

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

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**Minutes from FY 2025 Offeror's Conference  
For Treatment Services**

**Presenter:** Matt Gilchriest, Supervising U.S. Probation Officer

**Attendees:** Representatives from Crouse Chemical Dependency and Helio Health

**Date/Time:** July 24, 2024 at 1:00 PM

**Objectives**

- Provide an overview of the services solicited FY25'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:
  - Inpatient Substance Use Treatment of NDNY
  - Outpatient Substance Use Treatment in Onondaga County
  - Outpatient Mental Health Treatment in Oneida County
  - Outpatient Substance Use Treatment in Oneida County
  - Outpatient Mental Health Treatment in Broome County
  - Outpatient Substance Use Treatment in Broome County
- Vendors must be located in the catchment area.

**RFP Due Date:**

- **August 2, 2024, No later than 4:30 p.m.**
- **Delivered to U.S. Probation Office via email at [matthew\\_gilchriest@nynp.uscourts.gov](mailto:matthew_gilchriest@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.
  - One fee per report intake assessments and reports.
  - One unit equals one day for inpatient services
- 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	Intake Assessment and Report
6010	Individual Counseling
6015	Individual Counseling (Integrated Treatment for Occurring Disorders)
6028	Cognitive Behavioral Group

- Substance Use RFPs

1201	Administrative Fee
1202	Client Transportation Expenses
2010	Individual Substance Abuse Counseling
2011	Substance Abuse Disorder Intake Assessment
2020	Group Counseling
2022	Manualized Cognitive Behavioral Group

- Substance Use Inpatient RFP

1201	Administrative Fee
1202	Client Transportation Expenses
2001	Short-Term Residential Inpatient Treatment

- Page F – 1 of 1: Recognizing the problems of limited bed space, vendors shall place referrals for residential placements in the first available bed space, recognizing priority placement above other referrals.

## 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. at least 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
      - monthly USPO contacts
      - writing case notes
      - 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; referrals are rotated based on the cost, not the number of clients.
  - Responsibility is determined by various factors and past performance is taken into consideration.
  - If any of the services solicited are left blank, the RFP is deemed unacceptable.
  - It is in your best interest to give a best offer now since 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 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.

## **BPA Management**

- Potentially a five-year agreement
  - One year, plus four 12-month option years depending on performance.
  - 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 FY 2029, to begin FY 2030.
- Monitoring Reports:
  - Conducted within the first 180 days and within 180 days after each option year. Additional monitoring visits can occur, when and if needed.
  - 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.
  - The contracting officer will reach out to you to discuss the cases that need to be transferred to your agency from other providers.
  - A USPO will reach out to your point of contact to schedule an intake for any new clients.
  - In accordance with the RFP (Page F – 1 of 1), federal clients are to be placed immediately without regard to backlog or wait lists for outpatient services.
  - The USPO will then send a release of information along with a referral letter.
- 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 responsiveness 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.
- 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.

### **Monthly Sign-In Logs (MSL)**

- Must be completed for each month that services are rendered.
- MSL's must be legible and provide the specific information requested on the form.
- We reserve the right to require the document be typed if a handwritten one is not legible.
- 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.**
- RFP provides an outline of how invoice is to be formatted.
- If you are a new vendor, we can provide training to your billing administrator. A user friendly excel spreadsheet will be provided.
- Vendor needs to note:
  - Date
  - Type of Service (e.g., Individual Counseling) or Project Code (2010)
  - Any co-pay collected
  - Time in & time out
  - Both the client and the counselor must sign or initial each time

### **Confidentiality**

- Section C highlights all of the regulations regarding confidentiality.
- Memorandum of Understanding (MOU) – The successful vendor may enter into an MOU agreement, as authorized by the Chief U.S. Probation Officer, wherein the presentence report for clients may be released directly to the vendor.
- Presentence reports are property of the U.S. District Court and may not be redisclosed.

## **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.

## **Questions**

*Question: Is the incumbent provider required to submit references.*

Answer: Incumbent treatment providers do not need to submit references with the RFP.

*Question: Page L-5 of 15 notes, "References should not include current USPO/USPSO employees, or other U.S. Courts employees." Does this include state courts?*

Answer: No, U.S. Courts refers to the Federal Courts.

*Question: For inpatient services, will the vendor be moving the client to Medicaid insurance after their arrival.*

Answer: Under the BPA with an inpatient provider, the probation office will be able to pay for however many days the client is in treatment without insurance. The probation office would expect the provider to assist the client in applying for Medicaid or other insurance and switch payment over when available.

**Any further questions can be emailed directly to [matthew\\_gilchriest@nynp.uscourts.gov](mailto:matthew_gilchriest@nynp.uscourts.gov).**