

**2019 Bidder's Conference**  
**July 11, 2019 10:00 am**  
**U.S Courthouse and Federal**  
**Building, Akron, Ohio**

U.S. Pretrial Services and Probation Office  
Northern District of Ohio

# Goal of Bidder's Conference

- Clarify Request for Proposal and Process
- Answer Questions

# Teamwork

- Teamwork between the Treatment Provider and U.S. Probation/Pretrial Services is critical for defendant/offender success.
- This is based on frequent communication and prompt notification.

# Section A

- Important Information:
  - Solicitation Number
  - Return Date, Time and Location
  - Number of Copies
  - Vendor must complete the form as specified on Page L-1 and in Cover Letter.

# Section B

- Page B1
  - Indicates Catchment Area
    - Geographic area in which the vendor must provide services
      - Vendor must have physical office located within the catchment area
    - If a vendor proposes more than one site, all required services must be offered and provided at each site.
      - All sites must be located within the catchment area
  - Second paragraph lists the maximum and minimum number of vendors that may be granted a BPA.
- Page B2
  - Project Codes, Required Services, Estimated Monthly Quantities and Unit Prices.

# Section B (Cont)

- Project Codes with \* in front of it are listed in two sections – National Requirements and Local Services.
- Estimated Monthly Quantity (EMQ) is the estimate of the monthly units of services may be requested.
  - These amounts are not guaranteed, only estimates.
- EMQs are provided for each year of the award years granted (BPAs will be awarded for first year and may be extended for two optional years)

# Section B (Cont)

- Units are defined for each project code
  - For outpatient counseling contacts, one unit equals a 30 minute session.
  - Other Project Codes are per test, per report or per day.
- **IMPORTANT**
  - **Note the unit definition for each project code when you are providing your unit price**

# Section B (Cont)

- Unit Price – Enter a price for each Project Code for each year.
- Subcontracting – For services that are subcontracted, mark “S” after the unit price.

# Section B (Cont)

- PROJECT CODE 1010 - Urinalysis Testing
  - Unit Prices are NOT to include drug testing supplies or lab costs.
  - Unit Price should be for COLLECTION ONLY.
  - Supplies are provided.
  - Wage Determination Report: Provided by the Department of Labor to assist in determining a fair price.

# Section C - Description/Statement of Work

- National Mandatory Requirements
  - Describes services listed in Section B
- Each Project Code requested will be described along with staff qualification requirements.
- Mental Health services are to be conducted by a LICENSED PRACTITIONER as defined in the RFP.
  - EXCEPTION: PC5011 requires that the identified staff work under the direct supervision of, or in conjunction with a licensed practitioner.

# Section C - Description/Statement of Work (Cont)

- Deliverables include Additional Requirements for: Records, Conferences, Reports, Emergency Contact Procedures, Notifying Officers of Offender/Defendant behavior and non-compliance, staff requirements, restrictions and facility requirements.
- Other requirements regarding the above topics are also included in the Description of each Project Code (PC).
- PC 1201/1202 Transportation costs and administrative fee
  - No price is required as reimbursement is at actual cost
  - Administrative fee is reimbursed at 5% of actual cost of transportation
- Transportation is provided via public transportation by way of the most direct route

# Section C - Local Services

- Local Services are supplemental requirements to National Requirements specific to our District and to each RFP. They apply to all project codes that have (\*) in front of them in Section B.

# Section D, E, F, G, H and I

- The following sections are to be reviewed, however, no action is required.
  - Section D - Packaging and Marking
  - Section E – Inspection and Acceptance
  - Section F – Deliveries or Performance
  - Section G – Agreement Administration Data
  - Section H – Special Agreement Requirements
  - Section I – Required Clauses

# Section J - Attachments

- Attachments are copies of forms for vendors to use if awarded BPA
  - J.1 - Program Discharge Summary Profile
  - J.2 – Sample Program Plan (Probation Form 45)
  - J.4 – Monthly Treatment Report (Probation Form 46)
  - J.5 – Authorization to Release Confidential Information (Probation Forms 11Ba and PSA Forms 6B, and 6D)
  - J.6 – Daily Log
  - J.7 – Daily Travel Record (Probation Form 17)
  - J.8 – Invoice
  - J.9 – Testing Logs (Urinalysis)
  - J.10 – Department of Labor Wage Determination (as required by the Service Contract Act, when applicable).
- It is Mandatory that the Department of Labor Wage Determination Report be provided to vendors providing urinalysis testing

# Section K - Representations, Certifications and Other Statements of Offerors or Quotes

- Section K MUST be completed by vendor
- Page K-1, include ALL authorized negotiators and staff authorized to sign invoices (additional sheets can be attached)

# Section L

- Attachment A - Certification of Compliance Statement MUST be completed.
- Statement certifies that vendor will comply with all provisions of RFP.

# Section L – Attachment B Preparation of Background Statement

- Monitoring reports for the previous 18 months for all local, state and federal agencies are to be provided for services listed in RFP
  - Letter or certificate would suffice if monitoring report is unavailable
  - Ratings of satisfactory or higher must have been received to be considered technically acceptable.
- Monitoring reports for subcontractors are not required.
  - Onsite evaluations will be performed for all subcontractors.

# Section L – Attachment B Preparation of Background Statement (Cont.)

- Each location at which the offeror and/or any proposed subcontractor intended to provide services are to be expressly listed and must be within the catchment area of the RFP.
- Include copies of ALL applicable business and/or operating licenses as required by state and local laws and regulations
- Include copies of compliance with ALL federal, state and local fire, safety and health codes
- For all of the above, make sure offeror complies with instructions regarding subcontractors.

# Section L – Attachment C

## Preparation of Staff Qualifications

- Attachment C is to be completed for EACH staff and subcontractors performing services under the BPA
- Duties – list project codes/services that staff will provide
- Clearly identify which staff will be performing which duties at which site, if multiple sites are being offered
- Credentials – List licenses and certifications for EACH staff as applicable
- REVIEW and COMPLETE the Certifications on Attachment C

# Section L – Attachment D

## Preparation of Offeror's References

- Provide 3 references for whom offeror has provided services, identified in this RFP, within the past 3 years
- Provide current information, especially name of current contact person and phone number
- Include phone extensions if applicable
- Federal Pretrial and/or Probation Officers should not be listed as references

# Section M – Evaluation Factors

- Proposals will be evaluated to be considered Technically Acceptable using the Pass/Fail criteria listed in Section M
- All questions **MUST** be answered “Yes” for consideration
- Any “No” response will result in the proposal being considered technically **unacceptable**
- Make sure all requirements listed in **SECTION M** are addressed!!

# Section M (Cont)

- A review of the RFP shall be based on the Offeror's Technical Proposal, which contains the Certification of Compliance, Background Statement, Staff Qualifications, and References
- The above demonstrates how the offeror will perform/meet the requirements of the RFP

# Section M (Cont)

- On site visits are conducted for proposals which appear to be technically acceptable and lowest price
- On site visits verify that the offeror's facility complies with the requirements of the RFP
- On site visits will also be conducted for all subcontractors providing services at additional locations

# Awarding of BPAs

- Awards will be granted to vendors who submitted proposals that are

**Technically acceptable and lowest price.**

# Summary

- Complete and submit
  - Sections A, B, & K
  - Section L attachments A through D
    - Supporting documentation required in Section L
      - Monitoring reports, licenses, certifications, etc
- Read, Reread and Re-Reread ALL instructions and sections **VERY CAREFULLY**
- Follow instructions detailed in Cover Letter and Section L
- Include a unit price for ALL project codes for all 3 years where a bid price is requested

# Summary

---

- Make sure that all requirements listed in **Section M** are addressed.

# Questions & Answers

- All questions and answers will be posted on our external website:  
[www.ohnp.uscourts.gov/treatment-services-vendors](http://www.ohnp.uscourts.gov/treatment-services-vendors)
- Submit any questions on our external website mentioned above using the 'Submit a Question' link.
  - Deadline to submit questions online is July 29, 2019.
- Answers to questions will be posted under 'Frequently Asked Questions' within 3 business days at the following link:  
[www.ohnp.uscourts.gov/treatment-services-vendors](http://www.ohnp.uscourts.gov/treatment-services-vendors)

# 2019 Bidder's Conference

## July 11, 2019

- Thank You For Your Attention And Interest In Providing Treatment Services To Federal Defendants And Offenders.

U.S. Pretrial Services and Probation Office  
Northern District of Ohio