



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

August 7, 2017

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**RE: REQUEST FOR PROPOSALS –
QUESTIONS/ANSWERS
FISCAL YEAR 2018**

Dear Program Administrator:

The following questions were received in response to the following Request for Proposals (RFPs): 0975-18-DAP-02; 0975-18-DAP-05; 0975-18-RES-02; 0975-18-MH-01; 0975-18-SOT-01A; 0975-18-SOT-01B; 0975-18-SOT-01C; 0975-18-UA-01E; 0975-18-UA-01WW; 0975-18-UA-03M; and 0975-18-DAP-03.

Please see the answers to each corresponding question below:

Question 1: Will the call system still be available for us to utilize if awarded the new RFP?

Answer: Under “Local Services” of the last page of Section C, for Project Codes 1011 and 1504, it notes that the “vendor must operate a code-a-phone system for random testing ...”; however, the U.S. Probation Office/Pretrial Services Office has successfully piloted a new text messaging system for defendants/offenders with a goal to eventually implement this program with all contracted vendors.

Question 2: Would we have to write separate RFP’s for each service we would want to apply for?

Answer: A proposal needs to be submitted for each separate RFP/BPA number. RFPs/BPAs may include more than one project code (service).

Section L provides instructions on submitting an offer.

Question 3: If my company hires an independent contractor to conduct evaluations or conduct treatment, is the independent contractor considered an employee or a subcontractor?

Answer: It is the discretion of the vendor to determine whether an evaluator will be a company employee or an independent subcontractor.

Section I, subsection I.2 provides guidance as to Subcontracting.

The following questions were specifically for: RFP 0975-18-RES-02

Question 4: Page C-4 of 20 (0975-18-RES-02): 6001 – Short term residential housing for treatment for co-occurring disorders: Subsection (1): states that the per diem rates includes room and board. The question is “are you sure you want to include room and board?” Most

contracts allow providers to seek separate funding for this because all other contracts only include treatment services. Including room and board into the rate will increase the cost (rate).

Answer: Room and Board shall be included in the per diem rates. It is a mandatory requirement under Section C.

Question 5: Page C-4 of 20 (0975-18-RES-02): 6001 – Short term residential housing for treatment for co-occurring disorders: Subsection (1): states that the per diem rates includes blood collection. At this time, providers have not collected blood, which requires a nurse or medical assistant. Providers do collect urine specimens. How often do you expect blood collections to occur? Also, having to utilize higher qualified staff would increase the rate.

Answer: As noted in Section B, we estimate 1 client per month. Estimated Monthly Quantities are estimates only.

Question 6: Are narratives NOT required for this RFP? We note that in the past, we submitted statements certifying that we would meet the mandatory requirements. Is this still the process?

Answer: Section L of the RFP lists instructions, conditions and notice to offerors. Page L-2, header "Proposal Submission" and subsequent sections note what information and statements are required by the offeror. As stated in the cover letter, please read the RFP carefully; do not rely on knowledge of previous RFPs, or knowledge of previous federal procurement procedures.

Question 7: Page C-4 of 20 (0975-18-RES-02): 6001 – Short term residential housing for treatment for co-occurring disorders: Subsection (2) (a): If USPO/USPSO does [sic] a client absent for less than 24 hours, then is that daily rate billable?

Answer: Subsection (2) notes: (2) For invoicing purposes per diem rates are calculated based on the following: (a) A calendar day unit (midnight to midnight) for continuous placement of over 24 hours; and (b) Is prorated/calculated as one-fourth of a calendar day for (1) six (6) hours or less, or (2) When a client is absent from contractor's facility without USPO/USPSO's or vendor's permission for over twenty-four (24) hours. The RFP then gives an example on how to calculate the quarters of the calendar day for invoicing purposes.

If a client is absent for less than 24 hours, the vendor can bill according to the example listed on page C-4.

Question 8: Page C-9 to C-10 of 20 (0975-18-RES-02): 6001 – Short term residential housing for treatment for co-occurring disorders: Subsection (3) (a): Are you sure you want the per diem rate to include psychotropic medication? This can be very expensive for certain medications and would increase the costs (rates).

Answer: Section 3a describes all the services that the per diem rate should include, including (3) psychotropic medication. It is a mandatory requirement under Section C.

Question 9: Page C-11 of 20 (0975-18-RES-02): 6001 – Short term residential housing for treatment for co-occurring disorders: Subsection (1) (b) and (c): With respect to keeping a separate file for each defendant/offender from other vendors [sic], is it acceptable that clinical

services are entered into electronic health information systems, thus paperless and not separately filed? Keep in mind that the information would be easily accessed through report writers.

Answer: Page C-11, Section a. Defendant/Offender Records and Conferences, subsection (a), notes that "... If information is maintained electronically, the vendor shall make a hard copy of all files available for review immediately upon request of the USPO/USPSO or designee..." Clients' information can be maintained electronically; however, subsection (b) notes that the files need to be segregated from other vendor records, and subsection (c) notes to keep a separate file for each defendant/offender.

Regarding information being accessed through report writers: Section b. Disclosure, subsection (8), notes that all persons having access to or custody of defendant/offender records follow the disclosure and confidentiality requirements of this agreement and federal law.

Sincerely,



Kimberly Caspillo
Contracting Officer

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