

Question and Answers FY 2019 Solicitation

Q1: As we continue our search for a psychiatrist the question repeatedly comes up about telehealth for psychiatry. Do you know if it will be allowed?

A1: Refer to the local needs in Section C of the RFP in the substance abuse/mental health RFP.

Q2: We will be submitting several proposals in your district. Is it allowable to submit a proposal if referrals ceased during this contract period due to our performance.

A2: Refer to both Section L and M for the instructions and evaluation criteria.

Q3: Does the response to the RFP require any narrative?

A3: All instructions are all outlined in Section L.

Q4: Do we need to complete J1 with the RFP itself or later?

A4: Yes, complete and return with the RFP.

Q5: We are one vendor with two locations, would we submit a single proposal? Both sites have identical services.

A5: Vendors are to submit one proposal for each catchment area. The catchment area is defined in Section B and a list of catchment areas can be found on our website. If both sites are within one catchment area, one proposal would be submitted. If sites are in different catchment areas, the vendor would submit two separate proposals.

Q6: For drug testing services would we be purchasing our own refractometer? We have always utilized Redwood toxicology.

A6: Yes, if awarded a BPA, you will need to purchase a refractometer. We will provide the other drug testing supplies and use our own laboratory.

Q7: We are submitting proposal for outpatient substance abuse only. Are we required to get sex offender certification for the program and staff? All staff have life scan background checks.

A7: No. California Sex Offender Management Board (CSOMB) certification is only required for vendors proposing to provide sex offender treatment. However, review Section L and Attachment C to comply with all staff qualification requirements and other certifications.

Q8: With our proposals, we usually provide our Program Description which describes our approach, philosophy, stages and maintenance, Chaperone program, etc. Can you clarify if this is required in the bid packet or do we simply state in the Certificate of Compliance that we will adhere to all requirements, etc....?

A8: Narrative is only required where specifically requested in Section L and Attachments A through D.

Q9: In Section A, Block 9 and 10, do we leave these blank or are they applicable to us? We do not have a section i clause 52-232-8

A9: For Block 9, you leave it blank if you do not offer a discount for prompt payment. For Block 10, there have not been any amendments issued so you will leave it blank.

Q10: With regard to Attachment B, we have State licensure and CARF accreditation are these acceptable for Background?

A10: Regardless of State Licensure and/or CARF accreditation, vendors still need to submit monitoring reports for the past 18 months showing satisfactory performance etc., still need to state expressly each performance site within the catchment area, include copies of all applicable business and/or operating licenses, and include copies of compliance with all federal, state, and local fire, safety, and health codes.

Q11: For Attachment C, are we doing one page per staff member? With this do you want a copy of staff credentials?

A11: All staff members can be included on one page and you can attach pages as needed. Any proposed subcontractors complete a separate form that you submit it with the proposal. For Attachment C, Staff Qualifications, provide copies of all applicable credentials and licenses.

Q12: Please confirm or correct: There is a single catchment area, and it consists of ALL of L.A., Orange, Santa Barbara, Ventura, Riverside and San Luis Obispo Counties. If not please define the catchment area(s).

A12: Catchment areas are different for each RFP. Catchment areas are defined on page B-1 of each proposal. Additionally, a list of catchment areas with corresponding RFP (or BPA) numbers can be found on our website, <http://www.cacp.uscourts.gov/treatment-services-vendor-information>.

Q13: What number (or range) BPAs will be granted for that catchment area?

A13: This information is contained in Section B of the RFP.

Q14: On Page M- 1 of 4, the example in the first paragraph uses "no more than 6 of the lowest priced vendors" as possible awards, but on B- 1 of 8, the first paragraph states that "approximately 1 to 2 vendors" are needed. Which should we rely on for the most likely range of awarded vendors for Substance Abuse Treatment only?

A14: The wording on Page M-1 is just an example, the specific information for each RFP issued by Central District Probation is found in Section B.

Q15: For substance abuse treatment services personnel qualifications, (2) states "certified and/or have credentials to engage in SU treatment intervention as established by state regulatory board or accrediting agency. Do registered counselors who are pursuing certification qualify here? Must all 2010 services be provided by BA/BS with two years experience in providing those individual services?

A15: As stated in Section C: (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 abuse treatment intervention as established by his/her state's regulatory board and/or accrediting agency. Paraprofessionals are **only** used under the direct supervision of, and in conjunction with, 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.

Q16: Substance abuse treatment services personnel qualifications, (3) mentions paraprofessionals and interns based on approval of contracting officer or designee. Can this approval be attained before application, or only after BPAs are awarded?

A16: This can be approved prior to award if the qualified staff who will directly supervise the paraprofessional is named in Attachment C of the proposal.

Q17: We understand that the Estimated Monthly Quantity (EMQ) of Intake and Assessment Reports is 2. Does this mean that we are limited to admitting no more than two clients per month? If true, how can we achieve the volume of clients necessary to conduct groups of 2-12?

A17: Most defendants/ offenders will be referred for counseling services without an Intake and Assessment Report. The EMQs for counseling services reflect the number of estimated units for counseling.

Q18: Must all staff identified in the application be current employees, or available for employment on notice of award?

A18: Staff identified in the proposal must be available to provide services on October 1, 2018.