

Post Bidder's Conference Questions

July 14, 2015

1. **Question:** It looks like you will provide the materials for urine testing and the sweat patches. We would only need to purchase a breathalyzer, refractometer, and refrigerator. Is that correct?

Answer: Yes.

2. **Question:** We cannot accept sex offenders at our agency – would this disqualify us? (NOTE: we are not requesting to do the sex-offender treatment)

Answer: There are separate RFPs for sex offender specific services. However, some may be referred for substance abuse testing and/or treatment services. According to Section F.1c, "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. The vendor shall not refuse service without approval of the Government." We will grant approval for vendors to refuse services if there is a State Law or Certification/License Restriction that would prohibit the offender from receiving services from the vendor.

3. **Question:** Will the manuals and relevant training for the manualized treatment be provided?

Answer: No.

4. **Question:** Are staff expected to be trained prior to the start of the contract for use of the manuals or is there a period of time in which staff is expected to be trained after the start of the contract?

Answer: Services are expected to begin October 1, 2015, the start date of the BPA.

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5. **Question:** Is the family counseling unit cost per session or per family member?

Answer: The cost is per session no matter how many family members are present.

6. **Question:** Is the group unit cost per session or per group participant?

Answer: Per group participant.

7. **Question:** If a unit is 3 x 30-minutes, how do we indicate that on the proposal?

Answer: The unit price is 30 minutes, which you enter in Section B. Our expected length of session is already included in the estimated monthly quantity.

8. **Question:** Can you send us a write-able version of the RFP please?

Answer: There is no write-able version available.

9. **Question:** In the bidder's conference, perhaps I misheard, but you called the Intake Assessment and Report a psychological evaluation. Is that correct? Or do you mean the standard biopsychosocial assessment with substance abuse screening tools (as suggested in the RFP)?

Answer: The bidder's conference is not a replacement for the written RFP. Vendors are to follow the requirements in the RFP.

10. **Question:** The contract says to notify USPO/USPSO within 24 hours. If the service is performed on a Saturday, would the USPO/USPSO be available on Sunday or can a message suffice as contact?

Answer: Fax or email is sufficient and notice must be sent within 24 hours, weekdays and weekends.

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11. **Question:** Will you be providing the code-a-phone service or is this something we provide?

Answer: Vendors are responsible to providing the code-a phone service.

12. **Question:** For RFP's 973-16-11 and 973-16-10, do providers have to have locations in all of the counties in the Central District geographical area or is it acceptable to have one location within the geographical area that can serve clients from throughout the Central District?

Answer: Services must be provided in at least one of the counties listed in the RFP.

13. **Question:** I missed the bidder's conference yesterday. Is there a recording that I can access?

Answer: You can access the power point and recording at <http://www.cacp.uscourts.gov/tss> under "presentations."

14. **Question:** P. C-6 of 25, item b.6. states: "Use practitioners providing clinical counseling services that have at least one of the following:
(a) An advanced degree (masters or doctoral level) in behavioral science, preferably psychology or social work, or
(b) A BA/BS and at least two years of drug treatment training and/or experience;"

May years of experience be substituted for degrees?

Answer: No. However, please refer to all staff qualifications listed on pages C-6 and C-7.

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15. **Question:** Section B asks for the Therapeutic Community Treatment rate and gives 1000 as the estimated monthly quantity for 2015. We are asked to provide a unit price per day. Does that mean that the 1000 is the estimated monthly quantity of days (1000days/30days=33 beds/day) or the estimated monthly quantity of individuals in treatment per month per day (1000 beds/day)?

Answer: 1000 is the estimated quantity of days per month.

16. **Question:** Page C- 4 of 25 I. Residential states: "The vendor shall provide at the daily per diem rates stated in Section B, the following services. The USPO/USPSO shall include a local service requirement in accordance with paragraph 38 of this section which defines whether the required residential placement services will be specifically for males, females, or both.
- a. Therapeutic Community Treatment (1001); Confined Treatment Alternative (1503); Short-Term Residential Treatment (2001); Long-Term Residential Treatment (2002); Short-Term Residential Treatment for Co-Occurring Disorders (6001); and/or Long-Term Residential Treatment for Co-Occurring Disorders (6002)."

We only see a slot for a unit price for Therapeutic Community Treatment. Should we add rates for the other forms of treatment, e.g. Confined Treatment Alternative, etc.?

Answer: Only enter rates for the services listed in Section B.

17. **Question:** What should the staff to participant ratio be? What should the staff caseload ratio be? What should the Monitor to participant ratio be?

Answer: The only requirement in the RFP is located in Local Needs page C-24, and says counselor to group ratio should not exceed 1:25. In addition, residential treatment programs must be in compliance with all local and state requirements.

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18. **Question:** Can indirect costs be built into the overall therapeutic community treatment rate since there is not a separate unit cost for that? Would we be allowed to bill our federally negotiated indirect cost rate? Should the "contractor's local travel" include the costs to lease and maintain a van, and the costs for the salary and benefits of the driver? Or should those be built into the therapeutic community rate for project code 1001? Are we allowed to build in costs for a secretary, facility manager, monitors as well? Are we allowed to build in costs for fees, licensing, insurance, maintenance and repair?

Answer: Per Section L, 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.

19. **Question:** Page H- 4 of 4 states "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."

Is this guaranteed or should we build in our own costs for urine tests and Breathalyzer tests?

Answer: Urine drug testing supplies will be provided to the awarded program(s) except refractometers. Refractometers and Breathalyzers are to be purchased and maintained by the vendor.

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20. **Question:** Page B- 1 of 4, SECTION B - SUPPLIES OR SERVICES AND OFFEROR'S PRICES states, "The United States District Court for the Central 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 Central District California."

Are we required to accept sex offenders? Or can we just apply for substance abuse and or mental health services?

Answer: There are separate RFPs for sex offender specific services. However, some may be referred for substance abuse testing and/or treatment services.

According to Section F.1c, "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. The vendor shall not refuse service without approval of the Government." We will grant approval for vendors to refuse services if there is a State Law or Certification/License Restriction that would prohibit the offender from receiving services from the vendor.

21. **Question:** Page B- 1 of 4 SECTION B - SUPPLIES OR SERVICES AND OFFEROR'S PRICES states: As a result of this solicitation the Government intends to enter into a Blanket Purchase Agreement (BPA). For this BPA, approximately 1 to 6 vendors are needed to provide the required services.

How many units total are needed to fill the needs of this RFP?

Answer: The Estimated monthly quantity is the total estimated units per month.

22. **Question:** Is there a maximum rate that can be bid on this contract? If so, what is that rate?

Answer: There is no maximum rate that can be bid.

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23. **Question:** On the conference call yesterday, the speaker stated that we should place our fax number in Block 13 of Section A. Is this correct? On this particular RFP that block is for the NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER. Is there another place we should put the fax number?

Answer: Yes, please include fax number in Block 13.

24. **Question:** Is 1001 Therapeutic Community Treatment the only project code for which we need to provide a rate on this contract (973-16-10)?

Answer: Yes.

25. **Question:** Please confirm that offerors must provide offers on all required services to be considered technically compliant.

Answer: All project codes in Section B must be filled out. All services listed in Section B must be provided to be considered technically acceptable.

26. **Question:** Re: Required Personnel Qualifications: Do proposed personnel need to have the required certifications at the time of submission of the proposal response or at the time of contract award?

Answer: All services are expected to begin October 1, 2015, the start date of the BPA.

27. **Question:** Section J – Required forms. I understand those forms are provided to the provider for incorporation into the workflow of the treatment of the client—am I correct in that the proposal should not include those forms? Including the Discharge Summary Profile?

Answer: That is correct. Section J forms should not be included in the offeror's proposal.

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28. **Question:** During the webinar you stated US District Court staff could not be used as references. Can US District Court staff from other districts be used as references (as they have no oversight of the district being submitted)?

Answer: Yes, only if it is unavoidable.