

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

OFFERER'S CONFERENCE (FY 2022 SUBSTANCE ABUSE TREATMENT)

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.

EMQs are generally in half hour units although Intake Assessment and Report (PC 2011) 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 County catchment area. Vendor must be located in this catchment area.

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 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.

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

These services are listed on pages B-2 and B-3 and include, Intake Assessment and Report, Individual Counseling, Clinical Group Counseling (limited to no more than 12 members), and Client Transportation Expenses (and associated Administrative Fee). 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, 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.

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 Intake Assessment and Report, Clinical Group, and Individual Counseling.

* RFP should include copies of all pertinent local and state operational licenses or certifications. For example, an OASAS Certificate and/or local fire inspection certificate.

* 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. In accordance with the RFP, federal clients are to be placed immediately without regard to backlog or wait lists.

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, the officer should be contacted to schedule a threeway treatment planning conference with counselor, PO and client, at which time the goals of tx will be reviewed 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.

A typed evaluation shall be sent to PO within 10 calendar days after first face to face contact with the client.

Clients are to sign in and out for every session. Vendor needs to note type of service (Individual Counseling) or the project code (2010) 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.

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.

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 must be submitted within 15 calendar 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.

* 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.

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

Question: If the client has Medicaid, is the vendor obligated to provide monthly treatment reports and other documents?

Answer: Although the agreement would not require the submission of monthly treatment reports and other documents in this instance, the probation office would encourage the submission of such documents as a way to maintain active communication with the Probation Officer.

* 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.