

Responses to Questions Pertaining to 2019 Request for Solicitation

Drug Testing

Q. What is expected in UA collection?

- A. The vendor must have male and female staff available the date and specific hours of each scheduled urine collection. The vendor can only perform same gender observed collection. Unobserved collection should occur only in rare circumstances, and the designated U.S. Probation Office contact should be notified in those instances. Only those collectors trained by the U.S. Probation Officer are permitted to collect specimens under the agreement. A day prior to each collection day, the U.S. Probation Office will e-mail the vendor a pdf document containing the Chain of Custody forms for each defendant/offender required to submit a urine specimen on that date, as well as a listing of those scheduled for testing. The vendor is responsible for printing the Chain of Custody forms on the provided paper and following the training procedures for the proper completion of the Chain of Custody form and observed urine collection. The U.S. Probation Office will provide the vendor with the necessary urinalysis collection materials (i.e. blank Chain of Custody forms, vials, specimen bags, mailing boxes, and mailing labels which include the cost of shipping); however, the vendor is responsible for printer ink, gloves, cleaning agents, etc. Once the vendor collects the urine specimens, the vendor will mail via FedEx to the U.S. Probation Office in St. Louis where the in-house laboratory will test the specimens. Please see Statement of Work for additional requirements for urinalysis collection.

Q. Can we utilize our own drug testing lab and bill the probation office for services?

- A. Our office will provide testing supplies and shipping labels. Samples must be shipped via FedEx to the United States Probation Office Drug Lab in St. Louis, MO. Results are then provided to the probation officer.

Q: Will the vendor know in advance on what days urine collection will occur?

- A: Yes. The U.S. Probation Office will consult with the vendor each month in the scheduling of agreeable dates for urinalysis collection. The vendor must have days available in accordance with the local need specified in the Statement of Work. The ultimate discretion for the testing days remains with the U.S. Probation Office. The vendor must communicate a urine collection schedule with the U.S. Probation Office prior to the 23rd of each month.

Q: What is a sweat patch (project code 1012)?

- A: A patch worn on the skin used to detect the presence of drugs excreted through the body. They may detect drug use up to two days prior to application and are generally worn for seven to ten days. There is a website the vendor can access for sweat patch training and complete the certification test. Only those with the certification are approved to apply the sweat patch.

Treatment

Q. Can we meet to discuss the program and how we can be of service?

A. During the solicitation cycle for a Blanket Purchase Agreement we are unable to enter into any discussions with an individual facility pertaining to the FY19 solicitation of services. These discussions can take place outside of the cycle (which typically runs May 15, through September 30 each year). Once awards are made we will have more in depth discussions about the program as we prepare for services.

Q. Is there reimbursement for medication assisted treatments?

A. No, medication assisted treatments are not reimbursed.

Q. Is there a maximum limitation to length of treatment?

A. While there are limitations on short-term and long-term residential treatment, exceptions can be made in unique circumstances. There are no maximum limitations to the length of outpatient services; however, the client's needs and progress should be reevaluated every 90 days to assess the need for continued services.

Billing

Q. Can billing be submitted electronically?

A. Yes, the probation office has an electronic billing system.

Q. Is there reimbursement for medical co-payments?

A. No, the probation office does not reimburse medical expenses.

Additional Questions

Q: This is my first time submitting a Request for Proposal (RFP). Where do I start?

A: It is important to start by reading the entire solicitation document. Section B indicates the specific project codes for each agreement. Section C is the actual Statement of Work that provides specifics for each of the project codes, as well as other information regarding the deliverable, non-compliance, staff requirements/restrictions, etc. Section C also include any local services which provide further descriptors/requirements to specified project codes. The offeror must be able to comply with the local service requirements. Section L provider the offeror instructions for the proposals, and the offeror should pay careful attention to the instructions and requirements for proposal submission. Section M includes the Evaluation Factors for Award.

Q. On the Offeror's References page, after listing the references and their contact information, do we need to attach a letter from them as well?

A. No, a letter is not required; however, we will contact all references listed if the proposal is found to be technically acceptable.

Q: Who do I have to include on the Staff Qualification Statement?

A: The offeror shall include all staff performing services under any agreement. Please refer to Section L for specifics regarding completion of the Staff Qualification Statement, as this is a requirement for technical evaluation of the proposal. Take note that the offeror shall include the duties each staff will perform by numeric project code. If the offeror is utilizing a subcontractor, please note the specific requirements in Section L.

Q: I am interested in providing services under multiple BPAs. Do I need to submit a separate proposal, or can I indicate the BPAs of interest in a cover letter?

A: The vendor must submit a completed RFP for each BPA in which the vendor is interested. Each RFP references a specific catchment area and/or type of service. If the vendor has a site in more than one catchment area, the vendor must respond and submit a completed RFP packet for each appropriate corresponding BPA number in which that vendor is interested in providing services.

Q: What if I cannot provide all of the services requested in Section B? For example, I do not have a psychiatrist on staff. Does this make me ineligible to submit a proposal?

A: Not necessarily. A vendor must be capable of providing all services identified in Section “B,” including local services identified at the end of Section C, and within the geographic area identified in Section “B.” However, in accordance with Section I, a vendor can team with another agency in an effort to ensure the ability to provide all services requested in the Statement of Work. In accordance with Section I, “services that the vendor proposes to refer to other service providers shall be considered subcontracting.” Please also reference the Section L requirements for subcontractors, noting specifics for Attachments A, B, and C. Note the primary contractor is responsible for the overall performance of the services required under the agreement and billing.

Q: Since I am uncertain as to whether I will be awarded the agreement, do I need to have operational space at the time I submit the proposal, or can I enter a lease post award?

A: According to Section M - Evaluation Factors for Award, on-sites will be conducted for those offeror’s whose proposals are determined technically acceptable based on the criteria and meet the lowest price requirement. Section M specifically sets forth the items required regarding the site. Section E specifies vendor and/or subcontractor requirements regarding the facilities.

Q: What is the anticipated start date that the United States Probation and Pretrial Services Office (“Probation Office”) expects to begin sending defendants/offenders to the vendor for treatment?

A. Blanket Purchase Orders awarded will take effect October 1, 2018. Referrals can be made on this date or any time thereafter based on need.

Q: How do the estimated monthly quantities apply to the specific services requested? Does the estimated units per month for 2019 mean that the vendor would

collect that many total specimens per month? Alternatively, does it mean that the vendor would collect an unknown number of specimens from that many different defendants/offenders per month?

- A. Unit price is specified under the Estimated Monthly Quantity in Section B. For example, Urine Collection/Testing and Reporting (1010) is a unit price per specimen while Short-Term Residential Treatment (2001) is a unit price per day. The Statement of Work found in Section C will provide specifics on the mandatory requirements for each required service.

The Estimated Monthly Quantity noted in Section B is the estimated total quantity of units per service during a given month. For example, 20 units for 1010 would be a total of 20 samples collected during the month. In another example, Short-Term Residential Treatment (2001) may estimate 60 units per month, which would be a total of 60 days billed, or two clients in short-term treatment billed 30 days each per month.

NOTE: Quantities listed are only estimates and not guaranteed.

- Q. How does the Probation Office define a “subcontractor”? Mental health facilities frequently engage doctors, registered dieticians, and other specialty providers as 1099 independent contractors, as opposed to W-2 employees, of the facility. Nevertheless, the mental health facility considers these individuals to be part of its workforce. Would those individuals need to be identified as “subcontractors” in the RFP response?**

- A. Please refer to section I.2 Subcontracting. Services that the vendor proposes to refer to other service providers shall be considered subcontracting. This pertains specifically to services required in the RFP and provided to federal clients under the agreement. For example, if a counselor is self-employed and contracted through your agency, they would be considered a sub-contractor.

- Q. Would a vendor be eligible for the program if it is actively pursuing certification by the Oklahoma Department of Mental Health and Substance Abuse (“ODMHSAS”) to provide substance abuse treatment services in a residential treatment facility, as long as it receives the certification on or before the anticipated start date?**

- A. The vendor must have all required certifications at the time the proposal is submitted or will be rated technically unacceptable. If there is not a technically acceptable proposal submitted by the submission deadline, the probation office can request permission to enter discussion with a technically unacceptable vendor in an attempt to allow the vendor to provide additional information and clarify proposal requirements.

- Q: What is the Department of Labor Wage determination?**

- A: The Department of Labor Wage determination only applies to those BPAs that include project code 1010 or 1012 in Section B. Additional information regarding the wage determination can be found under the Service Contract Act of 1965, as amended June 2012.

- Q: Will you be posting Rate Details per Unit for past services?**

A: No, the *Rate Details per Unit* will not be posted. The vendor is responsible for determining a competitive unit rate in accordance with fair market pricing. The vendor should consult the Statement of Work to understand the work requirements when determining the amount to charge for project codes.