



United States District Court
District of Hawaii
U.S. Probation and Pretrial Services Office

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Dear Program Administrator:

Questions regarding Fiscal Year 2026 Request for Proposals (RFPs) were due to our office by 7/23/2025. Any questions received after 7/23/2025 cannot be answered. Please see the answers to the questions received by 7/23/2025 below:

All Requests for Proposals

1. Question: "All RFPs: Would we be required to use a lab identified by USPPSO or can we use one of the labs that we're already contracted with?"

Answer: Majority of testing will be conducted via a Non-Instrumented Drug Testing Device, for preliminary analysis. Page C-10, item 1 refers to an onsite local or regional laboratory for onsite screening. The US Probation and Pretrial Services Office (USPPSO) for the District of Hawaii does not utilize a local or regional lab for preliminary analysis.

2. Question: "All RFPs: What requirements/definition for a 'dedicated bathroom'?"

Answer: The vendor shall provide a dedicated bathroom for urine collection OR if a dedicated bathroom is not available, the vendor shall take necessary measures to minimize any risk of interference with the collection process. See Page C-10 "secure collection area."

3. Question: "All RFPs: In Attachment D 'Preparation of Offeror's References,' can the 3 references be provided 3 individuals from the same agency or organization?"

Answer: As noted on Page L-5 "Preparation of Offerors References (Attachment D)." The Offeror shall provide three references (Federal, State, or local government agencies and/or private organizations) using Attachment D. These references must reflect the Offeror's experience in providing the same or similar types of treatment and related services described in this RFP within the past three years. It is the responsibility of the Offeror to notify references the government reserves the right to contact any reference and consider the information provided as part of its responsibility determination.

4. Question: "All RFPs: Can the references be from agencies or organizations that we have MOUs with or are they required to be agencies we are contracted with?"

Answer: As noted on Page L-5 "Preparation of Offerors References (Attachment D)." The Offeror shall provide three references (Federal, State, or local government agencies and/or private organizations) using Attachment D. These references must reflect the Offeror's experience in providing the same or similar types of treatment and related services described in this RFP within the past three years. It is the responsibility of the Offeror to notify references the government reserves the right to contact any reference and consider the information provided as part of its responsibility determination.

5. Question: “All RFPs: Must we provide responses to all 5 RFPs?”

Answer: No, offerors are not required to respond to all RFPs and should only respond to the RFPs they are seeking to provide services and are qualified to provide services for.

6. Question: “All RFPs: If not required to respond to all 5 RFPs, is our proposal more attractive if we apply for all five?”

Answer: No, offerors should submit a proposal only for specific RFPs they are qualified to provide services for.

7. Question: “All RFPs: In Attachment D ‘Preparation of Offeror’s References,’ can you define ‘same or similar type of treatment and other services’?”

Answer: Section B (Supplies or Services and Offeror’s Prices) lists each type of treatment and other services being solicited for by “Project Code.” Section C (Description/Statement of Work) describes the requirements for each service/Project Code.

0975-26-SOT-03C

8. Question: “I would like to ask whether the existing contract is publicly viewable and if so, where it can be found or how it can be requested? I’d like to be able to view it to see if I can offer a competitively priced proposal for services.”

Answer: The only public postings are RFPs. The awarded contracts are not publicly available. Refer to Page L-9, item (11) which indicates the judiciary may disclose to other Offerors the overall evaluated price or price and technical rating of the successful Offeror.

0975-26-POLY-01

9. Question: “Can I complete more than five (5) polygraph examinations per day if the need arises?”

Answer: Per the Statement of Work, polygraph examiners shall adhere to the established ethics, standards and practices of the American Polygraph Association (APA). In addition, the examiner shall demonstrate competency according to APA professional standards and conduct all polygraph examinations in a manner that is consistent with the accepted standards of practice. Refer to page C-5.

According to the APA Standards of Practice (amended on 08/23/2024), Section 1.7.11, Examinations shall be scheduled for not less than 90 minutes. A member polygraph examiner shall not conduct more than five examinations of any type in one day.

10. Question: “Can I use my own sexual history questionnaire?”

Answer: For Project Code 5022 (Clinical Polygraph Examination and Report), the vendor shall use the American Polygraph Association Model Sex History Disclosure Polygraph Questionnaire for Post-Conviction Sex Offender clients. Refer to Page C-4.

0975-26-MH-01

11. Question: “Over the past two RFP cycles how many clients were referred for therapy on average?”

Answer: Section B of the RFP lists the Estimated Monthly Quantity (EMQ). EMQs are the anticipated amount of a good or service an offeror expects to order each month under a contract. EMQs are estimates only and do not bind the government to meet these estimates.

12. Question: “How many clients were referred for evaluation on average?”

Answer: Section B of the RFP lists the Estimated Monthly Quantity (EMQ). EMQs are the anticipated amount of a good or service an offeror expects to order each month under a contract. EMQs are estimates only and do not bind the government to meet these estimates.

13. Question: “Is the mental health contract three or five years?”

Answer: The total duration of this contract, including any additional option years under Clause 2-90D, “Option to Extend the Term of Contract,” shall not exceed five years.

14. Question: “Mental Health Treatment RFP: What is the approval process for telehealth approval? How long does it take to receive telehealth approval for an individual from the district’s contracting officer? What percentage of individuals are generally receiving telehealth mental health treatment? Is telehealth mental health services common under this contract?”

Answer:

- a) Refer to Page C-12, item d which describes the approval process for telehealth approval.
- b) There is no specified timeframe. Telehealth is approved by the contracting officer after discussion with the assigned officer and/or treatment provider.
- c) We do not provide a percentage for telehealth. Refer to Page C-12, item d which indicates the use of telehealth is intended for the benefit of the Judiciary, not the convenience of the vendor. Telehealth services do not replace the vendor’s ability to provide services in-person when appropriate.
- d) Telehealth is approved on a case-by-case basis.

15. Question: “Mental Health Treatment RFP: What level of licensing is needed for mental health services? We have DNPs, APRN, LCSW therapists, LMHC therapists, and FNPs.”

Answer: The following are mental health treatment services that are being solicited, which includes the requirements for each service.

Pages C-3 to C-4, item 1.a. Psychological Evaluation (5010)

The evaluation shall be conducted, and report prepared by a licensed psychologist (Ph.D. or Psy.D., or other advanced doctoral degree) with training and qualifications meeting the standards of practice established by their state’s regulatory board.

Page C-5, item a.(1) Mental Health Individual Counseling (6010) to one (1) defendant/person under supervision

The vendor shall ensure that Mental Health Counseling shall be provided by a master's or doctoral level practitioner who is licensed and/or certified in the scope of practice and meet the standards established by their state's regulatory board to perform behavioral health services. These services could also be conducted by a provisionally licensed master's or doctoral level practitioner under the supervision of a licensed professional, in accordance with state licensing standards.

0975-26-DAP-01E

16. Question: "Substance Abuse Outpatient Treatment East Oahu RFP: Our main offices, at the Varsity Building at King St. & University Ave, are important to our business plan. The RFP states that the East Oahu catchment areas is 'between Kalihi and Kaimukī,' and our main offices are in between Kalihi and Kaimuki, but they are in 96826, just on the edge of the listed zip code in the RFP (Kaimuki zip of 96816). Does our building in 96826 qualify as East Oahu?"

Answer: Refer to Section B (Supplies or services and Offeror's prices). This includes all zip codes from Kalihi (96819) to Kaimuki (96816).

0975-26-CM-01

17. Question: "Case Management Oahu RFP: To clarify, case management is a 'linking' function, such as, e.g., linking defendants/persons under supervision to financial benefits, health insurance, etc. What level of credentials are expected for Case Managers? Are case managers expected to be licensed?"

Answer: There are no licensing requirements for case managers defined in the RFP. Refer to Pages C-16 and 17 (Staff Requirements and Restrictions).

Sincerely,



Jenny K. Coats
Supervising US Probation and Pretrial Services Officer