UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF NEW YORK
PROBATION OFFICE

BRUCE D. VANTASSEL
CHIEF U.S. PROBATION OFFICER

SUMMARY OF OFFEROR'S CONFERENCE
(FY 2022 Substance Abuse & Confined Treatment Solicitation)
Solicitation # 0206-22-SA002 and 0206-22-HIIP002

On July 22, 2021, 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 vendors for the Outpatient Substance Abuse Treatment Blanket Purchase Agreement, and a separate vendor for the Confined Substance Abuse Treatment Alternative Program (HIIP).

We are seeking 1 to 2 vendors to service the catchment area of Onondaga County for outpatient substance abuse and confined treatment. Vendor must be located in this catchment area.

COMPETING FOR THE BPA:

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.

Estimated Monthly Quantities (EMQ): Not binding. There may be more or less referrals than noted. EMQs are generally in **half hour units for individual, group, and family counseling; intake assessments and reports are one fee per report, and confined treatment is a per-day fee.**

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 intake assessments and reports; manualized group (CBT); individual counseling; group counseling; and family counseling. Transportation expenses and administrative fees (for transportation only) are also included in the outpatient substance abuse RFP. There is no need for a price as those prices are determined by the transportation company at the time that the pass is issued.

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 HIIP RFP is soliciting only for confined treatment alternative programming. *(Please note, Residential Placement descriptions and requirements begin on Page C-4; please refer to this section for Unit Price calculations.)*

* If there is an asterisk next to the service, this means that there is a local need and you will need to make a plan to meet that need in your response. Only the substance abuse treatment RFP has local needs noted. Our local needs will require the vendor to have the ability to provider services from 5:00 PM to 7:00 PM at least two times per week; and the CBT program shall be a manualized group (e.g., MRT or Thinking for a Change). Additionally, teleservice local needs have been added outlining the national criteria for such services (as related to Covid-19 and other unique barriers). 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 making monthly USPO contacts, writing case notes, providing completed monthly supervision reports, any workbook or materials used, 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.

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.

Please pay attention to the difference between units and per report. 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 <u>all</u> of the mandatory requirements of the RFP.

* 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. All providers found technically acceptable will receive a visit. A visit is not an indication the BPA was awarded.

<u>BPA MANAGEMENT:</u>

Potentially a three-year agreement. (One year, plus two 12-month option years). The 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 FY2024, to begin FY 2025.

Monitoring reports are conducted within first 120 days and 4 mo. thereafter. We reserve right to see files at any time and participate in research with the AO. The report will be sent to you and we maintain a copy for review at any time by the AO.

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 cases which need to be transferred to your agency from other providers.

A USPO will contact you to schedule an intake for any new clients. In accordance with the RFP, federal clients are to be placed immediately without regard to backlog or wait lists.

The USPO will then send a release of information and a referral letter advising that the defendant/offender is being sent under the federal contract.

A typed intake assessment report shall be sent to USPO within 10 business days after your first personal contact with the client. *The report cannot be billed if it has not been submitted.*

Once the evaluation has been completed, the USPO should be contacted to schedule a three-way treatment planning conference with counselor, USPO, and client, at which time the goals of treatment will be reviewed and the PO will determine what services the government will agree to pay for. A **Probation Form 45** will be completed and a copy 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 USPO. If you do, you will not be paid. (A copy of the forms mentioned are included in the RFP.)

Clients are to sign in and out for every session on the **Daily Treatment Log (DTL).** Vendor needs to note the date; type of service via description of service (Individual Counseling) or project code (2010); any co-pay collected; and the time in and time out. In addition, both the client and the counselor 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. A copy of the DTL is 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.

Monthly Treatment Reports (MTRs) must be completed for each month that services are rendered. They must be legible and provide the specific information requested on the form. 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 deemed not sufficient.**

DTLs and MTRs must be submitted with the invoice by 10th of every month. RFP provides an outline of how invoice is to be formatted. Excel spreadsheets will be provided. If you are a new vendor, we can provide training to your billing administrator.

Treatment plans must be sent to the USPO initially and after every update, **at least every 90 days (quarterly),** and include defendant/person under supervision input. It also should include the risk levels determined by our PCRA instrument (provided at referral).

Typed Discharge Summaries must be submitted **within 15 calendar days after** treatment is terminated, and shall include the reasons for concluding the treatment, the recommendation for community-based aftercare, and the discharge status, as outlined in the RFP. The most recent diagnosis is also helpful for the continuation of supervision.

Vendor may be required to submit a written quarterly profile see (Attachment J.1). It is a one-page form on all defendants/persons under supervision discharged from the program each quarter, not limited to federal clients. It will include entire clientele (federal, state, and local). Quarterly profile (attachment J.1) is agency-wide, not just limited to federal clients. The purpose is such reports is to understand the outcomes of the criminal justice population for contract and non-contract clients.

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:

Question: Will the expectations for treatment plans change now that OASAS is moving away from a traditional treatment plan?

Answer: Treatment plans are outlined in Part C (Statement of Work) of the RFP and have not changed. The provisions outlined are developed on a national level and are not necessarily responsive to trends in an individual state.

Question: Will officers need copies of any homework required from clients within CBT/MRT groups?

Answer: Those documents can remain within the vendor's files. The vendor is only responsible to submit the Monthly Treatment Reports and Daily Treatment Logs along with the invoice.

Question: Is there an expectation that the vendor will not be billing insurance?

Answer: Every effort is made to have defendants/persons under supervision obtain private or public insurance. However, if they are unable to do so, we will cover all or part of the cost of treatment.

Question: Would the vendor still be obligated to send the treatment reports and logs if paid for by insurance?

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.

Question: Do you have a ballpark of the volume of referrals based on prior contracts?

Answer: All estimates are outlined in the RFP, under EMQs (Estimated Monthly Quantities). These are good-faith estimates calculated using expenditures from previous fiscal years.

Question: Will the PowerPoint be posted on the website?

Answer: The minutes from this meeting will be posted on the website, which is identical to the information provided in the PowerPoint.

Future questions need to be submitted in writing to the probation website (www.nynp.uscourts.gov). "Vendor Resources" tab and "Submit Question" dropdown.