

Questions and Answers from before/after the Treatment Services Bidder's Conference for FY 19-21 (updated 7/15/21)

1) There was a recent California State Supreme Court decision which affects the use of subcontractors in a treatment setting, yet the RFP still states they can be used.

Answer: This State ruling does not apply to the Federal system so subcontractors can still be used by treatment providers doing business with us.

2) If an RFP suggests there can more than one award given in a specific catchment area - you suggested the referrals would be split but did not specifically say 50/50?

Answer: We do our best to try and make the overall dollar amounts equal. We do not necessarily alternate referrals (one for you, one for you, etc.).

3) Client Referrals: Are they limited to the county in which they reside?

Answer: Not necessarily. We typically refer clients to a vendor in the catchment area in which they live, but when it is more convenient for a client to attend treatment elsewhere (for instance, in the catchment area in which they work) – we send them there.

4) Is it mandatory to include sexual offenders as part of the target population? In a therapeutic community, for instance, does the vendor have to take sex offenders?

Answer: Yes, when it comes to the services for which we are soliciting services, sex offenders are part of the target population. In the RFP, Section F.1(c), it states, "The vendor shall not unilaterally refuse services to any defendant or offender referred by the Government, except where the defendant or offender poses an apparent danger to the vendor's staff or other clients." It is our system's belief that being classified as a sex offender does not mean the person is an immediate danger to the vendor's staff or other clients. We regularly assess the risk of all of our persons under our supervision and if it is determined that a particular referral is considered to be "dangerous," that individual will be removed from the program.

*If you are a vendor applying for a residential RFP and the specific zoning laws, etc. in your area prohibit you from housing sex offenders, please include a letter explaining such.

5) How do we complete Section B - can we detail the program codes for each service area (to adequately represent total cost of services?)

Answer: The vendor is responsible for providing a price based on each unit of service. It is important to look at page B-1 of the RFP to see how many vendors will be awarded the agreement. In most cases it is one, but in a few it is more than one. If it is one vendor, your price should be based what unit price you want to offer for the total number of EMQs. If the award will be made to two or three vendors, provide the unit price with the understanding that you will

only receive a half or a third of the EMQs. When it comes to the option years, you have to decide if your pricing will remain the same for three years or change each year.

6) Do the subcontractors have to sign Attachment A?

Answer: No – you do. The vendor is certifying on behalf of sub-contractors (i.e. you could have multiple Attachments A) as well as on their own behalf.

7) In Attachment B, is the Background Information, required?

Answer: A background information statement is not required anymore, but feel free to include one if you wish (it won't help, nor hurt you to do so). The minimum requirement is to sign Attachment A which certifies you will abide by all of the requirements in the Statement of Work.

8) Under staff qualifications, can we indicate which specific project codes a particular employee will be performing under "Duties?"

Answer: Yes – perfect.

9) How much detail is need for the education/experience section in the Attachment C?

Answer: A summation of experience is enough i.e. number of years of experience.

10) What happens if the vendor needs to hire more people later on to fulfill contract needs?

Answer: 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. Please note, you need to have adequate staff at the time of the RFP submission to provide all services requested in the RFP.

11) Are credentials, license certification, etc. required under Attachment C for all staff?

Answer: Yes. The more information you can provide (resumes, copies of licensure, etc.) – the better.

12) Is there a place where the vendor needs to certify they will adhere to ATSA guidelines?

Answer: Yes, the vendor certifies that the staff person(s) conducting sex-offense specific treatment services will adhere to the established ethics, standards and practices of ATSA by signing Attachment C and checking the third box.

13) Paraprofessionals have to be supervised by a license therapist - where should the vendor indicate who will be providing said direct supervision?

Answer: The vendor shall provide the name, qualifications, etc. of who will be providing direct supervision of a paraprofessional on Attachment C.

14) Other districts have stopped requiring Attachment J.1...?

Answer: J.1 is still required in our system/district.

15) We have clients in the North Bay currently participating in the CAP program. Will we be required to send a counselor to court under the 2000/6000 project codes?

Answer: No, we currently are not currently soliciting for case management services in the North Bay RFP.

16) Residential Treatment - Project code 1001: If the vendor has a transitional housing facility next door, can the clients move into that and we still bill for services under PC 1001?

Answer: Only if this location was part of your proposal response and all of the applicable documents were submitted as part of your offer. If this other location is *not* submitted as part of the proposal, it cannot be used. *Please note that project code 1001 is not intended to be a SLE – rather, we see it as a step down from regular programming within a traditional program.

17) When you refer to short and long term dual-diagnosis residential treatment (project codes 6001/6002), should the per diem cost include the cost of psychotropic medication(s)?

Answer: Yes

18) Is the vendor required to get three bids for psychiatric medication for clients in dual diagnosis residential treatment?

Answer: No. Three bids for psychotropic medication are for clients receiving outpatient psychiatric services.

19) Is the pricing posted on the district website static?

Answer: The pricing posted on the district website reflect prices for this current year and does not include the pricing for the past two years.

20) ~~In Attachment J.1 do we include all of the clients?~~

~~Answer: Whether you separate out probation and pretrial services' data or combine the two agencies, just be consistent with the data provided.~~ NO LONGER REQUIRED

21) Can vendors providing residential treatment services include in the vendor background statement as to why they cannot provide residential services for sex offender?

Answer: Yes

22) The Bureau of Prisons (BOP) appears to be moving toward possibly using "telehealth." For instance, the BOP has asked vendors to say how they plan to conduct treatment services via telehealth.

Answer: Vendors were allowed to utilize telehealth during the COVID-19 pandemic. The Administrative Office is looking into the possibility of continuing telehealth. We hope to have further guidance on this prior to the awarding of contracts for FY 22.

24) Can we provide services not indicated in the RFP? For instance, our program offers Medication Assisted Treatment (MAT).

Answer: Yes, you are free to provide them, but we cannot pay for any services not requested in the RFP. If you can find a way for Medical (or a similar source) to pay, then by all means – feel free to provide it if you think it would be beneficial.

25) I downloaded the "Current Pricing by Catchment Area" PDF file. On some codes, there are the prices in the "Cost" column and prices on the "More information" column. The "More information" column is usually more. Which price is the most accurate current price?

Answer: That means there are two vendors currently providing services in that area - one is one vendor's price, and the other is the second vendor's price.

26) I am currently a vendor in _____ County, and am working on my bid to continue services. My question is how do I determine the prices to offer for services? Shall I use the "Current pricing by catchment area" on the US Probation Office website? It is my hope to continue providing services for clients in my area.

Answer: That is completely up to you. We provide the current pricing as an "FYI." You want to bid the amount you think your time is worth, and hopefully not get outbid by another vendor in your area, should another vendor also submit a bid.

27) In the Letter to Accompany RFP it states that **All copies must be originally signed**. Does this mean that there needs to be an original signed solicitation/offer/acceptance form to accompany the one original application and a signed copy of the solicitation/offer/acceptance form to accompany the two copies? Please clarify.

Answer: For the current procurement cycle (2022-2024) electronic signatures are sufficient.

28) We are working hard to put together the proposal for _____ and sincerely hope to renew our contract with you. One thing that stood out to me from the bidders' conference is that a small technical problem can eliminate an agency's entire application.

Unfortunately, I've encountered two of these problems and wanted to address these prior to submission.

Because our fiscal year ended on June 30, 2018, our business license and fire clearance have expired (we renew these annually based on our fiscal calendar). We renewed our business license prior to the end of the fiscal year, but we will not receive a copy of the updated license till sometime in late July (according to our Operations Manager).

Additionally, our fire clearance expired recently and I cannot get the fire marshal out for inspection until next week.

I'm wondering if the best option is to include the existing license and fire clearance in our proposal (both read as expired) and include the date of the upcoming fire inspection and the fact that we have renewed our business license and are awaiting documentation of this - or if this being expired will prevent our proposal from being reviewed?

Answer: Your best option is to provide what you currently have, with an explanation (as you suggested).

29) Is my understanding from the bidder's conference that Therapeutic Community Treatment (1001) is **only** for clients who have completed Short-term Residential Treatment (2001) or Long-term Residential Treatment (2002) at our facility?

Answer: That is correct. We would never refer someone to just "1001," and it would only be after s/he had completed 2001 or 2002 at your facility.

Questions and Answers from before/during/after the Treatment Services Bidder's Conference for FY 22-24

30) Is it possible to handwrite the RFP for submission? We are having difficulties converting to a fillable PDF format.

Answer: Handwritten is fine.

31) We are preparing to submit an application for the RFP for the mental health and SUD programs. I'm wondering if docusign signatures will be accepted for the application? Most of our executive team is working remotely so this would allow us to expedite putting together our application.

Also do you need any details on our service description, treatment philosophy, billing procedures or emergency contact procedures for our application?

Answer: Docusign signatures are fine. Nothing needed as to service description, treatment philosophy, billing procedures or emergency contact procedures.

32) Can you have two references from the same agency?

Answer: Yes

33) Could you confirm that we do NOT have to include attachment J.1.?

Answer: That is correct, you do not need to include attachment J.1.

34) We have been given an extension to file with DHCS due to COVID, so we have not yet received Medi-Cal certifications. Should we submit our most recent certifications along with the letter confirming our extension to file?

Answer: Yes you can submit your most recent certifications, but please note we don't require Medi-Cal certification

35) Are there any rate restrictions that we should be aware of for the RFP? On the website there are listed 2021 rates already for each project code. Are we required to stay with these rates for 2021? Or can we slightly increase for COLA in 2021, 2022, etc.?

Answer: No, there are no rate restrictions.

36) I do not see residential treatment (not sex offenders) in Santa Cruz on the website catchment area list. Is it accurate you are not seeking these services for Santa Cruz?

Answer: Yes, we are seeking residential in Santa Cruz, it will be under "South Bay Residential."

37) Could you confirm that there is no hard copy submission and that we may use either DocuSign or a scanned signature?

Answer: No hard copy is necessary. You may use DocuSign or a scanned signature.

38) In regards to references, can you include a federal reference plus additional agency?

Answer: Yes, the preference is to utilize outside references (i.e. not Northern District of California Pretrial or Probation officers) unless that is your only reference.

39) We have already prepared Attachment B, which details our attached documents. Is it ok to include?

Answer: Yes

40) If you do not have current fire inspection/business license due to a delay on inspector part, moratorium, etc. what do you include?

Answer: Past documentation of fire inspection/expired business license, etc. and any paperwork/information about the delay.

41) I have a drug testing agency that will provide UA testing. How shall I indicate this in the offer?

Answer: Include name of subcontractor on list of staff and which project code they will perform (i.e. 1010). If they will provide service at a different site, an onsite inspection needs to be completed. Subcontractors do not need to sign any paperwork.

42) If vendor does not have any federal monitoring reports, what can they include?

Answer: Vendor can provide any monitoring report or audits completed by state or local agencies.

43) Will the website have updated power point presentation?

Answer: Yes, by close of business on July 7, 2021.

44) I have a billing-related question – is billing electronic or hard copy submission?

Answer: Electronic.

45) Clarification – Can a psychiatric nurse practitioner complete a 5030? Looks like from the explanation below, they can. Can you please confirm?

Answer: Yes, they meet the criteria set forth by California's regulatory board.

46) We are completing our RFP and have noticed project codes 6051 (med monitoring), 6040 (psychotropic medication), 6041 (administrative fee for psychotropic medication) and 5030 (psychiatric evaluation and report) are missing. We currently have two clients receiving these services.

Answer: If those project codes are not listed in your RFP, then we are not soliciting for them in your specific catchment area. Clients will either be referred to one of our other contracted providers, or will be referred to community based services.

47) One more thing I missed is project code 1504 (breathalyzer testing).

Answer: We are not soliciting for vendors to take breathalyzer tests any longer.

48) I'm reading through the requirements for South Bay residential SUDS treatment and have a question.

Our program model focuses on reentry services, and during the day clients are required to job search, go to work, go to school, and/ or volunteer in the community, then attend groups/ classes in the evenings. Most clients work 28 - 35 hours weekly, and we closely track engagement in these required activities. Does job search, employment, or volunteering count as part of the 6 hours of structured programmatic activities daily if we are tracking it?

We are currently contracted with local probation and state parole, and our program model meets their requirements. I'm attaching a copy of our client schedule for consideration.

Please advise if I should continue with the RFP based on this information.

Answer: You would have to be able to provide six hours of structured programming per weekday (i.e. 30 hours per week), three hours of which needs to be clinical counseling, and one hour of individual counseling per week. Unfortunately, working, job search and volunteering do not count as structured programming. School might. I hope that helps.

49) Are bidders to submit one email containing multiple bids or should each bid be sent independently from one another, in separate emails?

Answer: It would be preferred that you send a separate email for each RFP you are bidding on.

50) I have a question on Section A. The instructions state to complete sections 8, 9, and 10, but I cannot find instruction for these areas.

Answer: Block 8: The offeror could enter a number other than 365 in the blank space if they did not want to agree to their proposal being valid for a year. I don't think anyone ever enters anything in this field and it defaults to 365 days.

Block 9 is not used because Clause 52-232-8 is not included in our RFP.

Block 10 is used if we were to issue any amendments to our solicitation via SF-30. Then the offeror would enter the appropriate information to acknowledge their receipt of the amendment.

So, in sum, you don't have to enter anything in these three spaces.

51) I am noticing that the patch tests (1012) are not part of the proposal. Is this correct?

Also, we are hiring a Marriage Family Therapist intern, is she able to work with the federal probationers?

Answer: We are no longer soliciting for sweat patch testing. Yes, paraprofessionals are acceptable.

52) a. On the solicitation/offer/acceptance form I am unsure of what information goes on Items 9 (discount for prompt payment) and 10 (acknowledgment of amendments).

b. Is code 5023 Maintenance examination a maintenance polygraph?

c. The person who was doing the Visual Reaction Time (VRT) for my practice is not working in California anymore. I have not selected another VRT examiner yet. Would it be possible to add that person as a subcontractor when I choose who I would like to work with (but before October 2021)?

Answer: a. Do not worry about inserting anything under #9 or #10.

b. Yes, 5023 is a maintenance polygraph.

c. At the time you submit your bid, you must have someone identified who meets the minimum qualifications to provide every project code.