

**OFFERER'S CONFERENCE (FY 2024 SEX OFFENDER TREATMENT) –
Meeting Minutes**

On July 12, 2023, the Probation Office for the Northern District of New York hosted an Offeror's Conference for the upcoming sex offender treatment solicitation in Albany. The following was discussed:

Request for Proposal (RFP) is due by 5:00 p.m. on August 7, 2023. Should be submitted electronically. –email to SrUSPO Nicole Cotugno (nicole_cotugno@nynp.uscourts.gov).

Blanket Purchase Agreement (BPA): Not a grant or lump sum of \$, similar to a charge account or a fee-for-service agreement.

Estimated Monthly Quantities (EMQ): Not binding. There may be more or less referrals than noted.

EMQs are generally in half hour units although Sex Offender Evaluation and Report (PC 5012) is per report.

Award of BPA is based on lowest price, technically acceptable standard. Vendor is technically acceptable if they can fulfill the requirements of Sections C, E, F, and G of the RFP. Offeror must meet all of the mandatory requirements of the RFP.

Instructions for the preparation of the RFP are contained at Sections B and L. Our evaluation criteria is outlined in Section M.

We are seeking 1 to 3 vendors to service the Albany/Schenectady/Rensselaer/Saratoga County catchment area. Vendor must be located in this catchment area. -office presence in at least one of the counties

Referrals are rotated based on the cost, not the number of clients.

* Potentially a 3 year contract. (One year contract plus two, 12-month options, FY runs Oct-Sept)
-new contract would start 1 October 2023.

If the vendor(s) who is/are awarded the contract maintains a satisfactory rating during the contract cycle, the next solicitation process will not be conducted again until fiscal year 2027.

Post Award Monitoring Report conducted within first 120 days and 4 months thereafter. We reserve right to see files at any time. Report will be sent to you and we maintain a copy for review at any time by the Administrative Office. -site visit within 120 days.

* RFP must include a unit price for the required services.

These services are listed on pages B-2 and B-3 and include, Sex Offense Evaluation and Report, Individual Counseling, Group Counseling (limited to no more than 10 members), Family

Counseling, Individual Treatment (pretrial cases), Group Treatment (pretrial cases), and Client Transportation Expenses (and associated Administrative Fee). If any of these are left blank, the RFP is deemed unacceptable. Updates to the primary and maintenance treatment phases, to include explanation of assessments required for different phases, as well as different treatment plans. -transportation expenses unintentionally left out of the RFP and does not require a number. Despite being left out of the RFP, we will look to have it included.

Therefore, even if the price is \$0, enter the number.

Prices should include phone contacts, case notes, and a “no-show” factor, as these items cannot be charged separately. Only face to face contacts with the offender or family are billable. Also factor in costs for any workbooks or material that will be used during treatment as clients should not be billed separately for these materials. –“Client Contacts”. This includes Telehealth contact.

In your best interest to give best offer now since vendor is chosen if technically acceptable and lowest price.

* If there is an asterisk next to the service, this means that there is a local need that you need to meet and address in your response. Our local needs will require the vendor to be able to provide solicited services until at least 7:00 pm at least two nights per week for certain services, including evaluations as well as individual and group treatment.

* RFP no longer needs to include copies of local and state operational licenses or certifications. Now requires compliance statement/signature. -fire, elevator certs...no longer needed but will be noted during the site visit.

* References no longer required for incumbent vendors.

* Written notification required within 3 business days of staff changes. -email will suffice, include resume and credentials for the new staff member(s).

* If a proposal has been found to be technically acceptable, a site visit will be completed by the Probation Office.

If RFP is awarded, this is what you can expect:

A PO will contact you to schedule an intake. Evaluation must be completed within 30 business days of receipt of referral. A typed evaluation shall be sent to PO within 10 business days after completion of the evaluation.

The PO will then send you a letter advising that the defendant/offender is being sent under the federal contract, along with a release of information.

Once the evaluation has been completed, a three-way treatment planning conference with counselor, PO and client is no longer required. If applicable, a conference shall take place to review goals of tx and the PO will determine what services the gov't will agree to pay for. A form

will be completed, Probation Form 45 which is in RFP, a copy of which will be provided to all parties. This is your authorization to perform services. You may not digress from the type of services or increase the frequency without permission from the PO. If you do, you may not be paid.

Clients are to sign in and out for every session. Vendor needs to note type of service (Individual Counseling) or the project code (6012) and initial. This is sent with the bill so that we know that clients were present and received service. The co-pay amount must also be noted on the sign in, sign out daily log. We will provide the sign in log for the vendors use. Telehealth sessions require submission of progress/session notes to confirm attendance.

Vendor needs to document all case contacts including those with collaterals. Files are kept separately and are to be viewed by Chief USPO or designee only. -electronic filing is approved.

Vendor must contact PO within 24 hours of any missed sessions or any other violation behavior. PO's are responsible for contacting vendor regarding any positive or negative behaviors as well.

Monthly Treatment Reports must be completed for each month that services are rendered. They must be legible and provide the specific information requested . We reserve the right to require that they be typed if they are not legible. MTR's will be returned if the information provided is not deemed sufficient. This is another form that will be provided if you are awarded the contract.

Sign in, sign out daily logs and MTR's must be submitted with the bill by 10th of every month. RFP provides an outline of how bill is to be formatted. If you are a new vendor, we can provide training to your billing administrator.

Treatment plans must be sent to PO at least every 90 days and include defendant/offender input.

Typed discharge summaries (now referred to as a transitional care plan) must be submitted within 15 business days and include the content as outlined in the RFP.

Per RFP, the vendor shall disclose records only after advising the USPO of the request and any exceptions to the disclosure of, or any individual's right of access to, treatment or protected health information that might apply. For pretrial clients, pretrial confidentiality regulations must be considered. -follow HIPAA regulations. Do not send a "stand-alone" document at a PUS or attorney's request (ex. Summary letter). Notify PO. Can send the monthly treatment log(s) and/or bi-annual report.

* Co-pays will be part of this contract cycle and are paid to vendor directly who then deducts from our bill. If counselor has an issue with co-pay, notify the PO who will address the issue. -include insurance payments (entered like self-pay). POs are reassessing co-pays and will update the treatment provider.

The following questions (with responses from the Probation Office) were discussed at the conclusion of the conference:

Question: If a PUS misses a group/session, can the PUS be charged for the unexcused absence?

Answer: No. PO should be notified and if it's a recurring problem that should be addressed.

Question: Can Client Transportation Expenses cover on-street/meter parking?

Answer: No.

Question: If a PUS misses a group/session, does the absence need to be noted on the invoice?

Answer: Not on the invoice, but it should be documented on the monthly treatment log.

Question: Can a "crisis call" be billed as a one-on-one session?

Answer: Yes.

Question: Does the counselor need PO permission to conduct short-term telehealth sessions?

Answer: No, but PO should be notified to ensure compliance.

Question: Can the PPG test be used?

Answer: Technically it's covered by contract but has not been used due to the Second Circuit considering it too invasive.

Question: When should the Transitional Care Plan be completed, before or after maintenance phase?

Answer: When treatment is completed, including maintenance phase.

Question: If there are five weeks in the month, is putting a note on the monthly treatment log sufficient?

Answer: Yes. It is fine to put a note at the top of the log stating that there was five weeks.

* If you have any further questions, please post them to our website (www.nynp.uscourts.gov). All questions, regardless of who asks it, and responses, will be posted on our website so check it regularly.