

PROCUREMENT OF TREATMENT SERVICES 2013
RFP QUESTIONS/RESPONSES

1. Do offerors have to provide all of the services listed on Section B of the RFP?

Pursuant to Section L, Page L-7 paragraph (4), “Unless otherwise specified in the solicitation, offers on less than all items solicited will not be considered.”

The only exception to this guideline is if the offer is the only offer received and it has been confirmed that there are no potential vendors in the particular catchment area that can provide the requested services, and are interested in completing a response to this RFP. Please note that vendors may sub-contract for services which they do not directly provide. However, the vendor is directly responsible for payment to the sub-contractor.

2. On the bottom of page L-2 it says “Note: The offeror is not required to submit solicitation sections C, D, E, F, G, H, and I as part of this proposal.” Does this mean that we really don’t need to respond to all the different service requirements as we normally would in a narrative statement?

The intention of this directive is to avoid the offeror from sending the actual sections that they received. However, each section must be completed with the exception of the following: “Sections K, L, and M contain information and instructions and do not become part of any resultant agreement”(Section L, page L-2; last paragraph of item L.1).

3. Is serving both men and women a must (for residential treatment), or is it ok to serve men only?

In general, the Northern District of California is procuring services for both men and women defendants and offenders. Thus if multiple offers are received from a particular catchment area and we are selecting 1-2 vendors, the two vendors that provide services to both genders and are technically acceptable and the lowest priced would get preference over an offer that is otherwise technically acceptable, and lower priced but only provides gender specific services. On the other hand, if there are one or two offers, and one is gender specific, and technically acceptable, and we select two vendors, the gender specific program could receive an award.

4. Is there an expected population number of clients we would receive during the contract term?

Please refer to question/response #2 of the Frequently Asked Questions document posted on our website.

Updated July 11, 2012

5. It appears that a narrative statement describing how we will meet the requirements of the RFP is not required this year. Rather, a certification of compliance (without a narrative statement) is all that is required for technical acceptability. Is that accurate?

The narrative statement was removed from the Statement of Work last fiscal year. It is no longer required and the offeror simply needs to sign and submit the certification of compliance statement. The offeror should follow the instructions in Section L and only submit the requested items.

6. It appears that a background statement describing our experience in providing services related to those called for in the RFP is not required this year. Rather, a compilation of documents as called for in paragraphs 2.a through d. on page L-3 is all that is required for technical acceptability (not an actual background statement describing our experience). Is that accurate?

The Background Statement shall be prepared addressing the requirements in paragraphs 2.a. through d. pertaining to each proposed subcontractor. This is the requirement for the offeror and any proposed subcontractor.

7. In the outpatient RFP, codes 4010 and 4020 refer to “Physical Exam and Report” and “Lab Studies and Report,” respectively. If we refer clients to a health clinic for these two codes and charge the actual cost as per the Unit Price requirement, is that considered a subcontracted service?

If the offeror is not directly providing the service, but providing the client with the service through a secondary provider this would be a subcontracted service. For instance, if the offeror sets up an agreement for services with “Lab X” and pays for the client services, and then charges U.S. Probation for the contracted services, this would be a subcontract. However, if the offeror refers the client to another community service at no charge to the offeror, this would not be

considered a subcontract, but a referral to a separate community service, which would be at no cost to the government.

8. Regarding Attachment A: We understand that, if we have subcontractors for certain services, we are required to submit a Certification of Compliance Statement (Attachment A) for each subcontractor. Can we as the offeror sign that form, or do they as subcontractors need to sign that form? We (the offeror) would like to sign that form, as we are the ones guaranteeing delivery of services in compliance with the RFP.

There should be one (Attachment A) signed off by the offeror and separate ones signed by each subcontractor.

Updated July 17, 2012

9. We are applying for the outpatient substance abuse/mental health contract and we are applying with another agency. One of us will be the contractor and the other the subcontractor, and we are trying to decide which would give us the best possible chance, and we are unclear about what "preference" means.

Our program is woman-owned, and in fact would qualify as economically disadvantaged woman owned. So how does this give us preference? Does this mean if two bidders bid the same amount, the preference would go to the woman-owned? Or is there a percentage-based discount for women-owned? For example, if there is a 5% discount for woman-owned, does that mean if a man-owned bids 95 and woman-owned 100 they would be viewed as equal.

"The Small Business Act (SBA) is applicable to executive branch agencies. The Federal Judiciary is not subject to the SBA, and therefore, U.S. Probation Offices do not give preference to small business status when issuing solicitations and awarding contracts."

10. If a vendor does not have prior evaluations or ratings on their performance because they are a new vendor, will they be considered technically unacceptable?

If the vendor has is new or has never provided services to an agency that requires monitoring reports, then the inability to provide monitoring reports will not be held against them in the evaluation. If the vendor can provide proper certificates, licenses, etc. that demonstrate their ability to perform the required services as listed in Section B and C, and they can confirm their new operational status, they would be considered technically acceptable in these areas.

Updated July 19, 2012

11. Could you further clarify "take home" medications. Does this mean that we will be required to have on hand, store and dispense medications and therefore require any bidder to also be a pharmacy with licensed pharmacist?

If the vendor (prime contractor) cannot provide the service on site they can subcontract the provision of services to another services provider (subcontractors) who meets the criteria as outlined in Section C of the RFP (project code 7020). Providers of this service in California are referred to as "Narcotic Treatment Providers" and the licensing requirements can be located through the California Department of Alcohol and Drug Programs. Providers of this service (prime contractor or subcontractor) must be licensed medical doctors who are certified to provide this specialized service.

12. In regards to the substance abuse treatment certification/and or credentials requirement, does a vendor need a department of drug and alcohol license from the state of California? If so, may the vendor achieve the license by the contract award or start date?

To operate a 24 hour, adult residential, non-medical alcohol and/or other drug (AOD) recovery or treatment facility, the provider must be licensed to operate through the California Department of Alcohol & Drug Programs (ADP). This same agency also provides a "voluntary certification process" to identify facilities that meet a minimal level of service quality and are in substantial compliance with ADP's standards. Obtaining certification is considered advantageous in gaining the confidence of potential residents (clients) and third party payers. (See Fact Sheet, Licensing and Certification Division of ADP, April 2012 – located on their website). As such, we highly encourage all outpatient providers to be certified but this is not a State requirement at this time. However, all staff providing counseling or counseling related services (i.e.: assessments, groups, etc.) must be properly certified according to the guidelines outlined by California ADP. Please refer to their website for further guidance: <http://www.adp.cahwnet.gov/default.asp>.

13. I am unclear how you would like us to respond for code 7020. The dosage, frequency and duration for each client can vary greatly. How are we to set one set price for all?

Providers of this service in California are referred to as "Narcotic Treatment Providers" and the licensing requirements can be located through the California Department of Alcohol and Drug Programs. Providers of this service (prime contractor or subcontractor) must be licensed medical doctors who are certified to provide this specialized service. The visit and take home price for the medication should include the price of the medication that is either administered to

the client on site, or given to the client to take home. The dosage, frequency, and duration would be determined by the authorized units as established by the PROB 45. For example, if a client is seen at the site and administered the medication 5 days per week, the authorization would be 5 visits per week.

Updated July 23, 2012

14. In the solicitation letter on the second page, it says that “All copies must be originally signed.” However, in the body of the RFP, it only asks for wet signatures for the Solicitation/Offer/Acceptance page. Does this mean that we need to have wet signatures on all copies of things like the Background Statement, Offeror’s Certification of Compliance Statement, Title Page, etc. or only the Solicitation/Offer/Acceptance page?

The original RFP must contain original signatures on all documents requiring a signature. The three copies of the RFP do not have to be originally signed, copies are fine.