity, quality or delivery may result in the Offeror's proposal being determined unacceptable where award is made without discussions.

(c) *Submission, modification, revision, and withdrawal of offers*

- (1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, offers and modifications to offers shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the Offeror. Offerors using commercial carriers shall ensure that the offer is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.
- (2) The first page of the offer shall show:
  - (i) the solicitation number;
  - (ii) the name, address, and telephone and facsimile numbers of the Offeror (and electronic address if available);
  - (iii) a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;
  - (iv) names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the Offeror's behalf with the judiciary in connection with this solicitation; and
  - (v) 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 issuing office.
- (3) *Submission, modification, revision, and withdrawal of offers*
  - (i) Offerors are responsible for submitting offers, and any modifications or revisions, so as to reach the judiciary office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated judiciary office on the date that offer or revision is due.
  - (ii) (A) Any offer, modification, or revision received at the judiciary office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the contracting officer determines it's in the judiciary's best interest, the contracting officer determines that accepting the late offer would not unduly delay the procurement, and:
    - (1) if it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the judiciary infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or
    - (2) there is acceptable evidence to establish that it was received at the judiciary installation designated for receipt of offers and was under the judiciary's control prior to the time set for receipt of offers; or
    - (3) it is the only offer received.
  - (ii) (B) However, a late modification of an otherwise successful offer that makes its terms more favorable to the judiciary, will be considered

at any time it is received and may be accepted.

- (iii) Acceptable evidence to establish the time of receipt at the judiciary installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of judiciary personnel.
  - (iv) If an emergency or unanticipated event interrupts normal judiciary processes so that offers cannot be received at the office designated for receipt of offers by the exact time specified in the solicitation, and urgent judiciary requirements preclude amendment of the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal judiciary processes resume.
  - (v) Offers may be withdrawn by written notice received at any time before award. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before award, subject to the conditions specified in Provision 3-115, "Facsimile Offers." Offers may be withdrawn in person by an Offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award.
- (4) Offerors shall submit offers in response to this solicitation in English and in U.S. dollars.
  - (5) Offerors may submit modifications to their offers at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
  - (6) Offerors may submit revised offers only if requested or allowed by the contracting officer.
  - (7) Offers may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the contracting officer.
- (d) *Offer expiration date* Offers in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the Offeror).
  - (e) *Restriction on disclosure and use of data* Offerors that include in their offers data that they do not want disclosed to the public for any purpose, or used by the judiciary except for evaluation purposes, shall:
    - (1) mark the title page with the following legend:

This offer includes data that shall not be disclosed outside the judiciary and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this offer. If, however, a contract is awarded to this Offeror as a result of-or in connection with-the submission of this data, the judiciary shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the judiciary's right to use

information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

- (2) mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this offer.

(f) *Contract award*

- (1) The judiciary intends to award a contract or contracts resulting from this solicitation to the responsible Offeror(s) whose offer(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
- (2) The judiciary may reject any or all offers if such action is in the judiciary's interest.
- (3) The judiciary may waive informalities and minor irregularities in offers received.
- (4) The judiciary intends to evaluate offers and award a contract without discussions with Offerors (except clarifications). Therefore, the offeror's initial offer shall contain the Offeror's best terms from a price or price and technical standpoint. The judiciary reserves the right to conduct discussions if the contracting officer later determines them to be necessary. If the contracting officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the contracting officer may limit the number of offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers.
- (5) The judiciary reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit price or prices offered, unless the Offeror specifies otherwise in the offer.
- (6) The judiciary reserves the right to make multiple awards if, after considering the additional administrative prices, it is in the judiciary's best interest to do so.
- (7) Exchanges with Offerors after receipt of an offer do not constitute a rejection or counteroffer by the judiciary.
- (8) The judiciary may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of price or price analysis techniques. An offer may be rejected if the contracting officer determines that the lack of balance poses an unacceptable risk to the judiciary.
- (9) If a price realism analysis is performed, price realism may be considered by the source selection authority in evaluating performance or schedule risk.

- (10) A written award or acceptance of offer mailed or otherwise furnished to the successful Offeror within the time specified in the offer shall result in a binding contract without further action by either party.
- (11) The judiciary may disclose the following information in post-award debriefings to other Offerors:
  - (i) the Overall evaluated price or price and technical rating of the successful Offeror;
  - (ii) the overall ranking of all Offerors, when any ranking was developed by the judiciary during source selection;
  - (iii) a summary of the rationale for award; and
  - (iv) for procurements of commercial items, the make and model of the item to be delivered by the successful Offeror.

**OFFEROR’S CERTIFICATION OF COMPLIANCE STATEMENT**

As required in Section L.1 , Preparation of Certification of Compliance Statement, the Offeror and each proposed subcontractor(s) shall complete the certification below.

I hereby certify on behalf of \_\_\_\_\_ (Name of Offeror or Subcontractor) that \_\_\_\_\_ (Name of Offeror or Subcontractor) will provide the mandatory requirements stated in Sections C, E, F and G and all services in strict compliance with requirements, terms, and conditions of the RFP. I understand that failure to perform in accordance with any of the requirements, terms, and/or conditions may result in suspension or discontinuation of referrals or termination of the contract/BPA.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**OFFEROR'S BACKGROUND STATEMENT**

As required in Section L.1, Preparation of the Background Statement, the Offeror shall prepare a Background Statement below (attach pages as needed labeled as subsets of this Attachment number).

**CERTIFICATIONS**

(check all that apply)

I certify herein that all information provided in the BACKGROUND STATEMENT is accurate, complete, and correct.

I certify herein that copies of all monitoring reports for the previous 18 months from federal, state and local agencies have been provided, or if a monitoring report for the previous 18 months is not available, a federal, state, and/or local certificate or letter indicating the Offeror has a satisfactory or higher rating has been provided.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFEROR’S STAFF QUALIFICATIONS**

As required in Section L.1, Preparation of Staff Qualifications, the Offeror shall prepare and submit below, (attach pages as needed labeled as subsets of this attachment number), for all staff performing services under any resultant Agreement, including credentials (licenses and certification) by project code. Staff providing sex-offense specific services must certify that the evaluator adheres to the established ethics, standards and practices of the Association for the Treatment of Sexual Abusers (ATSA). The Offeror shall complete the certification section below.

Name	Title	Duties	Project Code	Education	Experience
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**CERTIFICATIONS**

(check all that apply)

I certify herein that no proposed staff members are under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state, or local).

I certify herein that no proposed staff members have been convicted of any sexual offense (including but not limited to child pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on the Sexual Offender registry.

[*Check box only if applicable*] I certify herein that proposed staff conducting sex-offense specific evaluations/treatment/testing will adhere to the established ethics, standards and practices of the Association for the Treatment of Sexual Abusers (ATSA).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**OFFEROR'S REFERENCES**

As required in Section L.1, the Offeror shall provide the name and address for each reference including a contact person, telephone number and e-mail address.

**SECTION M - EVALUATION FACTORS FOR AWARD****M.1 Basis for Award**

Selection of vendors with whom the Probation/Pretrial Services Office will establish BPA's will be based on technical acceptability and the lowest price to the Government. If the solicitation document identifies that BPA's will be established with a specified number of vendors, the selection of technically acceptable vendors shall be based on price. For example, if a solicitation document identifies that 4 to 6 vendors are needed to provide services and 10 vendors are determined to be technically acceptable, awards will be made to no more than 6 of the lowest priced vendors.

**M.2 Evaluation of Proposals**

- a. To be acceptable and eligible for evaluation, proposals shall be prepared in accordance with the instructions given in Sections B and L of this solicitation document.
- b. By submission of a proposal, the offeror accepts all the terms and conditions of the RFP. Proposals that take exception to the terms and conditions will be determined technically unacceptable and the offeror will be so advised.
- c. Proposals will be evaluated to be considered Technically Acceptable using the following Pass/Fail Criteria. To determine that the offeror has met the following criteria, each proposal shall be evaluated to determine that every individual requirement has been met.

**M.3 Pass-Fail Criteria**

The following criteria address the offeror's ability to perform and comply with all the mandatory service requirements set forth in the Request for Proposals. Offerors who do not meet these requirements will be deemed to be technically unacceptable and will receive no further consideration. The offeror(s) will be so advised. Proposed subcontractor personnel qualifications and facilities will be evaluated and considered in the determination of the offeror's technical acceptability. The review of the criteria shall be based on the Offeror's Technical Proposal, which contains the Offeror's Certification of Compliance, Offeror's Background Statement, and the Offeror's Staff Qualifications. Each of these shall demonstrate how the offeror will perform/meet the requirements of the RFP.

## MANDATORY REQUIREMENTS:

### CERTIFICATION OF COMPLIANCE STATEMENT

- (a) Did the Offeror submit a statement (Attachment A) certifying that it 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. This requirement includes submission of compliance statements for each subcontractor that will be providing services.  
YES or NO
- (b) Did the Offeror submit a statement (Attachment A) for each subcontractor?  
YES or NO

### BACKGROUND STATEMENT

- (a) Did the Offeror provide copies of all federal, state, and local monitoring reports, letters, and/or federal, state, and local certificates for the previous 18 months? **OR**
- If the Offeror is unable to provide copies of monitoring reports, certifications, or letters due to private practice or other documented reasons, the vendor has expressly stated this in its proposal.  
YES or NO
- Monitoring reports, letters, and/or certificates are rated at least "satisfactory" or "pass" regarding performance. **OR**
- If any monitoring report completed for the previous 18 months was rated less than "satisfactory," the deficiencies were corrected as documented on the subsequent monitoring report, resulting in the subsequent report being rated "satisfactory."  
YES or NO
- (b) Offeror's (and any proposed subcontractor) site(s) at which services will be provided is/are located in catchment area and are operational at time of RFP submission.  
YES or NO
- (c) Offeror has provided copies of applicable business and/or operating license(s). If there is not an applicable business and/or operating license(s), the Offeror has expressly stated this in its proposal and stated the reasons why.  
YES or NO

- (d) Offeror has provided copies of compliance with all federal, state and local fire, safety, and health codes. If the Offeror is not subject to any of these provisions due to local/county ordinances, the Offeror has expressly stated this in its proposal and stated the reasons why.

YES or NO

## STAFF QUALIFICATIONS

- (a) Offeror has prepared Attachment C to identify staff (and any proposed subcontractor) to provide each service, including name, title, duties, project code(s) performed by the staff person, education, experience and credentials.

YES or NO

- (b) Offeror (and any proposed subcontractor) meets all minimum staff requirements listed in Section C of the RFP.

YES or NO

- (c) The Offeror's Staff Qualifications Statement certified that no staff member(s) (including proposed subcontractor staff) providing services under this Agreement are under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release.

YES or NO

- (d) The Offeror's Staff Qualifications Statement certified that no staff member(s) (including proposed subcontractor staff) providing services under this Agreement have been convicted of any sexual offense (including but not limited to child pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on the Sexual Offender registry.

YES or NO

- (e) The Offeror's Staff Qualification Statement certified that all staff member(s) including proposed subcontractor staff) providing services under this Agreement conducting sex-offense specific evaluations and treatment will adhere to the established ethics, standards, and practices of the Association for the Treatment of Sexual Abusers (ATSA).

YES or NO or N/A

## ON-SITE VISITS

On site visits will be conducted for those offeror's whose proposals are determined technically acceptable based on the above stated criteria and meet the lowest price requirement. On site visits will be conducted to verify that the offeror's facility complies with the requirements of the RFP. There will be on-site evaluations for all subcontractors providing services.

- (a) Offeror's (and any proposed subcontractor) facility meets requirements listed in Statement of Work.

YES or NO

#### **M. 4 Evaluation of Price**

The Government will determine Total Evaluated Price for required services by using the following formula:

- (a) Determining Total Evaluated Price.--Multiply the Estimate Monthly Quantity (EMQ) by 12 months to get a Yearly Quantity. Multiply that figure by the Unit Price offered to arrive at the Total Evaluated Price for that service item. Yearly prices of service items are totaled to arrive at Total Evaluated Price for each offeror.
- (b) Service items that are offered at "N/C" or No Charge, will be evaluated in the Life of Agreement comparison by entering \$0.00 for the unit price.
- (c) Service items that are reimbursable at actual prices or at a travel regulation rate are not considered in the price comparison.
- (d) Service items not marked as required services will not be evaluated or considered.
- (e) Total Evaluated Price (TEP) shall be rank ordered to show the lowest TEP.

#### **M.5 Provision 2-85A Evaluation Inclusive of Options (JAN 2003)**

- (a) The judiciary will evaluate offers for purposes of award by adding the total price for all options to the total price for the basic requirement. Evaluation of options does not obligate the judiciary to exercise the option(s).
- (b) Any offer that is materially unbalanced as to prices for basic and option quantities may be rejected. An unbalanced offer is one that is based on prices significantly less than prices for some work and prices that are significantly overstated for other work.

#### **M.6 Clause 3-70 Determination of Responsibility (JAN 2003)**

A determination of responsibility will be made on the apparent successful offeror prior to contract award. If the prospective contractor is found non-responsible, that offeror will be rejected and will receive no further consideration for award. In the event a contractor is rejected based on a determination of non-responsibility, a determination will be made on the next apparent successful offeror.