

**2022 BIDDER'S CONFERENCE  
JULY 11, 2022 – 10:00AM  
CARL B. STOKES U.S. COURT HOUSE  
CLEVELAND, OH**

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. Pretrial Services and Probation Office is critical for defendant/person under supervision success.
- This is based on frequent communication and prompt notification.

# SECTION A

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

## SECTION B

- Page B-1 –
  - 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 Blanket Purchase Agreement (BPA).

## SECTION B - CONTINUED

- Rest of Section B
  - Project Codes (PC), Required Services, Estimated Monthly Quantities (EMQ) and Unit Prices.
    - Project Codes with \* in front of it are listed in two sections – National Requirements and Local Services.
    - EMQ is the estimate of the monthly units of services that 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)
    - Units are defined for each project code within Section B of the Request for Proposal (RFP).

**IMPORTANT - Note the unit definition for each project code when you are providing your unit price**

## SECTION B – CONTINUED

- Subcontracting – For services that are subcontracted, mark “S” after the unit price.
- 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

- Definitions of terms referenced throughout RFP
- Mandatory requirements, including staff qualifications, for each PC listed in Section B
- Deliverables for file maintenance and content, disclosures, billing, reports, communication, etc.
- Other requirements regarding the above topics are also included in the description of each 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 specific to our District, above and beyond the national requirements. 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.? – Sample Program Plan (Probation Form 45)
  - J.2 – Monthly Treatment Log
  - J.? – Authorization to Release Confidential Information (Probation Forms 11Ba and PSA Forms 6B, and 6D)
  - J.5 – Urinalysis Testing Log
  - J.8 – Invoice
  - 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

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

## SECTION L

- Attachment A – Certification of Compliance Statement
  - Statement certifies that vendor will comply with all terms and conditions of the RFP
- Attachment B – Background Statement
- Attachment C – Staff Qualifications
- Attachment D – Offeror's References
- Instructions to Offerors for submitting proposals

## SECTION L ATTACHMENT B 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 BACKGROUND STATEMENT CONT.

- Specifically state each performance site in which services will be provided, including subcontractor's sites.
- Performance sites shall be located within the identified catchment area and shall be operational sites at the time of the RFP submission. Onsite evaluations will be individually performed at performance sites.
- Include copies of ALL applicable business and/or operating licenses as required by state and local laws and regulations.
  - If there is not an applicable business and/or operating license(s), expressly state this in the proposal with an explanation of why.
- Include copies of compliance with ALL federal, state and local fire, safety and health codes.
  - If local/county ordinances preclude these provision requirements, expressly state this in the proposal with an explanation of why.

## SECTION L ATTACHMENT C STAFF QUALIFICATIONS

- Attachment C is to be completed for EACH staff and subcontractor 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.

Note: Documentation of the education, credentials, licenses, and certifications of staff members is NOT required; however, the information should be verified for accuracy and validity.



SECTION L  
ATTACHMENT D  
OFFEROR'S REFERENCES

- Provide three (3) references in which services, identified in the RFP, were provided within the past three (3) years.
- Name, address, email, and phone number (including extensions if applicable).
- Federal Pretrial/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 EVALUATION FACTORS

- 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.
- On-site visits are conducted for proposals which appear to be technically acceptable and lowest price.
- On-site visits verify that the identified facility complies with the RFP requirements.
- 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, business and/or operating licenses, etc.
- Read, Reread and Re-Reread ALL instructions and sections **VERY CAREFULLY.**
- Follow instructions detailed in Cover Letter and Section L.
- 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, 2022.
- 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)

THANK YOU FOR YOUR ATTENTION AND  
INTEREST IN PROVIDING TREATMENT  
SERVICES TO FEDERAL DEFENDANTS AND  
PERSON UNDER SUPERVISIONS.

U.S. Pretrial Services and Probation Office

Northern District of Ohio