

# **Northern District of New York Offeror's Conference FY 2026**

Mental Health Services

Wednesday, July 9, 2025

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# Objectives

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- Provide an overview of the services solicited for this year's Blanket Purchase Agreement (BPA).
- Inform you of the evaluation factors considered when awarding the BPA.
- Discuss the performance expectations once the BPA is awarded.

RFPs due  
date:

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- ❖ We are seeking 1 or 2 vendors for Mental Health services in Albany County.

**RFP is due:**

- July 25, 2025**

**No later than 5:00 p.m.**

- Submitted by email to  
[nicole\\_cotugno@nynp.uscourts.gov](mailto:nicole_cotugno@nynp.uscourts.gov)

# Blanket Purchase Agreement and EMQs

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- BPA: Not a grant or a lump sum of money, it is a fee-for-services agreement.
  - Estimated Monthly Quantities (EMQs)
    - Not Binding
  - Instructions for the preparation of the RFP are contained in Sections B - L

# BPA Services

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- Specific services to be performed are listed in Sections B and C (including local needs) of this agreement (RFP).
  - Vendors are responsible for their knowledge of the agreement and shall adhere to these standards to maintain the quality and integrity of the authorized services.
  - **Mental Health Services RFPs:**
    - (5011) Mental Health Assessment
    - (6010) MH Individual Counseling
    - (6020) MH Group Counseling
    - (6030) MH Family Counseling
    - (1201 & 1202) Adm. Fee & Transportation Exp.

# BPA AWARD

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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
  - USPO contacts (emails, phone calls, etc.)
  - preparation time
  - providing completed reports
  - processing billing
  - a “no-show” factor; only face-to-face (TH included) contacts (>15 mins) are billable
- Only completed assessments are billable. Travel expenses, lodging, etc. are also not covered.

# BPA AWARD

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- 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.
  - 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.

## Competing for the BPA

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- 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.

## Competing for the BPA

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- The RFP should include copies of all pertinent local and state operational licenses or certifications.
    - Staff meets project code criteria
  - Ensure Offeror's Staff Qualifications (Attachment C) is completed.

# BPA Management

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- **The BPA is potentially a five-year agreement.**
  - One base year, plus four 12-month option years depending on performance.
  - Fiscal Year runs October 1<sup>st</sup> – September 30<sup>th</sup>.
    - If the vendor(s) who is/are awarded the BPA maintain a satisfactory rating during the cycle, the next solicitation process for this catchment area will not be conducted again until FY 2030, to begin FY 2031.

## BPA Management

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### **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 AO 367 acceptance form.
- On or before October 1, 2025, selected agency(s) will receive OF 347-348 form.
- Registered in the SAM database ([sam.gov](https://sam.gov))
- The contracting officer will provide a signed Probation Form 45 for each client, as well as USPO correspondence regarding changes to co-payment amounts & issues/concerns regarding the client.

# BPA Management

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- A complete, typed report shall be sent to USPO **within 10 business days** after completion of the assessment. *The report cannot be billed if it has not been submitted.*

## **Terms:**

- A **Probation Form 45** is the authorization to perform services and outlines any co-pays.
  - 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.
- A **Release of Information (Prob Form 11I)** will be submitted with referral.

# BPA Management

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- Clients are to sign in & out for every exam on the Monthly Sign-in Log (MSL).
    - Vendor needs to note:
      - Date
      - Type of Service (e.g., Individual Counseling) or Project Code (6010)
      - Co-pay collected
      - Time in & time out
      - Both the client and the provider have to sign or initial, if TH session, client's name can be written in
  - The signed MSL are sent with the invoice.
  - Copies of these forms are included in the RFP, and you can make copies as needed.
  - Vendors are expected to contact the case officer prior to and after the assessment.

## BPA Management

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- Completed exam reports, Monthly Sign-in Logs must be submitted with the bill by the **10<sup>th</sup> of every month.**
    - Co-Pay list (received/due-outs) should be included
  - The RFP provides an outline of how invoice is formatted.
    - Can be filled out by hand, although an Excel spreadsheet will be provided.
  - If you are a new vendor, we can provide training to your billing administrator.

# BPA Management

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- **CONFIDENTIALITY**

- Per Section C, under “deliverables.”
- 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.
- A copy of the information released should be sent to the USPO.
- For pretrial clients, pretrial confidentiality regulations must be adhered to.
- 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)).

- **CO-PAYS**

- Paid to vendor directly, who then deducts from our bill.
- If vendor has an issue with collection of the co-pays from client (i.e. non-payment), notify the USPO who will address the issue.

# Questions?

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- All questions received today, and responses will be posted on our website, along with meeting minutes.
  - **Future questions need to be submitted in writing to the probation website (“Vendor Resources” tab, “Submit Question” dropdown).** All questions and responses will be posted on our website, so check it regularly.

[www.nynp.uscourts.gov](http://www.nynp.uscourts.gov)