



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 2023 Request for Proposals (RFPs) were due to our office by 7/22/2022. Any questions received after 7/22/2022 cannot be answered. Please see the answers to each question received by 7/22/2022 below:

**0975-23-DAP-01C, 0975-23-DAP-01E, 0975-23-DAP-03, 0975-23-CO-01: Substance Abuse Outpatient Treatment and Integrated Treatment for Co-Occurring Services**

**Question:** Estimated Monthly Quantity (EMQ): To be clear, the EMQ represents the number of clients to be served for that month? For example, under Substance Abuse Counseling for group counseling the EMQ is "1" so does this mean there will only be 1 group per month (estimated with the possibility of up to 12 people in that group depending on how many have been referred)? Same for Individual Counseling, the EMQ is "7" so does this mean only 7 clients for the month estimated to be seen?

**Answer:** Estimated Monthly Quantities (EMQs) represent the total monthly quantities to be ordered per Service item under the BPA. Each vendor placed on the BPA may receive a share of the total quantity stated.

In Section B, page B-2, notes the *unit* under each service. For example, for the 2010 Individual Counseling, it notes that a unit is "per 30 minute session." The EMQ amount listed, for example, is seven (7). This means that the estimated monthly quantity is (7) units of 30 minutes each per month.

EMQs are estimates only and do not bind the government to meet these estimates.

**Question:** Chronological Notes: Is the expectation for a chronological note to be completed for each individual who attends group every time they attend group? Or does this type of note only apply to those receiving individual counseling?

**Answer:** Section C, under the "File Content" header, chronological notes are:

- (a) Record all contacts (e.g., face-to-face, telephone, text, e-mail, etc.) with the defendant/person under supervision including collateral contacts with family members, employers, USPO/USPSO and others. Records shall document all notifications of absences and any apparent conduct violating a condition of supervision occurs . . .
- (c) Include, but are not limited to, sessions attended, topics covered during sessions, defendant's/person under supervision's participation . . .

**Question:** Urinalysis Test: Is this required under this contract?

**Answer:** No, Urinalysis testing is not required under the RFP numbers noted above.

**All RFP Numbers**

**Question:** My building has recently leased out most of the second floor where my office is. In the next few months, I will be relocated to a new office in the same building. How do I put that down in my bid? I don't know the date when I will be moved.

**Answer:** The vendor needs to have an operational site in the specified catchment area at the time they submit their bid. If the vendor still has a space in the 2nd floor space, the vendor should submit that in their proposal. The vendor should also specify exactly what they said: that they will be moving to another office within the same building within the next few months. If the vendor knows the unit they are moving in, the vendor should submit both units.

Sincerely,



Kimberly Caspillo  
Contracting Officer