



UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK  
PROBATION OFFICE



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BRUCE D. VANTASSEL  
CHIEF U.S. PROBATION OFFICER

**SUMMARY OF OFFEROR'S CONFERENCE**  
**(FY 2022 Polygraph Examination Services in Broome and Onondaga Counties)**  
**Solicitation # 0206-22-PG003; 0206-22-PG005**

On July 22, 2020, a virtual Offeror's Conference was held at the U.S. Probation Office in Syracuse, New York via Microsoft Teams. The following information was reviewed with those in attendance.

We are seeking 1 to 2 vendors for the Onondaga County Polygraph Services Blanket Purchase Agreement, and the same or separate vendors the Broome County Polygraph Services Competitive Purchase Order.

The vendors must be located in these catchment areas, but we are able to provide office space for testing if necessary.

**COMPETING FOR THE BPA and CPO:**

Each Request for Proposal (RFP), original and one copies, is due by 4:30 p.m. on August 6, 2021.

Blanket Purchase Agreement (BPA): Not a grant or lump sum of money, similar to a charge account or a fee-for-service agreement.

Competitive Purchase Order (CPO): Award for services estimated to cost above \$10,000, but less than \$25,000 for any given fiscal year. Orders are valid for a specific period of time, not to extend beyond the 12-month fiscal year.

Estimated Monthly Quantities (EMQ): Not binding. There may be more or less referrals than noted. EMQs are **one fee per report for both sexual history and maintenance exams**.

Instructions for the preparation of the RFP are contained at Sections B and L. Our evaluation criteria is outlined in Section M.

These services listed begin on page B-2, and include Clinical Polygraph Examination and Report, and Maintenance Examination.

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James M. Hanley Federal Building  
100 S. Clinton Street, P.O. Box 7035  
Syracuse, New York 13261  
(315) 234-8700  
Fax (315) 234-8701

James T. Foley U.S. Courthouse  
445 Broadway, Room 347  
Albany, New York 12207  
(518) 257-1700  
Fax (518) 257-1701

U.S. Courthouse & Federal Building  
15 Henry Street  
Binghamton, New York 13901  
(607) 773-3202  
Fax (607) 773-3140

U.S. Probation Office  
14 Durkee Street, Suite 110  
Plattsburgh, New York 12901  
(518) 247-4510  
Fax (518) 247-4516

The BPA is awarded based on lowest price and technically acceptable standards. Vendor is technically acceptable if they can fulfill the requirements of Sections C, E, F, and G of the RFP. Evaluation criteria is outlined in Section M.

The prices for the services that you decide should account for the time that your staff will spend providing services, USPO contacts, preparation time, providing completed reports, and processing the billing. Also, the “no-show” factor should be taken into consideration as billing as these items cannot be charged separately. Only face to face contacts are billable. Additionally, only completed polygraphs are billable. Travel expenses, lodging, etc. are also not covered.

If there is 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.

If any of the solicited services are left blank, the RFP is deemed unacceptable. Therefore, even if the price is \$0, enter the number.

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.

\* RFP should include copies of all pertinent local and state operational licenses or certifications. For example, polygraph examiner/sex offense-specific certifications and/or licenses for anyone conducting examinations.

#### BPA MANAGEMENT:

**The Onondaga County RFP is a BPA, and could potentially be a three-year agreement.** (One year, plus two 12-month option years.) The 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 FY2024, to begin FY 2025.

**The Broome County RFP is a CPO, and is a one-year agreement.** (October 1, 2021 – September 30, 2022.) The next solicitation process for this catchment area will be conducted this time next year for FY 2023.

Monitoring reports are conducted within first 120 days and 4 mo. thereafter. For polygraph services, we have a local policy in place waiving this requirement but reserve the right to request testing data at any time.

If RFP is awarded, this is what you can 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 testing dates/scheduling requests.

The USPO supervising each client will provide any information necessary for the examinations to be performed (e.g., prior presentence reports, questionnaires, etc.).

The contracting officer will provide a signed **Probation Form 45** for each client, as well as a **release of information** and **Daily Treatment Log** to be completed for each client.

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

A **Probation Form 45** will be completed and a copy will be provided to all parties. This is your authorization to perform services (the polygraph exams) and outlines any co-pays. You may not digress from the type of services or increase the frequency without permission from the USPO. If you do, you will not be paid.

A **Release of Information (Prob Form 11I)** must be completed for each service (exam) rendered. Releases must be signed by the client and examiner.

Clients are to sign in and out for every exam on the **Daily Treatment Log (DTL)**. Vendor needs to note the date; type of service via description of service (Maintenance Exam) or project code (5023); any co-pay collected; and the time in and time out. In addition, both the client and the examiner have to sign or initial the form each time. These forms are sent with the invoice so that we know that clients were present and received service.

(Copies of these forms are included in the RFP, and you can make copies as needed.)

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 needs to contact USPO within 24 hours of any missed sessions or any other violation behavior. USPO's are responsible for contacting vendor regarding any positive or negative behaviors/drug tests, as well.

**Completed polygraph examination reports, Daily Treatment Logs, and signed releases (Prob Form 11I) must be submitted with the invoice by 10<sup>th</sup> of every month.** The RFP provides an outline of how invoice is to be 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.

**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 considered. No new/standalone document; only existing documents can be disclosed (e.g., progress notes, discharge summaries).

COPAYS: Will be part of this solicitation 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 were asked and answered at the conclusion of the conference:**

**\*No questions were asked at the conclusion of the conference.\***

**Future questions need to be submitted in writing to the probation website ([www.nynp.uscourts.gov](http://www.nynp.uscourts.gov)). “Vendor Resources” tab and “Submit Question” dropdown.**