

FY16 Halfway House Solicitation Question and Answers

Last Updated: January 11, 2016

Question: Based on the solicitation and Section B, must a contractor bid and accept both male and female federal defendants under this solicitation? In other words, may a contractor bid only female federal defendants or male federal defendants?

Answer: Our office refers both males and females for halfway house services. If a proposal is submitted and it is only for males or only for females the bid would be technically unacceptable. Please note that as long as the facilities are in the catchment area, males and females could be housed in different locations. Additionally, if a vendor can only provide services for one set of the population they could pursue a subcontracting agreement with another vendor if they so choose to.

Question: Will the department also please confirm that per Section B - the 301 estimate is bed days in a month - not daily?

Answer: You are correct; the figures provided are not daily. The estimates provided in section B for all services is based on a MONTHLY estimate. For example the figure provided for code 9905 Provision of Shelter, was 301 bed days in a month. If this number was divided by 30 days you could determine that the estimated number of monthly referrals is 10. Please note that all quantities are estimates.

Question: Will the department please provide the average monthly census for the male and female population for the previous 12 months for the Provision of Shelter?

Answer: This information is not available as each year referrals vary. Please see section B of the RFP as it relates to Estimated Monthly Quantities (EMQs).

Question: What is the current unit price for the Provision of Shelter under the current Blanket Purchase Agreement? Is this price the same for both males and females?

Answer: We are unable to provide this information since we do not directly contract with the vendor, but rather we piggyback off of the contract that the Bureau of Prisons holds with the vendor.

Question: How many blanket purchase agreements are currently in place for these services in this catchment area and who is the provider(s)?

Answer: We currently piggyback off of the Bureau of Prisons who contracts with Independence House.

Question: Who is the current vendor(s) in the RFP catchment area?

Answer: We currently piggyback off of an agreement with the Bureau of Prisons who has a contract with Independence House.

Question: What has the average daily population (ADP) been in the last fiscal year for males and females?

Answer: Please see section B of the request for proposal (RFP). Section B (page B-2) contains the estimated monthly quantity. These figures were determined by taking our halfway house placement from October 2014 thru September 2015 and averaging them. Please note, per section B, "...Estimated Monthly Quantities (EMQs) are estimates only and do not bind the government to meet these estimates."

Question: What is the current per/diem or individual line-item cost(s)/rate being charged for services under the current contract?

- a. Provision of Shelter
- b. Urine Collection and Reporting
- c. Job Placement
- d. Physical Examination and Report
- e. Laboratory Studies And Report

Answer: We are unable to provide this information since we do not directly contract with the vendor, but rather we piggyback off of the contract that the Bureau of Prisons holds with the vendor.

Question: What is the projected "start date" for this contract?

Answer: We anticipate awarding the contract in February. Per the RFP section I

I.3. Clause 2-90D, Option to Extend the Term of the Contract - (JAN 2003)

(a) The judiciary may extend the term of this contract by written notice to the contractor within 30 calendar days prior to the then current expiration date of this contract; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

Our fiscal years run from October thru September. Assuming both the options were exercised this agreement would go thru September 30, 2018. Please note there is no guarantee that the all options will be exercised.

Question: What is the projected number of males that would be placed in residence?

Answer: This information is not available as each year referrals vary. Please see section B of the RFP as it relates to Estimated Monthly Quantities (EMQs).

Question: What is the projected number of females that would be placed in residence?

Answer: This information is not available as each year referrals vary. Please see section B of the RFP as it relates to Estimated Monthly Quantities (EMQs).

Question: The RFP states employment is to be verified discreetly. We use telephone confirmation with a supervisor with whom the case manager has developed a relationship. Will this suffice?

Answer: Yes

Question: Can Federal Offenders be placed/integrated with State and/or County offenders in terms of rooms, meals, recreation, etc.?

Answer: Yes

Question: Is it mandatory that we utilize the drug testing lab and reporting protocol as described in the RFP or is there flexibility regarding a different laboratory and reporting protocol utilized?

Answer: Yes it is mandatory to utilize our drug testing lab (New Mexico Probation Office) and the reporting protocol listed in the RFP.

Question: What types of offenses have these defendants committed – please provide a breakdown in numbers, if available?

Answer: Clients could have committed any federal offense such as, firearms violations, federal drug offenses, fraud related offenses, etc. We are unable to provide a breakdown in numbers.

Question: Are the defendants on pre-trial, probation or parole status and how many of each is projected through this contract?

a. Are there different supervision expectations for the populations?

Answer: Clients are on pretrial bond status or if they have already been sentenced to probation or supervised release, they will be pending revocation (violators). Each client's supervision is based on the courts orders.

Question: Can you more fully describe the type of "material witnesses" that might be placed in this setting and whether they would be subject to the same conditions as "criminal defendants"?

Answer: Material Witness placement is very rare. If this situation were to arise we would be required to follow the courts orders.

Question: Clients are not allowed to drive while in residence at our facility. We envision this to be the same policy with Federal clients. Will this restriction disqualify us from submitting a proposal?

Answer: Allowing clients to drive is not a mandatory requirement of the RFP, hence it will not disqualify your proposal if your agency does not allow clients to drive.

Question: Clients are not allowed to possess or use cell phones while in residence at our facility. We envision this to be the same policy with Federal clients. Will this restriction disqualify us from submitting a proposal?

Answer: Allowing clients possess a cell phone is not a mandatory requirement of the RFP, hence it will not disqualify your proposal if your agency does not allow clients to possess a cell phone.

Question: In some cases, securing a job within 15 days of placement may not be possible/realistic. Will there be flexibility for this service specification? What are your definitions of Job Placement and Job Readiness?

Answer: There will be some flexibility depending on the case. Vendors should staff each situation with the assigned Probation Officer to create a plan to move forward. Job Placement is defined in section C (page C-40). Examples of Job Readiness is referring someone to an outside agency who specializes in resume writing, computer skills, vocational training, employment soft skills, etc. Please note Job Readiness is not a mandatory requirement of the RFP.

Question: We use an electronic case management system for all services. Would Federal Probation/Pretrial be willing to incorporate the required forms into a format that would be consistent with our current internal electronic case management system?

Answer: This would need to be looked at on a form by form basis. For example, we have some leeway in how our UA and Treatment sign in logs look, but we do not have any leeway when it comes to the Chain of Custody or the Release of Information forms.

Question: If the vendor does not have licensed medical practitioner on staff/site, what options can the vendor utilize if a client needs an examination: hospital, community provider, etc? Is a subcontract/Memorandum of Understanding (MOU) required?

Answer: If you do not have someone on staff to perform the services requested in the RFP you can subcontract with another vendor. For example the Physical Exams require a licensed medical doctor/physician, or other qualified practitioner. If your agency does not have someone on staff with those qualifications you can subcontract with another agency. Please see section I of the RFP.

Question: According to RFP pg. 41, 6. "Physical Examinations.... may be required prior to placement into the halfway house." On average, how many exams are completed on a monthly basis and are all completed prior to entering the halfway house? Does this preclude this service when the client is actually in the facility?

Answer: If it is the vendors requirement that Physical Exams be performed prior to placement, such services will be placed on the Probation Form 45. If the vendor does not require a physical, it is unlikely that our officer will request one.

Question: What are the typical kinds of medical issues presented by clients, being placed in the facility that would require a physical examination?

Answer: As stated above, the Probation Office typically would not request a physical exam. We made the code available in the event that it was necessary for entry into the facility.

Question: If a client is experiencing psychological/psychiatric issues when placed in the facility, will the USPO have already referred and placed the client in treatment? What are the responsibilities of the facility regarding clients with psychological/psychiatric issues other than referring the issue to the USPO?

Answer: If a client has psychological/psychiatric issues they will either already be in treatment or the probation office will be working on a referral, assuming the court has ordered it. The vendor is responsible for following their own protocol and possibly administering medication as stated in section C for those clients that may need medication.