

On July 19, 2021, the Probation Office for the Northern District of New York hosted an Offerer's Conference for the upcoming polygraph solicitation in Albany. The following was discussed:

OFFERER'S CONFERENCE (FY 2022 POLYGRAPH EXAMINATIONS)

Request for Proposal (RFP), original and one copy, is due by 5:00 p.m. on August 11, 2021.

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.

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 County catchment area. Vendor must be located in this catchment area, but we are able to provide office space for testing.

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.)

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 2025.

Post Award Monitoring Report conducted within first 120 days and 4 mo. thereafter. We waive this for the polygraph contract, but reserve right to request testing data at any time.

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

These services are listed on pages B-2 and include, Clinical Polygraph Examination and Report -- "History Exam" (PC 5022) and Maintenance Examination (PC 5023). If any of these are left blank, the RFP is deemed unacceptable.

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

Prices should include phone contacts, prep time, report writing, and a "no-show" factor, as these items cannot be charged separately. Only completed polygraphs are billable. Travel expenses, lodging, etc. are not covered.

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

* RFP should include copies of all pertinent local and state operational licenses or certifications.

If RFP is awarded, you are required to:

A typed report shall be sent to PO within 10 calendar days after completion of the test.

Invoice is due by the 10th of every month for services provided during the previous 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.

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. The Probation Office does not normally request polygraphs for pretrial cases.

* Co-pays will be part of this contract cycle and are paid to vendor directly who then deducts from our bill. If the examiner has an issue with co-pay, notify the PO who will address the issue.

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

Question: If there is inclement weather, how would this impact the polygraph schedule?

Answer: This would be coordinated and discussed with the examiner and the probation office to determine the examiner's comfort level with travel and in consideration of the safety of all involved.

Question: Is communication with the assigned probation officer available?

Answer: Yes, this is encouraged and barring extenuating circumstances the officer is expected to be in office on the day of scheduled tests for offenders they supervise.

Question: Does a "completed" test include tests that are deemed "inconclusive?"

Answer: Yes.

Question: When are co-pay collected?

Answer: Co-pays are collected by the examiner at the time of the polygraph in the vast majority of cases. In the very rare event that an offender does not bring the co-pay to the exam, the probation office ensures the vendor is paid in full for the service if any issues arise.

Question: Are instant offense examinations requested by the probation office?

Answer: No.

Question: Can the probation office accommodate two examiners conducting examinations simultaneously – to include each examiner conducting multiple exams in a day?

Answer: Yes, the probation office has space for two examiners to test simultaneously.

* 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.