

FY-2017 Bidders' Conference

SOUTHERN DISTRICT OF  
ALABAMA

WELCOME



Jennifer Childress

Chief U.S. Probation Officer

- Brandie Broome, Drug and Alcohol Treatment Specialist
- Krista Kuykendall, U.S. Probation Officer
- Melissa Gardner, U.S. Probation Officer
- Lynne Tedder, Drug and Alcohol Treatment Specialist Assistant

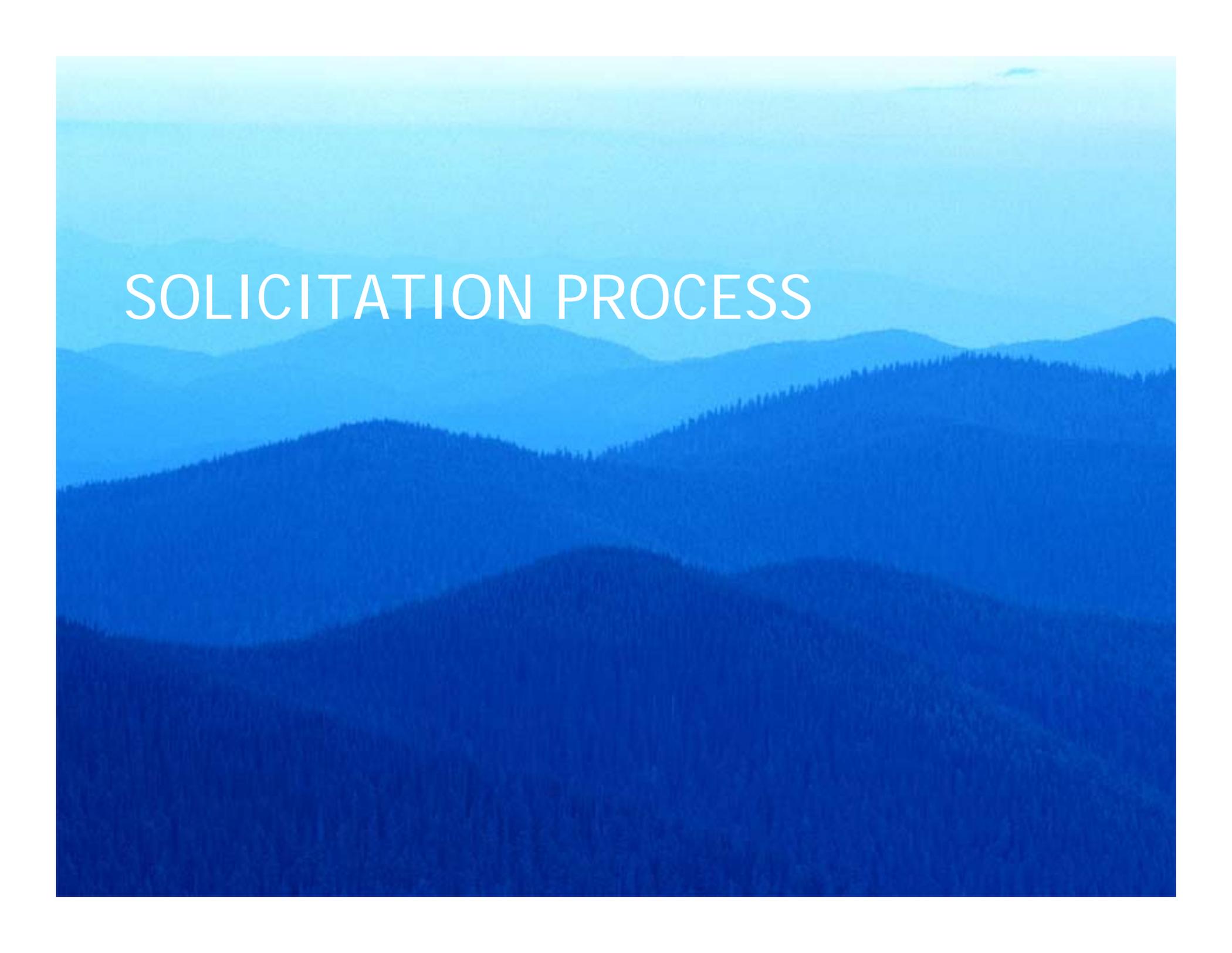
# Goals of the Conference.....

- Clarify Request For Proposal (RFP) and process.
- Answer questions.

# Commonly Used Terms During Presentation

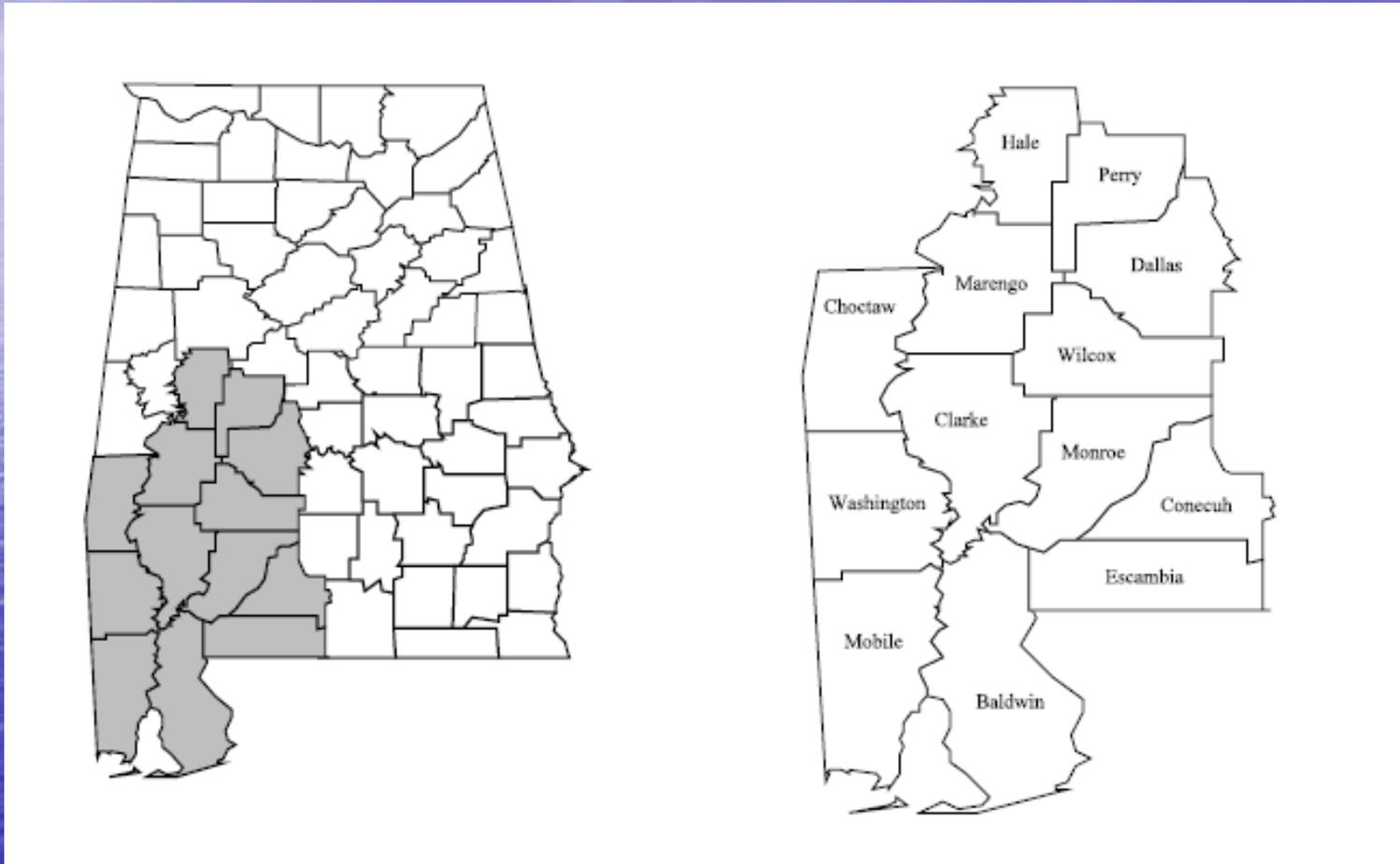
- RFP – Request For Proposal – Sections A-M
- BPA – Blanket Purchase Agreement
  - - Is a “charge account” arrangement, using a purchase order form, between a buyer and seller for recurring purchases of supplies or services. BPA’s are not contracts.
- Noncompetitive Purchase Order
- Agreement# - a/k/a Solicitation # Will be on Part A
- AO – Administrative Office Of the United States Courts
- OPPS – Office of Probation and Pretrial Services

- PC – Project Code
- USPO – United States Probation Officer
- Offender – Adult supervised by USPO
- Defendant – Adult supervised before sentence is imposed.
- Technically Unacceptable
- SOW – Statement of Work
- EMQ – Estimated Monthly Quantity



# SOLICITATION PROCESS

# Southern District of Alabama



# Goal of RFP Process

- Provide geographically accessible quality treatment services to defendants/offenders in the Southern District of Alabama.

# TEAMWORK

- The foundation of treatment services using BPAs is teamwork between the treatment providers and U.S. Probation Office.
- This is based on frequent communication and prompt notification.
- Incorporation of Evidence Based Treatment Modalities

# TYPES OF RFP'S (7)

- 1) Substance Abuse (group, individual, intensive out-patient)
- 2) Residential Substance Abuse (females and males)
- 3) Drug Screen Collections
- 4) Mental Health Outpatient.
- 5) Sex Offender Outpatient.
- 6) Psychiatric/Psycho-Tropic Medication
- 7) Polygraph Examiner

# CATCHMENT AREAS

- Definition
- Methods used to determine services – EMQ's (Page L-2 – Define EMQ's as estimates only)
- Piggybacking

# TENTATIVE RFP REVIEW SCHEDULE

- Open Solicitation in June 2016. All information available on website and questions have to be asked via email and both questions and answers will be posted on the website.
- You must submit hard copies/originals of Sections A, B, Attachments A, B, C, & D and Section K BY DEADLINE
- Offeror is not required to submit copies of solicitation Sections C, D, E, F, G, H, and I as part of its proposal.
- Sections A, B and for those soliciting for urine collections services, the Wage Determination Form, is posted on the webpage ([www.wdol.gov](http://www.wdol.gov)) within each relevant solicitation document

# AWARDING OF BPA'S

- Drug and Alcohol Team review RFP's beginning August 5, 2016
- Tentative schedule for site visits & reference checks are scheduled week of August 15, 2016
- **Vendors must designate site location and staff before submission of RFP**

# AWARDING OF BPA'S

- Awarded to vendors who submitted proposals that are technically acceptable and lowest bid.
- Agencies notified via letter, whether selected or not selected.
- Fiscal Year runs from Oct. 1 through Sept. 30<sup>th</sup>
- Training for vendors chosen in October 2016.
- Section I.3 – Option to extend the term of the contract.

# RFP-Consists of Section A-M

- Section L
  - Provides Instructions for proposals
  
- READ and RE-READ RFP
  
- Section A – AO Form 367 – Solicitation/Offer/Acceptance
  
- Important Information in Section A
  - - Solicitation Number
  - - Return Date, Time and Location
  - - Number of Copies (Original and 1 copy)

<b>SECTION A</b>	<b>SOLICITATION / OFFER / ACCEPTANCE</b>	
1. Solicitation No. <b>1128-17-B02S</b>	2. Date Issued <b>06/24/2016</b>	3. Award No.
4. Issued By: <b>Brandie Broome</b> <b>201 Saint Michael Street, 2nd Floor</b> <b>Mobile, AL 36602</b>		5. Address Offer To (if other than Item 4):

**SOLICITATION**

6. Offers in original and 1 copies for furnishing the required services listed in Section B will be received at the place specified in Item 5, or if handcarried, in the depository located:

**201 Saint Michael Street, 2nd Floor**  
**Mobile, AL 36602**

until 04:30 PM local time 08/04/2016  
*(hour) (date)*

7. For Information call:	b. Telephone <b>(251) 441-5505</b>
a. Name <b>Brandie Broome</b>	

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(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I – THE SCHEDULE				PART II – AGREEMENT CLAUSES			
X	A	SOLICITATION/OFFER/ACCEPTANCE	1	X	I	REQUIRED CLAUSES	3
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2	PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	17	X	J	LIST OF ATTACHMENTS	17
X	D	PACKAGING AND MARKING	1	PART IV – REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	1	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OR OFFERORS	2
X	F	DELIVERIES OR PERFORMANCE	1				
X	G	AGREEMENT ADMINISTRATION DATA	4	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	13
X	H	SPECIAL AGREEMENT REQUIREMENTS	4	X	M	EVALUATION CRITERIA	4

**OFFER**

8. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (365 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item delivered at the designated point(s), within the time specified in the schedule.

9. DISCOUNT FOR PROMPT PAYMENT <i>(See Section I, Clause No. 52-232-8)</i>	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%
10. ACKNOWLEDGEMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

11. NAME AND ADDRESS OF OFFEROR  	16. <input type="checkbox"/> AWARD  Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets.
12. Telephone No. (Include area code)	
13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER <i>(Type or print)</i>	17A. NAME OF CONTRACTING OFFICER
14. Signature	17B. UNITED STATES OF AMERICA
15. Offer Date	17C. DATE SIGNED
	BY _____ <i>(Signature Of Contracting Officer)</i>

# SECTION B – Submission of Prices

- Offeror must complete the form as specified on Pages L-1 and L-2.
- Must provide a response to every requested item.
- Project Code with (\*) in front of it are listed in two places in Section C, the National Requirements and Local Services.
- Subcontractors
- Reminder in pricing evaluations, UA collections, IOP and Residential.

# SECTION B

Revised FY 2017

## SECTION B - SUPPLIES OR SERVICES AND OFFEROR'S PRICES

The United States District Court for the Southern District of Alabama is soliciting a vendor to provide substance abuse, mental health, and/or sex offender treatment services. A Vendor must be capable of providing services within a geographic area encompassing Baldwin County - North of I-65.

As a result of this solicitation the Government intends to enter into a Blanket Purchase Agreement (BPA). For this BPA, approximately 1 to 2 vendors are needed to provide the required services. The Government reserves the right to award to a single vendor.

A Blanket Purchase Agreement is a "charge account" arrangement, between a buyer and a seller for recurring purchases of services. BPAs are not contracts and do not obligate government funds in any way. A contract occurs upon the placement of a call or referral from the Probation/Pretrial Services Office and the vendor's acceptance of the referral. Referrals will be rotated among all the vendors on the BPA. BPAs are valid for a specific period of time, not to extend beyond the current fiscal year. The total duration of this BPA, including the exercise of two 12-month options, shall not exceed 36 months. BPAs will be issued to those vendors determined to be technically acceptable and offering the lowest cost to the Government, using the Evaluation Criteria established in Section M of the Request for Proposal.

Section B is generic and used nationwide to procure the particular needs of each U. S. Probation/Pretrial Services Office. For this solicitation, only those services marked by an "X" under the Required Services column are being solicited. Offerors shall propose on only the required services. Services proposed, but not marked as required, will not be evaluated or included under any resultant agreement. Offerors failing to provide offers on all required services marked, will be considered technically unacceptable.

Note: Estimated Monthly Quantities (EMQs) represent the total monthly quantities to be ordered per Service item under the BPA. Each vendor placed on the BPA may receive a share of the total quantity stated. However, EMQ's are estimates only and do not bind the government to meet these estimates.

An asterisk \* indicates a requirement line item which has been modified under "Local Services."

# SECTION B

## URINE COLLECTION:

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
X *	1010 Urine Collection/Testing & Reporting	2017 <input type="text" value="24"/>	<input type="text"/>
		2018 <input type="text" value="29"/>	<input type="text"/>
		2019 <input type="text" value="35"/>	<input type="text"/>
Unit: Price: per specimen			

## INTAKE:

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
X	2011 Intake Assessment and Report	2017 <input type="text" value="1"/>	<input type="text"/>
		2018 <input type="text" value="3"/>	<input type="text"/>
		2019 <input type="text" value="5"/>	<input type="text"/>
Unit: per intake (total fee)			

## SUBSTANCE ABUSE COUNSELING:

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
X *	2010 Individual Counseling	2017 <input type="text" value="10"/>	<input type="text"/>
		2018 <input type="text" value="12"/>	<input type="text"/>
		2019 <input type="text" value="14"/>	<input type="text"/>
Unit: per 30 minute session			

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
X *	2020 Group Counseling	2017 <input type="text" value="20"/>	<input type="text"/>
		2018 <input type="text" value="24"/>	<input type="text"/>
		2019 <input type="text" value="29"/>	<input type="text"/>
Unit: per 30 minute session			

# SECTION B

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
X	2080 Intensive Outpatient Counseling	2017 <input type="text" value="36"/>	<input type="text"/>
		2018 <input type="text" value="43"/>	<input type="text"/>
		2019 <input type="text" value="51"/>	<input type="text"/>
Unit: per day (Individual and/or group)			

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
X	1501 Administrative Fee	2017 <input type="text" value="Unknown"/>	5% of fees collected by vendor
		2018 <input type="text" value="Unknown"/>	
		2019 <input type="text" value="Unknown"/>	

# SECTION C- STATEMENT OF WORK

- READ AND RE-READ SECTION C
- National Mandatory Requirements. SOW cannot be changed. If changed, probation needs OPPS approval through local service.
- Section C describes the services listed in Section B
- There are some services listed in Section C that are not listed in Section B. You are not required to address these services. If not listed in Section B, do not address.
- **Certifications: Attachments A, B, C & D**

# Deliverables

- 1) Records, conferences, reports, emergency contact procedures
- 2) Disclosure
- 3) Vendor Testimony
- 4) Notifying USPO/USPSO of defendant/offender behavior
- 5) Staff requirements and restrictions
- 6) Facility Requirements

# LOCAL SERVICES

- 1) Are supplemental requirements to National Requirements specific to our District.
- 2) Apply to all project codes that have (\*) in front of them in Section B
- 3) Are filled with details that must be read carefully
- 4) May repeat some local needs to several services
- 5) Read carefully as they may vary between catchment areas
- 6) [www.alsp.uscourts.gov](http://www.alsp.uscourts.gov)

# STAFF QUALIFICATION REQUIREMENTS

- 1) Each Project Code describes the service and staff qualification requirements
  - When you complete the STAFF QUALIFICATION FORM, must take the staff qualification requirements for project codes into consideration.
  - Submit appropriate documentation of staff qualifications.
    - Clarify the meaning of documentation
    - **Only submit documentation of staff qualifications who will be designated to perform services on Federal clients.**
  - References of staff will be checked.

# SECTIONS E, F, G, H, and I

- READ AND RE-READ THESE SECTIONS
- Highlights.....

- 1) Vendor has capability to immediately place federal clients in outpatient services without regard to any placement backlog or waiting lists
- 2) Vendors shall place referrals for residential placement in the first available bed space
- 3) Termination of clients from treatment based upon a violation of program rules shall not be made without the approval of the Government.
- 4) If vendor offers a program with a religious-based component (AA, NA), vendor shall also offer alternative secular program
- 5) Maintain fiscal records according to generally accepted accounting principles.
- 6) Submit Invoice monthly to arrive no later than the 10<sup>th</sup> day of the month for services provided during the preceding month.
- 7) Co-Payments

# SECTION J – Attachments

- Forms provided for vendor to use if awarded BPA
- Gives an idea of documentation requirements
- Department of Labor Wage Determination is mandatory for vendors providing urinalysis testing – [www.dol.gov](http://www.dol.gov)

# SECTION K – REPRESENTATIONS & CERTIFICATIONS

- Representations, Certification, and Other Statements of Offeror
  - **Must Complete pages K-1, K-2, and K-3**

# SECTION M – EVALUATION FACTORS FOR AWARD

- Proposals will be evaluated based on information provided in response to the RFP.
  
- Pass/Fail Criteria
  - Must be able to answer all questions “Yes.”
  - Even one “No” response will result in the proposal being considered Technically Unacceptable.
  
- Evaluation of prices
  - Evaluators use a calculation to obtain a total life of agreement cost for all three years.

# Post Award Procedures

- Training for selected vendors in October 2016
- Monitoring visits
  - Two during the first two years after award.
  - The first report due within 120 days of award (by January 31<sup>st</sup> of both years)
  - The second report due within 120 days prior to exercising the option to renew (by May 31<sup>st</sup> of both years)
  - Third and final year (due by January 31<sup>st</sup>)

# SUMMARY AND FINAL QUESTIONS

- Complete your RFP as if the evaluator has no other information on your program
- READ – READ – READ!!!
- Follow the instructions detailed in Section L
- Address all project codes identified in Section B
- Make sure all requirements listed in Section M are addressed
- Each proposal is to include
  - 1) Section A, B & K (Original and 1 copy)
  - 2) Attachments A-D
  - 3) Other attachments (monitoring reports, licenses, etc.)

# SOLICITATION UPDATES & DOWNLOADING

- Regularly check [www.alsp.uscourts.gov](http://www.alsp.uscourts.gov) website under Treatment Services heading for updates and postings including answers to questions
- To review RFP, go to website, view applicable sections and read/print sections needed for submission.

# SOLICITATION UPDATES & DOWNLOADING

- Questions and Answers from Bidders' Conference will be posted ASAP on our website. Keep checking in case there are further questions and answers.
- [www.alsp.uscourts.gov](http://www.alsp.uscourts.gov) (Click Treatment Services Section on Home Page)
- [Brandie\\_Broome@alsp.uscourts.gov](mailto:Brandie_Broome@alsp.uscourts.gov)

# REMINDER

- THIS POWERPOINT PRESENTATION IS BEING PROVIDED FOR CLARIFICATION PURPOSES. HOWEVER, YOU MUST RELY ON THE INSTRUCTIONS PROVIDED IN ALL WRITTEN SECTIONS OF THE RFP