

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK
PROBATION AND PRETRIAL SERVICES

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Minutes from FY2027 Treatment Services Offeror's Conference

Date/Time: July 21, 2026 at 1:00PM, via Microsoft Teams

Presenter: Althea Barney, Senior U.S. Probation Officer

Attendees: Representatives from Helio Health, NuStep Professional Counseling, and Family Counseling Services

Objectives:

- Provide an overview of the services solicited FY27's Blanket Purchase Agreements (BPA).
- Inform potential offerors of the evaluation factors considered when awarding the BPAs.
- Discuss the performance expectations once the BPAs are awarded.

Scope:

- We are seeking one or two qualified vendors for the following services in the designated catchment areas:
 - Outpatient Mental Health Treatment in Onondaga County
 - Outpatient Mental Health Treatment in Broome County
 - Sex Offender Treatment in Onondaga County
 - Sex Offender Treatment in Broome County
 - Sex Offender Treatment in Oneida County
- Vendors must be located in the catchment area.

Due Date for RFPs:

- **Deadline: August 4, 2026 - no later than 4:30 p.m.**
- Delivered to the U.S. Probation Office via email (Althea_Barney@nynp.uscourts.gov)

BPA and EMQs:

- BPA: Not a grant or a lump sum of money, it is fee-for-services agreement calculated in Estimated Monthly Quantities (EMQs).
- EMQs are:
 - Not Binding.
 - Half-hour units for individual session, group sessions, and family counseling (as applicable).
 - For example, a 60-minute individual session would constitute 2 units; if a group session is 90 minutes, it is billed 3 units.
 - One fee per report intake assessments and reports.
 - Instructions for the preparation of the RFP are contained in Sections B and L.

BPA Services:

- Specific services solicited begin on page B-2 in each of the RFPs.

Mental Health Treatment RFPs:

1201	Administrative Fee
1202	Client Transportation Expenses
5011	Mental Health Assessment
5030	Psychiatric Evaluation
6010	Mental Health Individual Counseling
6015	Co-Occurring Disorders Individual Counseling
6028	Mental Health Cognitive Behavioral Group
6051	Psychotropic Medication Monitoring

Please note, medication monitoring is billed “per visit,” and is provided by a licensed psychiatrist or practitioner or medical doctor/physician.

Sex Offender Treatment RFPs:

1201	Administrative Fee
1202	Transportation Expenses
5012	Sex Offense Evaluation
6012	Sex Offense Individual Counseling
6022	Sex Offense Group Counseling

1201 and 1202 project codes refer to administrative fees related to any transportation expenses, which must be approved in advance by the contracting officer and case officer (USPO).

Local Needs:

- If there is an asterisk (X*) next to the service in section B, this means there is a local need and you will need to make a plan to meet that need.
- Local needs are annotated at the end of Section C.
- Most local needs relate to having the ability to provide services from 5:00 p.m. until 7:00 p.m., one time per week

BPA Award:

- The BPA is awarded based on the lowest price, technically acceptable, and responsible standards.
 - Vendor is technically acceptable if they can fulfill the requirements of Sections C, E, F, and G of the RFP.
 - The evaluation criteria is outlined in Section M.
 - The prices for services should account for:
 - the time your staff will spend providing services
 - inclusive of time providing USPO updates/reports
 - writing case notes/treatment plans

- providing completed monthly supervision reports
 - workbook or materials used
 - processing billing
 - a “no-show” factor; only face-to-face contacts are billable (unless authorized for telehealth).
- Possibility of a split BPA/up to 2 vendors being awarded agreements; referrals are rotated based on approximate cost comparisons, not the number of clients.
- Responsibility is determined by various factors and past performance is taken into consideration.
- Once the BPA is awarded, there are monitoring procedures to ensure the provider is responsible and the services are provided as listed in the statement of work.
- If any of the services solicited are left blank, the RFP is deemed unacceptable.
- Therefore, even if the price is \$0, enter the number.
- Please pay attention to the difference between units and per report when calculating EMQ cost.
- It is in the vendor’s best interest to give their best offer now as the successful vendor is chosen if technically acceptable *and* lowest price.
- Offeror must meet all of the mandatory requirements of the RFP.
- The Offeror is not required to provide documentation of the education, credentials, licenses, and certification of staff members; however, the Offeror shall verify the information is accurate and that any required licenses are current.
- If a proposal has been found technically acceptable, a site visit will be completed by the Probation Office.
- All vendors found technically acceptable will receive a visit. A visit is not an indication the BPA was awarded.

Telehealth:

- Can be authorized on a case-by-case basis
- The expectation is that treatment will be in-person and face-to-face. The use of telehealth is authorized only after:
 - The vendor and the USPO/USPSO staff the individual defendant’s/person under supervision’s case
 - Determine they are appropriate for treatment via telehealth
 - Determine which specific services are appropriate via telehealth
 - Must be approved by the district’s contracting officer or designee.
- Telehealth services are not considered replacement for the ability of the vendor to provide in-person services when appropriate
- The vendor must still maintain an acceptable facility located in the designated catchment area

BPA Management:

- Potentially a five-year agreement
 - One year, plus four 12-month option years based on performance and adherence to the Statement of Work.
 - Fiscal Year runs October 1st – September 30th.
- If the vendor(s) who is/are awarded the BPA maintain a satisfactory rating during the cycle, the next solicitation process will not be conducted again until 2031, to begin FY 2032.
- Monitoring Reports:
 - Conducted by the probation office within the first 180 days and within 180 days after each option year. Additional monitoring visits can occur, when and if needed. Group monitoring and observation
 - We reserve the right to see files at any time and participate in research with the Administrative Office (AO).
 - The report will be sent to the vendor and the government will maintain a copy for the review at any time by the AO.

If the RFP is awarded, this is what to expect:

- You will be contacted in writing to notify you if your agency was selected or not.
- If selected, you will receive an “award packet” – letter and signed AO367 acceptance form
- On or before October 1, 2026, selected agencies will receive OF 347/348 form.
- Your agency must be registered in SAM database (sam.gov)
- The contracting officer will provide a signed **Probation Form 45** for each referred client, as well as USPO correspondence, regarding which services are authorized, copayment responsibility by the client and issues/concerns regarding the client. A **Release of Information (Prob Form 11I)** will be submitted with the referral.
- For assessments, the vendor is expected to contact the case officer prior to and after the assessment to discuss the referral and any resulting treatment recommendations.
- In accordance with the RFP (Page F – 1 of 1), federal clients are to be scheduled/placed immediately without regard to backlog or wait lists for outpatient services.
 - Please pay attention to the time frames for scheduling clients and completing/submitting reports to probation
 - Any exceptions to time frames shall be approved by the CO and documented by the vendor in the file.

- A typed intake assessment report shall be sent to USPO within 10 business days after completion of the evaluation. *The report cannot be billed if it has not been submitted.*
- When applicable, the case staffing may include the vendor, the defendant/person under supervision, and the officer to clearly define expectations and clinical treatment goals. Communication with the officer should be driven by risk, needs, and responsivity specific to the defendant/person under supervision.
- A **Probation Form 45** will be completed to authorize specific services. Prob45's only need to be signed by the contracting officer. Case officer and client signature lines are approved to be blank.
- The vendor may not digress from the type of services or increase the frequency without permission from the USPO. *If the vendor does such, the vendor will not be paid.*
- Vendor needs to document **all** case contacts, including those with collaterals.
- Files are secured separately and are to be viewed by Chief USPO or Contracting Officer only.
- Vendor needs to contact USPO within 24 hours of any missed sessions or any other violation behavior, including those behaviors that might increase risk to the community or any specific third party.
 - Emphasis on familiarity by the vendor of the persons conditions of supervision – either by referral packet and/or discussion with assigned USPO
- USPOs are also responsible for contacting vendor regarding any positive or negative behaviors/drug tests.
- Treatment plans must be sent to the USPO initially and after every update, **at least every 90 days** (quarterly).
- Transitional Care Plans (formerly known as discharge summaries) must be submitted at the conclusion of contract treatment services, but no later than **15 business days after treatment is terminated**.
- Prior to treatment complete or discharge, the clinician should contact case officer (USPO) to discuss and review for any remaining risk factors or concerns.
- Specific requirements about Treatment Plans and Transitional Care Plans are outlined in section C.

Monthly Sign-in Logs (MSL's):

- Must be completed for each month that services are rendered
- Clients are to sign in and out for every service
- MSL's must be legible and provide the specific information requested on the form.
 - Date

- Type of Service (Project code)
- Co-pay collected
- Time in and time out
- Both the client and the provider have to sign or initial; if telehealth session, client's name can be written in.
- MSL's will be returned if the information provided is deemed not sufficient.
- MSL's must be submitted with the invoice by the **10th of every month.**
- If you are a new vendor, we can provide training to your billing administrator. A user friendly excel spreadsheet will be provided.

Confidentiality:

- Section C highlights all of the regulations regarding confidentiality.
- For pretrial clients, pretrial confidentiality regulations must be adhered to – further details located in the “Vendor Obligations for Disclosure of Information” section
 - Only a judicial officer or Chief USPO may authorize disclosure of pretrial information to a third party
 - Generally, any information developed by an officer performing pretrial services that is shared with the vendor will be confidential pretrial services information
- Vendor Testimony (see Section C)
 - Appear or testify in legal proceedings convened by federal court or Parole Commission only upon order of the federal court with jurisdiction and by request by certain agencies or in response to a subpoena
 - Do not create, prepare, offer, provide any opinions or reports related to legal proceedings, whether written or verbal that are not required by the statement of work. (a new/standalone document for disclosure, only existing documents (e.g., progress notes, discharge summary)).
- If disclosed to the vendor, presentence reports are property of the U.S. District Court and may not be redisclosed
- The vendor must ensure that all personnel accessing this information understand the confidentiality requirements and strictly adhere to them to avoid any breaches.

Copays:

- Copays will be assessed by the probation office. Any copays will be reflected on the Probation Form 45.
 - The vendor will be expected to collect the copay directly from the client.

- Once collected, the vendor will deduct the copay from the bill.
- If the vendor has an issue with the collection of copays (i.e. non-payment), notify the USPO who will address the issue with the client.

Question/Answer:

Question 1: Are there any amendments to the RFP and if so, where would they be posted?

Answer: There are no amendments but if there were, they would be posted to the NDNY website.

Question 2: Since the BPA's moved from 3 years to 5 years, are there spaces on the RFP to account for pricing extending into those additional option years.

Answer: Yes, there is a base year and 4 spaces to account for pricing for option years 1 – 4.

Closing:

Any further questions can be emailed directly to althea_barney@nynp.uscourts.gov.

- All questions and responses will be posted on our website, so please check it regularly.
 - www.nynp.uscourts.gov
- Please submit questions by **August 3, 2026**.
- **The deadline to submit RFPs is August 4, 2026 at 4:30PM.**

Meeting concluded: 1:35PM