

## **FY19 Treatment Services Solicitation Question and Answers**

**Last Update: July 17, 2018**

**Question:** We offer many of the services listed in the various proposals, but not necessarily all of them. For example, we do not have a psychiatrist on staff, but refer out for these services. Does that automatically disqualify our agency from consideration?

**Answer:**

Per page I-1

### **Subcontracting**

Services that the vendor proposes to refer to other service providers shall be considered subcontracting. The vendor (prime contractor) may subcontract the provision of treatment services to other service providers (subcontractors). After award, any proposed subcontractor arrangements or changes to the existing subcontractor arrangements are subject to the Contracting Officer's approval, and shall be submitted in writing to the Contracting Officer at least 30 days in advance of the proposed subcontracting arrangement or change. The Contracting Officer will respond promptly with written approval or disapproval. The prime contractor shall not refer defendants/offenders to any other vendor that has not been approved by the Contracting Officer in writing. The government reserves the right to revoke approval of any subcontractor at any time that does not meet the requirements of this contract/agreement.

The prime contractor is responsible to the judiciary for overall performance of the services required under this contract/agreement. If any services are subcontracted, the prime contractor shall ensure that the subcontractor is complying with the requirements of this contract/agreement, including the qualifications of any personnel providing services; the possession and maintenance of all appropriate state and local licenses in compliance with state and local regulations; and the appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes. The prime contractor shall ensure that subcontractors are not debarred, suspended, or ineligible to perform under federal contracts.

A subcontractor has no contractual rights, known as privity of contract, against the judiciary. However, the subcontractor may have rights against the prime contractor. Upon contract termination, the contractor must, except as otherwise directed by the CO, terminate all subcontracts to the extent that they relate to performance of the work terminated.

Page L-2

### **Subcontracting**

For service items that the offeror will be subcontracting, the offeror shall insert the letter "S" following the price inserted in the Unit Price column. Services referred to another vendor shall be considered subcontracting and

shall require the "S" designation.

Page L-3 into L-4

This whole page references Subcontractors

Attachment A

Section M references subcontractors

If you are looking at the RFP in PDF mode, I recommend you doing a search for the word subcontract.

**Question:** I don't provide specific sex offender treatment does that disqualify me?

**Answer:** The answer to this question depends on which contract you are submitting a proposal for. All services requested for each solicitation are listed in Section B. Section B lists the mandatory required services. If sex offender services are listed in section B and you cannot provide them and cannot find a subcontractor to provide them, then yes you would be determined to be technically unacceptable. Currently the only sex offender services contract we are soliciting responses for is in Colorado Springs.

**Question:** Listing of urine , breathalyzer, intake and clinical group are these fixed numbers or should we insert numbers?

**Answer:** Each solicitation provides the vendors with "Estimated Monthly Quantities" for the three years of the BPA. As noted in the solicitation, these are estimated numbers. These numbers are derived from prior year averages. Each vendor is responsible for entering a price for all three years of the proposed contract. You should not change the estimated monthly quantities. The prices you enter for those three years will be fixed for the life of the contract.

**Question:** Do I need to include the definitions and meaning in the rfp?

**Answer:** Please refer to section L of the RFP. Section L gives you step by step instructions as to what you need to do to submit an RFP. Additionally, Section M provides a check list of some of the items we specifically look for when reviewing each RFP.

**Question:** Can we change the work hours from 8-5 with one evening to 11am-8pm Monday through Thursday and 11 to 4 on Friday?

**Answer:** Our District has adopted local rules for Urine Collections (1010). These local rules can be found at the end of Section C. For Urine Collection, our local rules specifically state:

"Vendors in Adams, Arapahoe, Boulder, Denver, El Paso, Pueblo, Jefferson, Larimer and Weld counties shall utilize the Probation Office's automated call-in system for scheduling random urine collections and shall make collection services available five days per week.

Urine collection services shall be available from 8:00am to 8:00pm for vendors in Adams, Arapahoe, Boulder, Denver, Jefferson, Larimer and Weld Counties. El Paso and Pueblo Counties shall provide Urine collection services from 8:00am to 7:00pm: Initial enrollment urine appointments must be available at least one evening per week, beginning at 5:00pm to 6:00pm. For all other counties, urine collection will be made available from 8:00am to 5:00pm. Collection of unobserved urine specimens is not permitted. The vendor shall ensure all specimens are collected as provided in Section C, subsection 1.e (Observed Urine Collection Procedures). Vendor is responsible for maintaining a minimum of 5 days of testing supplies in reserve (which is supplied by the US Probation Office). “

You will need to determine which county you are in to determine what applies to your agency.

**Question:** If a transsexual client comes for monitoring I have gotten permission from other probation departments to do a swab as they usually want the sex they identify with to monitor them which turns out to a different sex rather than same sex.

**Answer:** The Probation Office does not utilize swab/saliva testing in lieu of urine testing. As reflected in the Statement of Work, collectors observing the voiding process are to be the same gender as the defendant/offender providing the specimen. For purposes of specimen collection, the Probation Office construes gender to refer to anatomical sex. The supervising officer can be contacted to assist in resolving any situation specific questions.

**Question:** OSHA Bloodborne Pathogen regulation training is 1,2, 3 and 4 hours which one is required?

**Answer:** Per section C of the RFP

“The vendor shall ensure that collectors receive appropriate detailed training that includes a review of the federal OSHA Bloodborne Pathogen regulations (29 C.F.R. 1910.1030). The vendor shall document such training in their personnel file and the employee must certify they have received and understand such training. The vendor shall provide the documentation to the USPO/USPSO upon request.”

We encourage vendors to review 29 C.F.R. 1910.1030 as it the training requirements.

**Question:** The urine tests are 8-5 and one weekday in the evening but the counseling doesn't have to be 8-5 correct?

**Answer:** Vendors will need to review local rules for the answer to this question. Depending on which county a service is provided the hour requirements are different.

Per the local rules for Urine Testing (1010):

“Vendors in Adams, Arapahoe, Boulder, Denver, El Paso, Pueblo, Jefferson, Larimer and Weld counties shall utilize the Probation Office's automated call-in system for scheduling random urine collections and shall make collection services available five days per week. **Urine collection services shall be available from 8:00am to 8:00pm for vendors in Adams, Arapahoe, Boulder, Denver, Jefferson, Larimer and Weld Counties. El Paso and Pueblo Counties shall provide Urine collection services from 8:00am to 7:00pm: Initial enrollment urine appointments must be available at least one evening per week, beginning at 5:00pm to 6:00pm. For all other counties, urine collection will be made available from 8:00am to 5:00pm.** Collection of unobserved urine specimens is not permitted. The vendor shall ensure all specimens are collected as provided in Section C, subsection 1.e (Observed Urine Collection Procedures). Vendor is responsible for maintaining a minimum of 5 days of testing supplies in reserve (which is supplied by the US Probation Office). “

The local rules for counseling hours all state:

”... The vendor shall offer counseling services from 8:00am to 5:00pm and one evening per week, with the last counseling session beginning after 5:00pm. The vendor will ensure that assigned therapist or group facilitator are available via telephone or in person between 8:00am and 5:00pm during the work week for monthly case staffings.”

All local rules for the District of Colorado can be found at the end of Section C.

Question and Answer: We received two different letters about the solicitation and I'm looking for clarification. One is # 1082-19-11 - Catchment Area: Denver County East of I-25 and the other is #1082-19-01 - Catchment Area: Denver or Jefferson County. I wasn't quite sure what to make of the fact that we received both of these in the mail.

1) Are they the same with the exception of the catchment area? **Each contract is different, whether it is the catchment area or the services being requested. The catchment area (where services are to be provided) can be found on page B-1. The services being requested start on page B-2. In this case the contract ending in 01 is for Urine Collection and the contract ending in 11 is for Treatment Services (Substance Abuse). Each of those contracts have different catchment area's, however part of the catchments overlap somewhat (Denver County).**

2) Since we only have one location, do we need to limit our proposal to the one East of I-25? **A vendor can be East of I-25 and still possibly be in the catchment area of Denver County. As stated above, please look at the services being requested. If you are in Denver County and East of I-25 then you are in the catchment area for both contract 1082-2019-01 and 1082-2019-11.**

Questions and Answers regarding Solicitation 1082-19-15:

1. **On Page C-6 of 33 (Statement of Work), it says that urine specimen temperature should be measured within 4 minutes of collection. The urine collection supplies we receive from Federal Probation do not include temperature strips. How do we rectify this? Is it anticipated that Federal Probation urine collection supplies will start to include a temperature strip?** Answer: At this time, the UA supplies provided by the Federal Probation Office do not include a temperature strip.
2. **On Page C-19 of 33 (Statement of Work), Outpatient Take Home Medication (7020), several medications are listed as examples, however Antabuse is the only listed medication for 7020 in Section B - Pricing. Can you please clarify if Antabuse will be the only medication included as part of this service?** Answer: Yes for this contract 1082-19-15, Antabuse is the only medication requested.
3. **On Page C-20 of 33, (8.b. top of page 20) codes 4010 and 4020 are listed, but those project codes are not in pricing. Is the vendor expected to perform these services?** Answer: We are not requesting 4010 or 4020 for contract 1082-19-15.
4. **On Page C-23 of 33, it mentions that chronological notes must be signed. Is an electronic signature, such as typing the writer's name into the chronological note, allowable? (rather than physically signing the note, since we utilize an electronic database).** Answer: It is assumed that each person who logs into your system has their own login and password, therefore, yes an electronic signature will suffice.
5. **On Page C-26 of 33, Case Staffing Conference: Is it the responsibility of the Probation Officer OR the Vendor to initiate this case staffing?** Answer: It is up to the Probation Officer to initiate required case staffings.

Question and answer: Regarding references, do you want professionals we have worked with or clients?  
Answer: Professionals your agency has worked with.