

**U.S. Probation & Pretrial Services  
Northern District of Texas  
Treatment Services FY20 Solicitation  
Questions & Answers**

<b>Q:</b>	<b>Regarding all RFPs, will the U.S. Probation Office offer prompt payment in exchange for a discount as provided for in Section A, Block 9 of the Request for Proposal (RFP)?</b>
<b>A:</b>	This section of the RFP is required to be completed by the offeror; however, utilization of the discount for prompt payment is at the discretion of the U.S. Probation Office.

<b>Q:</b>	<b>Regarding RFP 0539-20-223, does a licensed Professional Counselor with a PhD meet the criteria to complete Psychological Testing and Report (5020)? The PhD is in Counseling Education, but I am not a licensed as a "psychologist". [Statement of Work, Section C (12)(b)(2)]</b>
<b>A:</b>	The Statement of Work states, "The testing and report are conducted and prepared by a licensed/certified psychologist (PhD or Psy.D, or other advanced doctoral degree) who meets the standards of practice established by his/her state's regulatory board." Persons conducting testing and preparing reports under this project code must be a licensed/certified psychologist.

<b>Q:</b>	<b>Regarding RFP 0539-20-223, will RFPs submitted without bids for project codes 5030, 6050, and 6051 be considered? [Statement of Work, Section B]</b>
<b>A:</b>	Offerors failing to provide offers on all required services marked, will be considered technically unacceptable.

<b>Q:</b>	<b>Regarding every RFP, can Persons Under Supervision use health insurance to satisfy copayments? [Statement of Work, Section G.4 (b)(c)]</b>
<b>A:</b>	<p>The vendor shall not submit invoices to the Government for services under this agreement where the vendor already has submitted invoices or received payment for the same services from other sources.</p> <p>If the vendor has received any payments from insurance programs or other sources (e.g., state or local public assistance programs) for services for which the vendor has received payment from the Government under this agreement, the vendor shall reimburse the Government for these services.</p>

<b>Q:</b>	<b>Regarding every RFP, is it a requirement the U.S. Probation Office be notified when Persons Under Supervision have private health insurance?</b>
<b>A:</b>	There is no requirement in the Statement of Work regarding notification of private health insurance to the U.S. Probation Office; however, there is no objection to the notification as a courtesy. Should a Person Under Supervision have and/or wish to utilize private health insurance, please see the above question regarding invoicing.

<b>Q:</b>	<b>Regarding RFPs 0539-20-153 and 0539-20-223, is the Program Discharge Summary Profile (J.1) a requirement? [Statement of Work, Section C (32)(e)(4)]</b>
<b>A:</b>	Regarding vendor reports (substance abuse, mental health, and sex offense specific treatment reports), the vendor shall provide a written quarterly profile on all (one report on all or one report on each) defendants/offenders discharged from the program each quarter (see Attachment J.1).

<b>Q:</b>	<b>When evaluating RFPs, how does the U.S. Probation Office determine what offerors are awarded an agreement? [Statement of Work, Section M (1) and (2)]</b>
<b>A:</b>	Selection of vendors with whom the USPO/USPSO will establish Blanket Purchase Agreements (BPA) will be based on technical acceptability and the lowest price to the Government. If the solicitation document identifies that BPA's will be established with a specified number of vendors, the selection of technically acceptable vendors shall be based on price. To be acceptable and eligible for evaluation, proposals shall be prepared in accordance with the instructions given in Sections B and L of the solicitation document. By submission of a proposal, the offeror accepts all the terms and conditions of the RFP. Proposals that take exception to the terms and conditions will be determined technically unacceptable and the offeror will be so advised. Proposals will be evaluated to be considered Technically Acceptable using the Pass/Fail Criteria. To determine that the offeror has met the criteria, each proposal will be evaluated to determine that every individual requirement has been met.

<b>Q:</b>	<b>Regarding RFP 0539-20-223, do laboratory costs apply? [Statement of Work, Section C (11)(b)]</b>
<b>A:</b>	The project code for Laboratory Studies and Report (4020) is included in this RFP. Blood and urine testing, when deemed medically necessary, is invoiced at actual price.

<b>Q:</b>	<b>Regarding every RFP, when the U.S. Probation Office sends recommendations, is it possible to include more specific information? At times, the information is vague and not enough to complete an accurate assessment. [Not contained in the Statement of Work]</b>
<b>A:</b>	The 'Treatment Referral Form' is not required by the Statement of Work and is provided to a vendor as a courtesy by the U.S. Probation Office. Should more information be required, the vendor should contact the assigned U.S. Probation Officer and conduct a staffing.

<b>Q:</b>	<b>Regarding every RFP, can the vendor execute the required release of information or is the U.S. Probation Office responsible for doing so? [Statement of Work, Section C (32)(c)(5)(a-b)]</b>
<b>A:</b>	The vendor's file on each defendant/offender shall contain an Authorization to Release Confidential Information (Probation Forms 11B, 11E, or 11I, and PSA Forms 6B, or 6D) that: The defendant/offender and USPO/USPSO sign prior to the defendant's/offender's first appointment with the treatment provider. The vendor shall obtain the defendant's/offender's signature before releasing any information regarding the defendant/offender or the defendant's/offender's treatment and progress to the USPO/USPSO.

<b>Q:</b>	<b>Regarding RFP 0539-20-223, if the offeror does not have a psychiatrist on staff to provide services for project codes 5030, 6050, and 6051, but plans to refer Persons Under Supervision to a community agency for such, will that suffice? [Statement of Work, Section L (L.1)(A)(Section K)(Attachments A-C)]</b>
<b>A:</b>	<p>The Offeror's Statements, Qualifications, and References contained in Attachments A through D to this solicitation document shall be completed and submitted as follows:</p> <p><b>Preparation of Certification of Compliance Statement (Attachment A)</b></p> <p>1. Each offeror shall prepare and submit as part of its offer a CERTIFICATION OF COMPLIANCE STATEMENT in which the offeror certifies that it will provide the mandatory requirements stated in Sections C, E, F and G and comply with terms and conditions of the RFP. If the offeror is proposing subcontractor(s) to perform any services, the offeror shall identify the proposed subcontractor(s) and submit separate certification statements from each subcontractor that certifies that they will provide services in compliance with the requirements of the RFP.</p> <p><b>Preparation of Background Statement (Attachment B)</b></p> <p>2. Each offeror shall prepare and submit as part of its offer a BACKGROUND STATEMENT addressing the requirements in paragraphs 2.a. through d. below. (See Attachment B). The offeror shall identify all required documents included in the submitted proposal through the use of labeled tabs. If the offeror is proposing any subcontractors to perform services, the offeror also shall comply with the requirements in paragraphs 2 a. through d. pertaining to each proposed subcontractor.</p> <p>In the <b>BACKGROUND STATEMENT</b> the offeror shall:</p> <p>a. provide copies of all monitoring reports for the previous 18 months from all federal (including current USPO and USPSO), state and local agencies for the locations solicited. If the vendor is not able to provide copies of monitoring reports, the vendor shall provide copies of certificates or letters from federal, state, or local agencies indicating that the vendor has had a satisfactory or higher rating for the previous 18 months. If the vendor is</p>

not able to provide copies of monitoring reports, certifications or letters due to a private practice, the vendor must expressly state so in its proposal for this area. To be considered technically acceptable a vendor must have received ratings of satisfactory or higher or have expressly stated in its proposals that it is a private practice and does not have access to monitoring reports, certificates or letters. Monitoring reports for proposed subcontractors are not required; however, onsite evaluations will be individually performed for all subcontractors.

b. expressly state each performance site at which the offeror and any proposed subcontractors intend to provide services in response to this solicitation. Proposed sites shall be located within the solicitation's identified catchment area.

c. include copies of all applicable business and/or operating licenses as required by state and local laws and regulations. Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have all applicable business and/or operating licenses as required by state and local laws and regulations.

d. include copies of compliance with all federal, state and local fire, safety and health codes. Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes.

**Preparation of Staff Qualifications - (Attachment C)**

The offeror shall prepare and submit the OFFEROR'S STAFF QUALIFICATION FORM (see Attachment C) for all staff performing services under any resultant contract.

The offeror shall include the name, title, duties that will be performed under any resultant

agreement by numeric project code, education, experience, and credentials (licenses and certifications) for all proposed staff members who will be performing services under any

resultant agreement. In addition, the offeror shall certify that no proposed staff members are under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release, or supervised release (federal, state, or local). The Offeror shall also certify that no proposed staff members have been convicted of any sexual offense (including but not limited to child pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on the Sexual Offender registry. Attachment C shall also be prepared for all proposed subcontractor staff performing services.