

Welcome

This is an overview of the Request for Proposals process. Please refer to the full Request for Proposal document for additional details.

REFERRAL AGENTS

*Harriette Washington – Mental Health Services

harriette_washington@nep.uscourts.gov

402 661- 7535

*Todd Beacom – Substance Abuse Services and
Provisional Shelter

todd_beacom@nep.uscourts.gov

402 661-7564

*Denise Ahl - Sex Offender Services

denise_ahl@nep.uscourts.gov

402 437-1928

Contracting Officer

Terry Smedra is the Contracting Officer for the District of Nebraska and provides over site and guidance for the Referral Agents. His name is noted on many documents involved in the procurement process; however, most contact will be between vendors and referral agents. Our treatment services administrative assistant, Renee Myers, also has frequent contact with vendors.

Request for Proposal

A Request for Proposal (RFP) is a solicitation document which communicates government requirements to and solicits proposals from, potential offerors in order to buy products or services. Use of the RFP ensures the procurement process is transparent and fair.

Blanket Purchase Agreement

A Blanket Purchase Agreement (BPA) is a “charge account” arrangement between a buyer and seller for recurring purchases of supplies or services. BPA’s are not contracts. What elevates a BPA to the status of a contract is the issuance of a referral to the BPA vendor. The Prob45 document is submitted to a vendor along with other referral materials to authorize a start date and a specific quantity and type of service for specific defendants/offenders. The Probation and Pretrial Services Office is obligated only to the extent of the order placed by the Prob45 documents under the BPA. Services are ordered, as needed, from a vendor for agreed prices.

Statement of Work

The Statement of Work (SOW) is the document that specifies requirements on how requested services will be performed under the BPA.

Local Needs

Local needs are additions to the SOW specific to our District and located at the end of Section C.

Solicitation Process

- Services
- Catchment Areas
- EMQ's
- Piggybacking
- RFP Deadlines
- Subcontracting
- Site Visits & Trainings
- Life of BPA

Services in RFP

Drug and Alcohol Treatment
including:

- Evaluations
- Individual Sessions
- Group Sessions
- Intensive Out-Patient

Mental Health Treatment
including:

- Mental Health Evaluations
- Psychiatric Evaluation
- Individual Sessions
- Medication Monitoring

Services in RFP

Co-Occuring Treatment including:

- Individual Sessions
- Group Sessions

Sex Offender Treatment including:

- Evaluations
- Individual Sessions
- Group Sessions
- Chaperone Training
- Pre-trial Individual Sessions

Services in RFP

Polygraph: Historical and
Maintenance

Short-Term Residential
Treatment

Provisional Shelter

Drug Testing

CATCHMENT AREAS

Catchment areas define a geographic area in which the vendor must provide services. The vendor must have an established facility located within the proposed catchment area. There will be three catchment areas where we will be soliciting for RFPs. They are as follows:

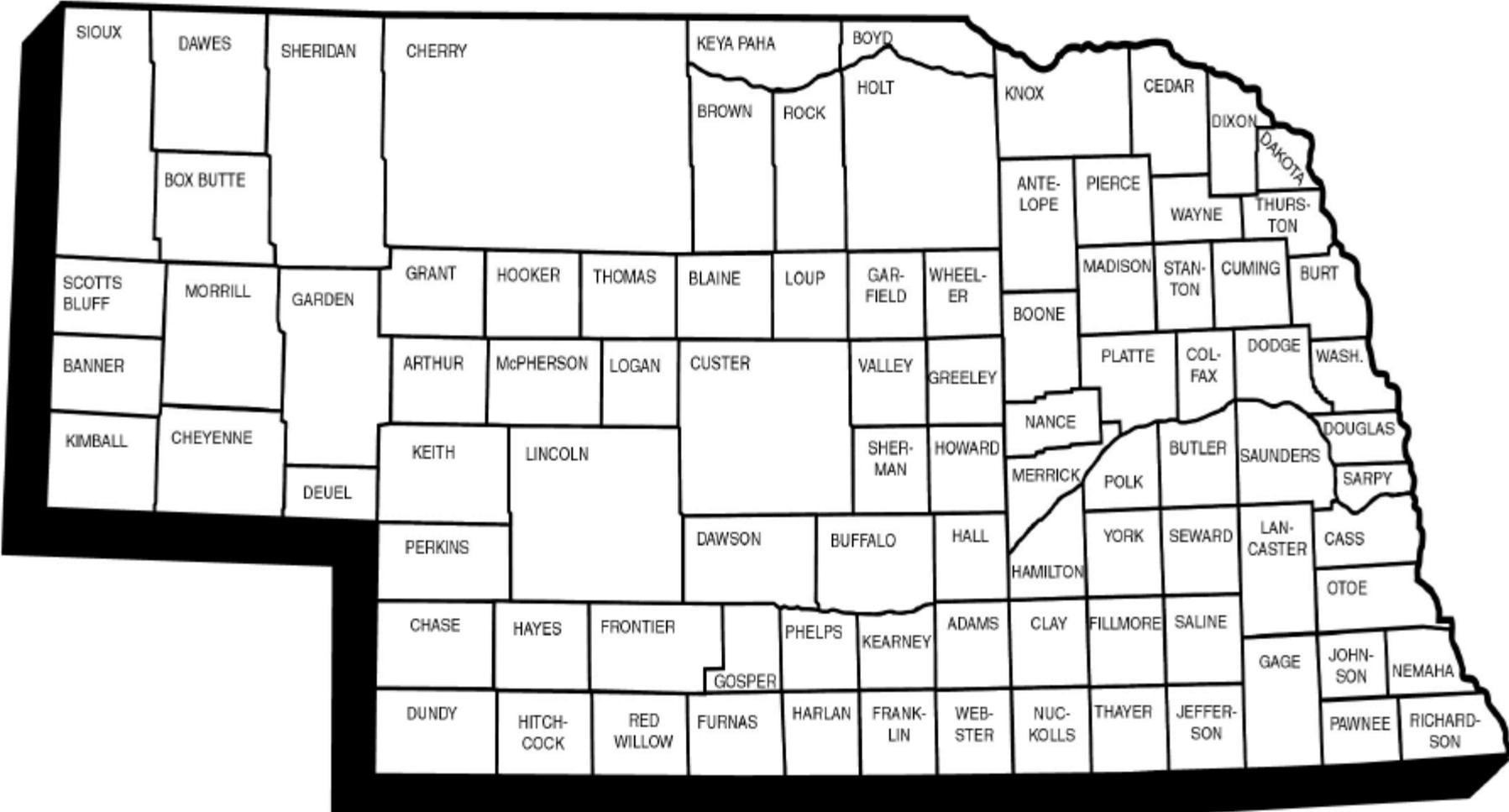
Catchment area #1 will be Douglas and Sarpy Counties

Catchment area #2 will be Lancaster County

Catchment area #3 will be Hall and Adams Counties

Nebraska Map

showing county outlines and names



EMQs

Estimated Monthly Quantities (EMQ) answer the question of how many referrals are made for the service per month.

EMQs are typically determined by historical trends and are carefully calculated to the best of our ability to avoid potential under or over staffing problems for vendors.

EMQs are expressed in units and unit measurement can be different depending on the project code. Refer to Section B of the SOW. Example: For individual counseling, a unit is 30 minutes; therefore, a 1 hour session would be 2 units.

Piggybacking

The SOW includes a requirement to allow for piggybacking with other districts. Another district, such as The Southern District of Iowa, may also utilize the agreement the District of Nebraska has with a vendor. Their referrals are also taken into consideration prior to compiling the EMQs. The vendor will submit invoices to that District separately but will provide services under the same requirements outlined in the BPA and SOW for the District of Nebraska. Conversely the District of Nebraska may piggyback off of a BPA in another district should the need arise for services in that geographical area. (ie: Omaha/Council Bluffs Metro area.)

RFP

The RFP will be on the website on June 30, 2015. It will remain there until the date the RFPs are due on August 7, 2015, by 4:30 p.m. This date and time is critical for being found acceptable.

Subcontractors

Services that the vendor proposes to refer to other service providers shall be considered subcontracting. The vendor may subcontract the provision of treatment services to other service providers. After award, any proposed subcontractor arrangements or changes 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 change.

Proposed subcontractor personnel qualifications and facilities will be evaluated and considered in the determination of the Offeror's technical acceptability.

Site Visits

We will visit the proposed facilities to assure they meet all solicitation requirements.

The Offeror must have a facility available to visit prior to the award.

During the site visits Offerors must be able to demonstrate compliance with the RFP's requirements for a secure filing system, adequate access for those with physical disabilities, compliance with applicable state, federal and local laws and regulations (i.e. fire inspection certificate) and other requirements noted in the RFP.

Life of the BPA

The initial award is for one year and includes 2 option years.

In those option years the judiciary may extend the term of the contract by written notice to the contractor within 30 days prior to the then current expiration date; 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.

Instructions for Proposals

Step-by-step instructions for completing the proposal can be found in Section L of the RFP.

Include in your proposal: the Solicitation/Offer/Acceptance Form, submission of prices, Certification of Compliance Statement Form, Background statement, staff qualifications, references.

The offeror is not required to submit solicitation sections, C, D, E, F, G, H and I as part of the proposal

The RFP will include a form that has an X by the services for which we are procuring. It will note our project code for that service and will show the EMQ we expect for each of the three years of the agreement. The Offeror will fill in their proposed unit price for each year.

*Remember that a unit is a different measure for different services. i.e.: An evaluation and report will be 1 unit; however, an hour of counseling will be 2 units. One(1) day of Short Term Residential Treatment and Intensive Outpatient Treatment equals 1 unit.

Please note the definition of the unit for the service for which you are bidding.

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<u>REQUIRED SERVICES</u>	<u>PROJECT CODE</u>	<u>SERVICES</u>	<u>ESTIMATED MONTHLY QUANTITY</u>	<u>UNIT PRICE</u>
URINE COLLECTION:				
*X	1010	Collection of Urine Specimens & Reporting Results	2007 6 2008 6 2009 6 Unit: per specimen	_____ _____ _____
*X	1011	Urine Collection/ Application Testine NIDT Devices	2007 601 2008 616 2009 616 Unit: per specimen	_____ _____ _____
X	1012	Sweat Patch/ Removal	2007 2 2008 2 2009 2 Unit: per device	_____ _____ _____
---	1504	Breathalyzer	2007 _____ 2008 _____ 2009 _____ Unit: per administration	_____ _____ _____
INTAKE:				
---	2011	Intake Assessment and Report	2007 _____ 2008 _____ 2009 _____ Unit: per client, (total fee)	_____ _____ _____
SUBSTANCE ABUSE COUNSELING:				
---	2010	Individual Counseling	2007 _____ 2008 _____ 2009 _____ Unit: per 30 minute session	_____ _____ _____
---	2020	Group Counseling	2007 _____	_____

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Blanket Purchase Agreement

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Offers shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers shall ensure that the offer is marked on the outermost wrapper with the information in (i) and (ii)

Evaluation of Proposals

To be acceptable and eligible for evaluation, proposals shall be prepared in accordance with the instructions given in Sections B (Supplies or Services and Offeror's Prices) and L (Instructions, Conditions, and Notice to Offerors) of the solicitation document.

It is critical to submit the RFP on or before the date and time designated in Section 6 of the Solicitation/Offer/Acceptance form to be considered eligible.

Technically Acceptable

An offeror shall be determined to be technically acceptable if they meet all the mandatory requirements found in Sections C (Statement of Work), E (Inspection and Acceptance), F (Deliveries and Performance), and G (Agreement Administration Data) of the RFP. All proposals shall be evaluated to ensure that all requirements set forth in Sections C, E, F, and G of the RFP have been met.

By submission of a proposal the offeror accepts all the terms and conditions of the RFP. The Offeror's Certification of Compliance Statement (Attachment A in RFP) is also required.

Technically Unacceptable

Proposals that do not meet all of the requirements of the RFP will receive no further consideration. Proposals that take exception to the terms and conditions will be deemed technically unacceptable and the offeror will be so advised.

Proposals will be evaluated to be technically acceptable using a Pass-Fail Criteria.

Pass-Fail Criteria

The criteria considered is included in the RFP under “Evaluation of Offers”. The review of the criteria shall be based on the Offeror’s Technical Proposal, which contains the Offeror’s Certification of Compliance, the Offerors Staff Qualifications, and the Offeror’s References. Please review the pass/fail criteria to avoid leaving anything out of your proposal.

Responsibility Determination

After technical and price evaluations are completed and we have determined the technically acceptable, lowest priced bidders, we will contact the references of those vendors (3 references must be submitted) and conduct site visits.

If contact with references and visit to the site/s results in no issues or questions, we will proceed with award.

Notification

All bidders will be notified that their proposal was one of the following:

- *Successful and they are receiving the award.
- *Technically acceptable but unsuccessful (not lowest price).
- *Technically unacceptable.

Monitoring RFP after award

There is a requirement to visit each vendor for monitoring purposes over the length of the agreement.

First Year: Within 120 days of initial award and at least 120 days prior to exercising the option to renew the BPA.

Option Year 1: Within 120 days of exercising option and at least 120 days prior to exercising the option to renew the BPA.

Option Year 2: Within 120 days of exercising option.

In addition, if any deficiencies or problems are noted monitoring can occur more often. A copy of the report and a letter notifying you of the option will be sent after each monitoring visit.

Files

Please see the RFP/SOW for all of the details of these items.

- *A secure and segregated filing system.
- *Chronological notes documenting contact with defendant/offender, collateral contacts, USPO.
- *Program plan (Prob 45)
- *Monthly Treatment Report (Prob 46)
- *Authorization to Release Confidential Information
- *Sign-in/Sign-out Daily Treatment Log

PROVISION OF SERVICES TO FEDERAL OFFENDERS AND DEFENDANTS

The Vendor shall have the capability to immediately place Federal clients in outpatient or urine surveillance without regard to any placement backlog or waiting lists.

The Vendor shall not unilaterally refuse services to any defendant or offender referred by the Government, except where the defendant or offender poses an apparent danger to the vendor's staff or other clients. The vendor shall not refuse service without approval of the Government.

Termination of clients from treatment, based upon a violation of the vendor's program rules and regulations shall not be made without the approval of the Government. When necessary, the vendor may take appropriate and immediate action to protect staff and clients.

Program Plans

The BPA is not a contract. Prior to providing any services, a vendor must receive a Treatment Services Program Plan (commonly called a Prob45 by officers) The plan will outline the date services can begin, the type of services authorized, the quantity of services authorized, and the amount of co-pay the defendant/offender is responsible to pay for each unit of service. This document must be signed by the

Referral Agent.

The plan will be accompanied by other referral items that provide background information on the defendant/offender.

Section G:

Agreement to Administration of Data

FISCAL RECORDS

Maintain fiscal records with generally accepted accounting principles.

Keep and identify records as **CONFIDENTIAL**

Keep records associated with the agreement for three years after final payment date under the agreement.

Questions & Answer Session

FREQUENTLY ASKED QUESTIONS (FAQs)

Please see the website for questions we have received in this and past procurement cycles. A few of the more common ones are listed on the following slides.

Any questions we receive will be responded to directly as well as the response will be posted in the FAQ section of our website.

Is there a specific percentage for no-shows?

It is estimated clients fail to appear approximately 5% of the time, although specific services may experience a higher rate of no-shows. The District can only reimburse for services provided.

Must all of the services be provided in the catchment area for which they are defined?

Yes, all services must be provided within the catchment area.

What if we are interested in more than one RFP?

- You will have to submit a proposal for each one separately.
- Upon completion of the RFP every project code must be addressed.
- Each RFP is mutually exclusive.
- Pay attention to the solicitation number in the upper left hand corner of Section A of the RFP.

Web Site:

<http://www.ned.uscourts.gov/probation/treatment/services/2016/>