

# Treatment Services Pre-offerors Conference



July 7, 2021

10:00 am

# Welcome



- ❧ Introductions
- ❧ What is U.S. Probation/  
U.S. Pretrial Services
- ❧ Treatment Services we are  
soliciting for

# Solicitation



## ❧ Fiscal year 2022

-October 1, 2021 to September 30, 2022

## ❧ Possibility of extending for two additional years

-October 1, 2022 to September 30, 2023

-October 1, 2023 to September 30, 2024

# How it works



## ☞ Determine technical acceptability

- Is the program located in the catchment area?
- Is the program able to provide all services listed on the RFP? (yes, you can use subcontractors)
- Does the program have staff that meet the minimum qualifications?
- Is the proposal “complete”?

# How it works, cont'd



- ❧ **Lowest bidder**
- ❧ **On-site evaluation**
- ❧ **Determine “responsibility”**

# Example of Section B



Revised FY 2016

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

The United States District Court for the Northern District of California is soliciting a vendor to provide substance abuse, mental health, and/or sex offender treatment services. A Vendor must be capable of providing services within a geographic area encompassing Northern Alameda County, defined as Alameda, Albany, Berkeley, Emeryville or Oakland.

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.

# Attachment A



## Attachment A

### 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: \_\_\_\_\_

# Attachment B



⌘ Although a background statement is no longer required, be sure to sign:

## CERTIFICATIONS

- 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 vendor has a satisfactory or higher rating has been provided.

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



# Definitions of EMQs / Units



EMQ = estimated monthly quantity

*Do not confuse the EMQ with the number of clients that are estimated to utilize the contract.*

One Unit = 30 minutes (counseling); one day (residential treatment); or one UA test/sweat patch test

# Definition of EMQs, cont'd



i.e. Two units of 2010 per week = One hour of counseling

31 units per month = 31 days of residential tx

Three units of 1010 per month = 3 UA tests per mo.

One unit of 5012 per plan = 1 sex offender evaluation and report

*EMQs are our best guesstimate and not a guarantee.*

If we are selecting more than one vendor, you should divide the EMQs by the number of vendors being selected.

# Catchment areas



- ❧ Some defined by county
- ❧ Some more narrowly defined  
(specific cities within a county)
- ❧ Listed in a document on our  
website

# Attachment C



Under duties, please add which **project codes** the staff person will perform (2010, 2020, 6010, etc.)

## Attachment C

### **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). 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	EDUCATION	EXPERIENCE	CREDENTIALS
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# Attachment C (Cont'd)



- ❧ Please either provide staff members' license numbers (if applicable), OR a copy of the actual license
- ❧ Sign staff qualification statements that no staff members providing services to federal clients are under investigation for or charged with a criminal offense and/or on probation/parole, etc. AND have not been convicted of any sexual offense or are required to register

# Attachment D



- Provide three references (should not be U.S. Probation or Pretrial staff)

## Attachment D

### OFFEROR'S REFERENCES

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

# Project Codes 2000 / 6000



- ❧ Attend reentry program proceedings as requested
- ❧ Provide verbal and written reports on the defendants' / offenders' progress as required by the Court.

# Residential Tx - 2001/2002



The vendor shall provide:

(1) A minimum of **6 hours** of structured programmatic activities per weekday (e.g., life skills training, GED, employment readiness, etc.), 3 hours of which shall be clinical group counseling.

(2) A minimum of **1 hour** of individual clinical counseling per week.



# Dual Diagnosis 6001 / 6002



The vendor shall provide:

(1) A minimum of 6 hours of structured programmatic activities per weekday (e.g., life skills training, GED, employment readiness, etc.), 3 hours of which shall be clinical group counseling.

(2) A minimum of 1 hour of individual clinical counseling per week;

**AND ...**

# Dual Diagnosis 6001 / 6002



- (1) An initial mental health intake assessment and report and/or a psychiatric examination and report, and/or a psychological evaluation and report;
- (2) Urine specimen collection and reporting results;
- (3) **Psychotropic medication;**
- (4) Administration of psychotropic medication;
- (5) **Medication monitoring;**
- (6) Clinical consultation with USPO/USPSO;
- (7) Individual/group/family counseling.

# \*Project Code 1001\*



⌘ How differentiated from 2001/2002 ?

*Provides for a re-entry phase to facilitate the individual's separation from the Therapeutic Community and successful integration to society.*

No minimum # of hours of treatment per day

Client might be job searching/working during the day and receiving some programming at night?

May be less expensive, since receiving less counseling?

# Sex Offender Tx



- ❧ Clinicians shall adhere to the Code of Ethics and Practice Standards and Guidelines published by the Association for the Treatment of Sexual Abusers (ATSA) and polygraphers by American Polygraph Association (APA)
- ❧ Vendor needs to provide two phases of treatment – a PRIMARY treatment phase, and a MAINTENANCE treatment phase (defined in the Statement of Work)

# Telehealth/Telemedicine



- ❧ We have incorporated local needs that allow for the use of telehealth during COVID and beyond
- ❧ Vendor must still maintain a physical location, within the prescribed catchment area, where in-person services can take place
- ❧ USPO/USPSO and vendor must staff the individual case to determine the appropriateness for telemedicine
- ❧ The use of telemedicine is for the benefit of the Judiciary and not the convenience of the vendor.

# Discontinuing sweat patch testing

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- ❧ Officers have the ability to use oral swabs
- ❧ Results aren't received for upwards of three weeks - cannot timely address drug use
- ❧ Can be difficult to uphold in court

# Psychiatric Services



- ❧ Not requested on every outpatient DAC/MH RFP
- ❧ Tried to limit them to our most populated areas
- ❧ Can assist with transportation, if needed

# Price Evaluation



Life of the agreement totals (EMQs x price x all three years)



# Example



	Year One	Year Two	Year Three
1010 (EMQ 10)	20.00 (x 12)	25.00 (x 12)	30.00 (x12)
2010 (EMQ 5)	70.00 (x12)	80.00 (x12)	90.00 (x12)
5012 (EMQ 1)	1500.00 (x12)	1600.00 (x12)	1700.00 (x12)

The LOA for Year One is \$9,000.

# “MUSTS”



All proposals must:

- ☞ Include prices for **all** three years
- ☞ Answer **all** questions and include all required attachments
- ☞ Be submitted electronically by July 16, 2021 at 4:30 p.m. to:  
[RFP\\_Submissions@canp.uscourts.gov](mailto:RFP_Submissions@canp.uscourts.gov)

# Onsite evaluation



- ❧ Provide physical facilities that preserve both the integrity of the confidential relationship and the personal dignity of the client.
- ❧ Maintain a physical facility that meets all applicable federal, state and local regulations (e.g., building codes), including adequate access for defendants/offenders with physical disabilities)
- ❧ Not endanger the health and safety of employees, clients and the community

# Determination of responsibility



- ✧ It is the policy of the Government that purchases shall be made from, and contracts awarded to, **responsible** prospective contractors only.
- ✧ Check the list of Parties Excluded from Federal Procurement or Non-Procurement Programs
- ✧ Check the References provided with the proposal

# Helpful...



- ✧ It would be helpful if you could separate out all required documents as individual attachments when submitting your email proposal (i.e. Attachment A, Attachment B, etc.)

# Required attachments



☞ Required documents include:

-Certifications (including signatures of vendor and any subcontractors)

-ALL monitoring reports (for previous 18 months)  
(January 1, 2020 through June 30, 2021)

-Applicable business/ operating licenses  
*\*if not required, indicate why*

-Local fire, safety and health codes  
*\*if not required, indicate why*

# Website



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

Under subheading “Vendors”

# Help with RFP



❧ Questions can be submitted *in writing*  
to

[Jennifer\\_James@canp.uscourts.gov](mailto:Jennifer_James@canp.uscourts.gov)

Will update with written answers on the website daily. The last date to submit questions is 7/15/21.



# Questions?

