

Treatment Services

U.S. Probation and Pretrial Services Office
District of Maryland

Welcome

- ▶ Goal:
 - ▶ To provide the necessary information to submit a Request for Proposal (RFP).
- ▶ Objectives:
 - ▶ Introduce U.S. Probation & Pretrial Services Office
 - ▶ Review Sections A-M of the RFP
 - ▶ Review Local Needs
 - ▶ Review Services and Billing

Our Mission

To assist the federal courts in the fair administration of justice

To protect the community; and

To bring about long-term positive change in individuals under supervision.

www.uscourts.gov/services-forms/probation-and-pretrial-services

Blanket Purchase Agreement (BPA)

- ▶ The agreement in which services will be rendered; a contractual arrangement between our office and a vendor for recurring purchases of services.
- ▶ Awards are made to vendors who are determined technically acceptable and who offer the lowest cost (bid).

Our Blanket Purchase Agreements

Non-Medical
Detoxification
Services & Inpatient
Substance Abuse
Treatment

Outpatient Mental
Health & Substance
Abuse Treatment

Inpatient
Substance Abuse
Treatment

Polygraph
Examinations

Sex Offender
Treatment

Section A

Solicitation/ Offer/ Acceptance (AO 367)

- Complete Blocks 8 through 15.
- Our office completes the remaining blocks

Section B

Supplies or Services & Offeror's Prices

▶ Page B-1

- ▶ Catchment Area: A geographical area where services are required to be performed.
- ▶ Duration of the BPA: Fiscal year 2025, in addition to four 12-month options not to exceed 60 months.
 - ▶ *This is a change from prior BPAs, which had two 12-month options (36 total months).*

Section B

Supplies or Services & Offeror's Prices

▶ Page B-2 & Beyond

- ▶ Required Services: All services listed are required.
- ▶ Project Code and Service: The project code is a number associated with a specific service.
- ▶ Estimated Monthly Quantity: Aside from new services, the estimated monthly quantities for services are based on historical data.

EMQs are estimates and our office is not bound to meet them.

Section B

Supplies or Services & Offeror's Prices

▶ Page B-2 & Beyond Continued:

- ▶ Unit: Defined in **bold** under the EMQ column (for example, 30-minute increments, per intake, per day, or per dose).
- ▶ Price: Reflects your cost to perform the requirements of the Statement of Work (Section C) as well as all the relating terms and conditions of the RFP.
 - ▶ No Shows and administrative functions such as the completion of paperwork and phone calls are not billable and therefore should not be included in the unit price.
 - ▶ If the service will be performed by a vendor with whom your team subcontracts, enter a S next to the price and describe the arrangements in Section J.
- ▶ Offerors must submit bids on all required services or proposal will be considered technically unacceptable.

Section C

Description/ Statement of Work

- ▶ Provision of Services- Piggybacking
 - ▶ Currently the U.S. Probation Office for the District of Columbia is authorized to use our contracted treatment vendors.
 - ▶ They will issue their own purchase order to treatment vendors as well as Prob 45s. Submit invoices and supporting documentation for their defendants/persons under supervision directly to them for compensation.

Local Needs

- ▶ Requirements that our district has added to meet our needs.
- ▶ Consult the last few pages of Section C for local requirements specific to your BPA(s).

- ▶ The vendor shall provide services from 10 a.m. until 5 p.m., Monday through Friday, except Federal Holidays, and until 7 p.m. two evenings per week.
- ▶ The program shall operate a code a phone system for random observed urine collection using the following schedule: Monday through Friday, 9 a.m. until 2 p.m., for a 2-hour period; Four weekday evenings per month from 4 p.m. until 7 p.m.; One Saturday per month, for a 3-hour period. The code a phone system must be reset each night by 8 p.m.
- ▶ The vendor shall pay the pharmacy directly for medications prescribed for defendants/persons under supervision.
- ▶ The vendor shall pay third parties directly for any unauthorized transportation services, to include bus tickets, bus tokens, metro tickets, taxi (or similar transportation service), and shall not provide any form of cash or check to the defendant/person under supervision.

Examples of Local Needs

- ▶ The program shall not authorize passes for persons under supervision/defendants referred by the U.S. Probation & Pretrial Services Office for inpatient treatment to leave the facility except in cases of medical emergency, safety concerns, or unless approved by the probation officer.
- ▶ All prescriptions over \$400 shall be approved in advance by the Supervisory U.S. Probation Officer with oversight of contracts or a Deputy Chief U.S. Probation Officer.
- ▶ The vendor shall provide treatment staff fluent in the Spanish Language. Bilingual treatment services may be provided directly by the vendor's staff or through a subcontractor.
- ▶ Examiners shall complete the polygraph within 30 business days of receiving the referral.

Examples of Local Needs- Continued

Mandatory Requirements

- ▶ • Required services and related standards detailed in Section C of the Statement of Work.
- Consult Section B for the project codes and services required for your specific BPA.

Urine Collection/Testing- Non-Instrumented Drug Testing Devices(1011)

- ▶ We will provide the necessary urinalysis collection materials (i.e. Chain of Custody forms, NIDT devices). Vendor is responsible for printer ink, disposable gloves, cleaning agents.
- ▶ To the extent possible, limit use of lavatory for other purposes.
- ▶ Collection of specimens by trained staff.
- ▶ Follow Observed and Unobserved Collection Procedures.
- ▶ Store and handle positive specimens as indicated in this section.
- ▶ Follow Chain of Custody protocol.
- ▶ Maintain a Urinalysis Log.

Urine Collection/Testing- Non-Instrumented Drug Testing Devices(1011)

- ▶ Random Urine Specimen Collection Procedures (Code a Phone):
 - ▶ The vendor shall collect random urine specimens at the frequency determined and authorized on the Probation Form 45 (Prob 45).
 - ▶ A three phase program which provides participants less than 24 hours notice to submit a test.
 - ▶ Phase I (3-6 tests per month)
 - ▶ Phase II (2-3 tests per month)
 - ▶ Phase III (1-2 tests per month)

Breathalyzer (1504)

- ▶ The vendor owns the Breathalyzer and provides supplies.
- ▶ Tests are administered by trained staff.
- ▶ The vendor maintains a Breathalyzer Log.
- ▶ The vendor maintains an instrument calibration log.

Case Management Services (Substance Use) (2000)

- ▶ For the coordination of care and services of drug and/or alcohol dependent people. Generally used in conjunction with individual or group counseling.
- ▶ Facilitate service linkage in the community.
- ▶ Provide verbal and written reports when applicable.

Note: this is a new project code.

Substance Use Intake Assessment and Report (2011)

- ▶ A comprehensive diagnostic interview, which includes the use of validated, structured instruments that is in accordance with licensing standards. To be completed within 15 days of receiving the referral.
- ▶ A typed report to the USPO within 10 business days of completion of interview. This shall include (non-exhaustive list- refer to Statement of Work for full details):
 - ▶ Basic identifying information, sources of information, type of instruments used, DSM diagnosis, biopsychosocial profile, current level of functioning and presenting problem, current risk/need/responsivity per the PCRA (provided by USPO for post conviction cases), and treatment recommendation.

Substance Abuse Counseling Codes

- ▶ **Treatment Readiness Group (2090):** 2 or more defendants/persons under supervision.
- ▶ **Individual Counseling (2010):** 1 defendant/person under supervision.
- ▶ **Group Counseling (2020):** 2 or more defendants/persons under supervision, but no more than 12.
- ▶ **Family Counseling (2030):** to a defendant/person under supervision and 1 or more family members. The vendor can meet with family without the defendant/person under supervision with USPO approval.

Substance Abuse Counseling Codes: Requirements

- ▶ Provide treatment only as authorized on the Prob 45 and initiate services within 10 business days of receiving the Prob 45. Any time exceptions shall be approved by the contracting officer (CO) and documented by the vendor.
- ▶ Utilize cognitive behavioral techniques.
- ▶ Continually assess the defendant/person under supervision to determine appropriate level of care and make recommendations.
- ▶ Provide a typed **treatment plan** to USPO at the onset of treatment and at least every 90 days.
- ▶ Provide a typed **transitional care plan** to USPO.
- ▶ Counselors shall be fully credentialed and maintain compliance with state statutes, regulations, and guidelines.
- ▶ Provisionally credentialed counselors are to be used only under the supervision of fully credentialed counselors, after obtaining approval from the contracting officer.

Integrated Treatment Services for Co-Occurring Disorders Assessment and Report (6016)

- ▶ To be conducted within 15 business days of receiving referral.
- ▶ Typed report to USPO within 10 business days of interview completion. This shall include (non-exhaustive list- refer to Statement of Work for full details):
 - ▶ demographic information, marital status, education, employment, and other information as noted.
 - ▶ DSM diagnosis.
 - ▶ Substance abuse and mental health history.
 - ▶ Current level of functioning and presenting problem.
 - ▶ Current risk/need/responsivity per the PCRA.
 - ▶ Treatment recommendations.

Integrated Treatment Services for Co-Occurring Disorders Counseling Codes

- ▶ **Integrated Treatment Services for Co-Occurring Disorders/Individual Counseling (6015):** 1 defendant/person under supervision.
- ▶ **Integrated Treatment Services for Co-Occurring Disorders/Group Counseling (6026):** at least 2 but not more than 10 defendants/persons under supervision.

Integrated Treatment Services for Co-Occurring Disorders Counseling Codes: Requirements

- ▶ Practitioner shall be a masters or doctoral level clinician who is licensed and/or certified in the scope of practice and meet the standards established by the state regulatory board. Can also be conducted by a provisionally licensed masters level clinician under the supervision of a licensed professional.
- ▶ For Substance Abuse Counseling Codes- refer to Statement of Work- Section C.

Inpatient Detoxification

- ▶ **Non-Medical Detoxification (8050):** a non-medical therapeutic “social detoxification” setting with routine medical and nursing services on call twenty-four (24) hours, 7 days a week.
- ▶ **Inpatient Detoxification Medication (8030):** either oral or injectable form of medication. Vendor is authorized to prescribe comfort medications or other withdrawal assistance medications. To be provided by a licensed health care provider with current prescriptive authority.

Residential Treatment

- ▶ **Short-Term Residential Treatment (2001):** 28-day inpatient. For defendants/persons under supervision needing a heightened level of structure and support for achieving abstinence. 24-hour, 7 days a week, accommodations.
 - ▶ Per diem rates include room and board, assessment, counseling/therapeutic services, physical examination, and blood and urine collection.
 - ▶ Forward a **treatment plan** to the USPO within 5 days of admission.
 - ▶ Forward typed **transitional care plan** to USPO upon termination.
 - ▶ The facility is to be licensed by the state or locality and is in compliance with the Residential Facility Requirements, which are found in Section C.

Physical Examination and Laboratory Studies

- ▶ **Physical Examination and Report (4010):** when medically necessary, conducted by a licensed medical doctor/physician, or other qualified practitioner who is board certified or board-eligible, and meets the standards of practice established by his/her state's regulatory board.
- ▶ **Laboratory Studies and Report (4020):** Blood and urine testing conducted when medically necessary. Testing is billed at actual price.
 - ▶ Forward results to the assigned officer within 15 business days of the test.

Psychiatric Evaluation and Report 5030

- ▶ Consisting of an evaluation and report conducted and prepared by a licensed medical doctor/physician, a psychiatrist, or other qualified practitioner who meets the standards of practice by their state's regulatory board.
- ▶ Evaluations shall be completed within 30 business days of receiving the referral. A typed report should be sent to the USPO/USPSO within 10 business days upon completion.
- ▶ The report should include the following (non-exhaustive list-refer to Statement of Work for details):
 - ▶ Reason for evaluation, current symptoms, past psychiatric treatments, general medical history, history of substance abuse, social history, physical examination (if required), mental status examination, description and evaluation of all testing components, diagnosis in accordance with the current American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders, recommendations for further treatment, and if medications should be deemed necessary (prescribe accordingly).

Psychotropic Medication

- ▶ **Psychotropic Medication (6040):** either oral or injectable form subsequent to a prescription from a licensed psychiatrist, medical doctor/physician, or other qualified practitioner with current prescriptive authority.
- ▶ **Administrative Fee (6041):** vendor's fee for acquiring medication from the pharmacy, which is not to exceed 5% of the actual cost of the medication.
- ▶ **Administration of Psychotropic Medication (6050):** dispensing oral medication and monitoring its ingestion and/or administration of intramuscular injections.
- ▶ **Medication Monitoring (6051):** prescribe and evaluate the efficacy of psychotropic medications. Provided by a licensed psychiatrist, medical doctor/physician, or other qualified practitioner with current prescriptive authority.

Mental Health Intake Assessment and Report (5011)

- ▶ Performed by a masters or doctoral level clinician who is licensed or certified in the scope of practice and meets the standards of practice established by their state's regulatory board. Can be conducted by provisionally licensed, masters level clinician under supervision of licensed professional.
- ▶ Assessments should occur within 15 business days of receiving the referral. Report to be provided to USPO within 10 business days upon completion of assessment.
- ▶ The assessment should include the following:
 - ▶ Basic identifying information, sources of information, mental status examination, current social situation, historical information, DSM diagnosis, identified treatment interventions, current risk/need/responsivity indicated by PCRA, recommendations for additional assessments or testing as applicable, and clinical treatment recommendation.

Mental Health Case Management Services (6000)

- ▶ Intensive community-based services to maximize the defendant/person under supervision's access to services and ability to function in the community.
- ▶ Facilitate service linkage in the community (such as financial benefits, health and mental health care).
- ▶ Provide direct service support, skill-teaching to families, and crisis intervention.
- ▶ Provide verbal and written reports when applicable.
- ▶ Case managers should have a bachelor's degree in behavioral health field and one year of experience in behavioral health field or appropriate internship; or High School Diploma or GED and 5 years of experience in behavioral health setting.

Mental Health Counseling Codes

- ▶ **Individual Counseling (6010):** 1 defendant/person under supervision.
- ▶ **Group Counseling (6020):** 2 or more defendants/persons under supervision but no more than 12.
- ▶ **Cognitive-Behavioral Group (6028):** 2 or more defendants/persons under supervision but no more than 12. *This is a new project code.* This utilizes CBT to restructure thought patterns, while teaching pro-social skills. Interventions must also focus on the stabilization of mental health symptoms.
- ▶ **Family Counseling (6030):** to a defendant/person under supervision and 1 or more family members. The vendor can meet the family without the defendant/person under supervision with USPO approval.

Mental Health Counseling Codes: Requirements

- ▶ Provided by a masters 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.
- ▶ Match treatment interventions appropriately. Utilize cognitive behavioral techniques.
- ▶ Refer to psychiatric evaluation to determine medication needs, as applicable.
- ▶ Continually assess defendant/person under supervision regarding level of care.
- ▶ Provide a typed **treatment plan** to USPO at the onset of treatment and at least every 90 days.
- ▶ Provide a typed **transitional care plan** to USPO.

Sex Offense Evaluation and Report (5012)

- ▶ A psychosexual evaluation that assesses the risk factors and formulates a treatment plan.
- ▶ Evaluation to be completed within 30 days of receipt of referral.
- ▶ Forward a typed report to the assigned officer within 10 business days of completion of the evaluation.
- ▶ The report shall include (non-exhaustive- refer to Statement of Work for details): reason for referral, tests/procedures used- with descriptions and results, sources of information, diagnostic impressions and recommendations, referrals to medical/pharmacological treatment if indicated, and methods to lessen victim impact.

Sex Offense Evaluation and Report (5012): Continued

- ▶ The report is provided by a masters or doctorate level practitioner, who is licensed by their state's regulatory board, and adheres to the established ethics, standards and practices of state regulatory sex offender management board (where applicable).
- ▶ The individual shall practice within the generally accepted standards of practice of the individual's mental health profession, adhere to the Code of Ethics and Practice Standards and Guidelines Published by the Association for the Treatment of Sexual Abuse (ATSA).
- ▶ The practitioner uses at least one actuarial risk assessment and at least one stable dynamic risk assessment that has been researched (examples: VRAG, SORAG, HARE PCL-R, RRASOR, STATIC 99, MNSOT-R).

Sex Offense Treatment Codes: Post Conviction

- ▶ **Individual Sex Offense Treatment (6012):** 1 person under supervision.
- ▶ **Group Sex-Offense Treatment (6022):** 2 or more persons under supervision but not more than 10.
- ▶ **Family Sex-Offense Treatment (6032):** to a defendant/person under supervision and 1 or more family members. The vendor can meet the family without the defendant/person under supervision with USPO approval.

Sex Offense Treatment: Post Conviction-Requirements

- ▶ Provided by a masters or doctorate level practitioner, who is licensed by their state's regulatory board, and adheres to the established ethics, standards and practices of state regulatory sex offender management board (where applicable). The individual shall practice within the generally accepted standards of practice of the individual's mental health profession, adhere to the Code of Ethics and Practice Standards and Guidelines published by the Association for the Treatment and Prevention of Sexual Abuse (ATSA).
- ▶ In collaboration with the USPO, practitioners shall review the completed Model Sex Offense History Disclosure Polygraph Questionnaire (August 26, 2023), with the person under supervision prior to their participation in the Sexual History Polygraph examination.
- ▶ In collaboration with the USPO, practitioners assess appropriate treatment interventions if the person under supervision offers any admissions or has deceptive/inconclusive results from a Clinical Polygraph or Maintenance Examination.

Sex Offense Treatment: Post Conviction-Requirements- Continued

- ▶ Please refer to Statement of Work for full details regarding **Primary Treatment Phase** and **Maintenance Treatment Phase**.
- ▶ A typed comprehensive **treatment plan** at the onset of treatment and at least every 90 days. Refer to the Statement of Work for full details of what is required.
- ▶ A typed **transitional care plan** should be submitted if therapeutic interventions are no longer deemed necessary.

Specialized Treatment Services: Pretrial

- ▶ **Individual Specialized Treatment (7013):** 1 defendant and/or their family (Family is billed at individual rate).
- ▶ **Group Specialized Treatment (7023):** 2 or more defendants but no more than 10.

Specialized Treatment Services: Pretrial-Requirements

- ▶ Same qualifications required for practitioners as post conviction.
- ▶ Employ treatment methods that are based on a recognition of the specialized needs of pre-adjudicated individuals. Provide crisis intervention services, supportive therapeutic interventions, guidance for coping skills, and cognitive behavioral therapy.
- ▶ Provide a typed **treatment plan** to USPO at least every 90 days.
- ▶ Provide a typed **transitional care plan** to USPO.

Physiological Measurements

- ▶ **Visual Reaction Time (VRT) Measurement of Sexual Interest (5025):** examiners shall adhere to established Code of Ethics and Practice Standards and Guidelines of ATSA. The assessment shall be completed within 30 business days of receiving the referral. A typed report within 10 business days to the USPO.

Polygraph Examinations

▶ Clinical Polygraph Examination and Report (5022):

▶ Sexual History Examination.

- ▶ The examiner shall use the Model Sexual History Disclosure Polygraph Questionnaire, August 26, 2023, developed and endorsed by the American Polygraph Association (included in Section J attachments). *This is new.*

▶ Instant Offense Examination.

▶ Maintenance Examination (5023):

- ▶ For pretrial cases, this shall only be employed to investigate the defendant's compliance with conditions of supervision.
- ▶ For post-conviction cases, it is employed to periodically investigate the person under supervision's compliance with conditions of supervision, honesty with community supervision, and/or compliance with treatment.

Polygraph Examinations: Requirements

- ▶ **Education:** Graduated from basic polygraph school accredited by the American Polygraph Association (APA). Possess a BA or higher degree, or at least 5 years' experience in law enforcement. Complete and receive certification for at least 40 hours of Post-Conviction Sex Offender Testing (PCSOT). Pass a final examination approved by the APA. Active membership with APA.
- ▶ **Experience:** Minimum of 2 years polygraph experience in criminal cases and specialized training or experience in the examination of sex offenders.
- ▶ **Ethics and Standards:** Adhere to standards of APA.
- ▶ **Licensure:** shall be licensed by State's regulatory Board (if applicable).

Polygraph Examinations: Requirements

- ▶ Polygraphers shall provide a video or audio copy of polygraph sessions to our office upon request.
- ▶ A typed report to USPO within 10 business days. Refer to Statement of Work for requirements for report.
- ▶ If defendant/person under supervision refuses to submit to polygraph testing based upon a fifth amendment concern, testing shall be discontinued immediately, and guidance sought from the USPO.

Transportation



- ▶ **Defendant/Person Under Supervision Transportation Expenses (1202):** for eligible defendants/persons under supervision who have authorization from their assigned officers. Does not exceed the price of public transportation via the most direct route. If public transportation is not available, the vendor must seek prior approval from the CO for reimbursement of alternative means of transportation.
- ▶ **Administrative Fee (1201):** the vendor may charge a fee of 5% of the monthly funds distributed under 1202.



Records

- ▶ File Maintenance
 - ▶ Maintain a secure filing system.
 - ▶ If maintaining paper files, segregate files from other vendor records.
 - ▶ Create a new file when a defendant is placed on probation/supervised release and continues treatment.
 - ▶ Identify records that disclose the identity of the defendant/person under supervision as confidential.
 - ▶ Maintain files for 3 years after final payment is received.

Disclosure



- ▶ Obtain defendant/person under supervision's authorization to disclose confidential health information to our office.
 - ▶ If unable to obtain authorization, immediately notify assigned officer.
- ▶ Prior to disclosing records under 42 C.F.R. Part 2 and 45 C.F.R § 160.201 to 205 and Part 164, advise and discuss with the assigned officer.
- ▶ Disclose information on pretrial services clients only after consulting with the assigned officer.
- ▶ Notify the Supervisory U.S. Probation Officer with oversight of contracts or a deputy chief immediately upon receipt of any legal action.
- ▶ Do not prepare written summaries or make recommendations to third parties.

File Content

- ▶ Chronological notes, which record all significant contacts, are in accordance with professional standards, include notes from sessions, are current and available for review, and are legible/dated/signed/include credentials.
- ▶ Program Plan (Probation Form 45).
- ▶ Monthly Sign-In Log.
- ▶ Authorization to Release Confidential Information (Probation Forms 11B or 11E and/or PSA Form 6B and/or 6d).
- ▶ Urinalysis Log/Results/Chain of Custody Forms.

Please see Section J for forms and logs.



- ▶ This is a new form.
- ▶ Submit along with monthly invoice per defendant/person under supervision for the month which the vendor is invoicing.
- ▶ Includes all defendant/person under supervision's scheduled contacts during the month (per project code), to include notation/comment indicating any failure to report on schedule dates, or when service was provided via telehealth.
- ▶ Defendant/person under supervision shall sign-in upon arrival to include the time in and time out of service with the vendor initialing to verify accuracy of the time in/time out.
- ▶ USPO uses to certify the monthly invoice.
- ▶ For residential placements, only required to obtain defendant/person under supervision signature on first and last day of placement.

Monthly Sign-In Log

Revised 5-2023

Complete one form per person per month. Include all scheduled contacts. In the event the person does not attend a scheduled service, indicate "no show" in the comment column. In the event the person does not attend any services within the month, include a comment noting why no services were provided/received. If telemedicine is provided, print the defendant's/person under supervision's name within the signature field, and the comment section shall reflect the means in which the session was provided (i.e. teleconference, video conference, internet).

Agreement #:

PACTS #: ☐ Pretrial ☐ Post-Conviction

Required co-payment (if applicable):

[illegible]

Telehealth

- ▶ On a case-by-case basis, telehealth may be authorized to provide services outlined within the Statement of Work. The use of telehealth is authorized only after the vendor and the USPO staff the individual defendant/person under supervision's case, and it is approved by the district's CO or designee.
- ▶ The use of telehealth is for the benefit of the Judiciary and not the convenience of the vendor. It is not in lieu of the vendor's ability to provide services in-person when appropriate. It is not in lieu of the provision which require the vendor (and any proposed subcontractor) to maintain an acceptable facility within the defined catchment area.
- ▶ To verify services were performed, the vendor shall complete the Monthly Sign-in Log with all necessary information; however, the vendor shall print the defendant/person under supervision's name within the signature field, and the comment section shall reflect the means in which the session was conducted (i.e. teleconference, video conference, internet).





Case Staffing Conference

- ▶ The vendor shall participate in case staffing conferences and document in the chronological notes regarding the content of the conference.
- ▶ Conferences can be conducted with the USPO in person, by telephone, or any other form of protected electronic communication. They may include the vendor, defendant/person under supervision, and the officer.
- ▶ Case staffing shall occur:
 - ▶ Minimum every 30 days for high and moderate risk referrals.
 - ▶ Minimum every 30 days, regardless of risk level for residential treatment placements.
 - ▶ Minimum of every 90 days for all other clinical services referrals, and;
 - ▶ As requested by USPO.

Vendor Reports

- ▶ Treatment Plan: submitted at least every 90 days that outlines:
 - ▶ Treatment related goals that are specific, measurable, achievable, relevant and time-bound (SMART); action steps for the defendant/person under supervision to accomplish; supportive social networks; medication management plan (when applicable); collaboration and coordination for community-based services; skills to assist in managing known risk and symptoms; adaptable skills for self-management; recommendation/justification for continued treatment services; and signed by the vendor and defendant/person under supervision.
- ▶ Transitional Care Plan: submitted at conclusion of contract treatment services, no less than 15 days after termination, that includes:
 - ▶ reason for concluding contract services (successful/unsuccessful), supportive networks, medication management plan, collaboration and communication for community-based services, acquired skills to assist in managing known risk and symptoms, adaptable skills for self-management, diagnosis and prognosis, signed and dated by the vendor (and defendant/person under supervision when possible).



Vendor Testimony

- ▶ Appear and testify in legal proceedings convened by the Federal Court or Parole Commission upon request from the Court, Parole Commission, U.S. Attorney's Office, or in response to a subpoena.
- ▶ Request reimbursement for subpoenaed testimony through the Department of Justice.
- ▶ Do not create, prepare, offer, or provide any opinions or reports unless such activity is approved by the Chief or the designee.



Emergency Services and Contact Procedures

- ▶ Vendor shall establish and make available to all defendants/persons under supervision emergency (24 hours/7 days a week) contact procedures for times when counselors are not available (i.e. crisis intervention, schedule changes, local hotlines, and/or situations requiring immediate attention).

Monitoring

► Monitoring

- The vendor shall participate in scheduled or unannounced monitoring, which shall include site inspection, review of files, interviews with vendors/staff, interviews with defendants/persons under supervision, observation of group or other services, and review of invoices.
- Within 180 days of awarding the agreement, or within 180 days of exercising an option to extend the agreement, the vendor shall receive a typed monitoring report from the CO. The report will contain a rating of Satisfactory or Unsatisfactory (*new rating scale*).
 - In the event of an unsatisfactory rating, the vendor will be provided a timeframe in which they must complete their Corrective Action Plan. Within 5 days of receipt of the monitoring report, the vendor must submit a Corrective Action Plan outlining in detail how the vendor intends to correct the deficiencies within the timeframe provided. Upon expiration of the timeframe, the CO will complete a memo or letter documenting the vendor's compliance or non-compliance with the required plan. The vendor must be performing at a Satisfactory rating in order to exercise an option to renew an agreement. Unsatisfactory will result in discontinued use of a vendor.

Notifying USPO/USPSO of Defendant/Person Under Supervision Behavior

► The vendor shall:

- Notify the USPO, or follow other notification protocol outlined by the CO, within 24 hours or as specified in writing by the CO of the defendant/person under supervision's behavior, included but not limited to:
 - Positive drug or alcohol test results, attempts to adulterate urine specimens, attempts or offers of bribery, attempts at subterfuge and/or failure to provide a urine specimen, failure to appear as directed for any service as authorized on the Prob 45, failure to follow vendor staff direction, failure to comply with programmatic rules, and any behavior that might increase the risk of the defendant/person under supervision to the community or any specific third party (this should be reported immediately).
 - The vendor shall report any information from any source regarding a defendant's/person under supervision's apparent failure to comply with conditions of supervision.
 - Only the probation officer can excuse an absence, regardless of reason.
 - Notice should be sent to the USPO if the vendor is unable to hold an appointment due to clinician being unavailable.

Staff Requirements and Restrictions

- ▶ After award, staff providing services to defendants/persons under supervision and having access to files must currently not be on supervision, must not be currently charged with or under investigation for a criminal act, must not have been convicted of any sexual offense, must not be under any current disciplinary investigation, and must possess valid certifications and licenses.
- ▶ Adhere to ethical responsibilities as outlined by the professional standards to include, but not limited to, compromising relationships or sexual relationships with defendants/persons under supervision and probation or pretrial services staff, conflicts of interest, privacy and confidentiality, access and disclosure of confidential records, sexual harassment, and derogatory language.
- ▶ Do not employ, contract, or pay any defendant/person under supervision, defendant/person under supervision's firm or business, or currently employed Judiciary employees.
- ▶ Notify our office in writing within 3 business days of any staff changes and provide necessary documentation (resume and copy of licenses).

Facility Requirements



- ▶ Ensure Facilities have adequate access for defendants/persons under supervision with physical disabilities.
- ▶ Provide CO with written notification no less than 30 days prior of any vendor/subcontractor facility relocation or adding an additional site.
- ▶ Comply with all applicable state, federal, and local laws and regulations when performing services.

Section F

Deliveries or Performance

- ▶ Provision of Services
 - ▶ Immediate placement of defendants/persons under supervision into outpatient treatment.
 - ▶ First available bed space for residential placements.
 - ▶ Refusal of treatment is only reserved for defendants/persons under supervision who pose an apparent danger to staff or clients. The vendor shall not deny access to services solely based upon a defendant/person under supervision's current participation in medication-assisted treatment (MAT), medical condition, disability, religion, ethnic origins or criminal record.
 - ▶ Consult our office before terminating defendants/persons under supervision who violate rules and regulations; however, take appropriate and immediate action to protect staff and clients.
 - ▶ The contractor shall not tell defendants/persons under supervision to misrepresent or withhold information regarding the treatment provider or treatment services received in response to questions posed by the USPO or other government or law enforcement agencies authorized to make such inquiries.

Section G

Agreement Administration Data

- ▶ Fiscal Records
 - ▶ Treat as confidential and maintain for 3 years after final payment.
- ▶ Invoices
 - ▶ Submit original with supporting documentation by the 10th day of the month for services provided during the preceding month.
 - ▶ When formulating pricing for services, the vendor should consider incorporating the cost of “no-shows” into the unit price charged.
- ▶ Reimbursements or Co-Payments
 - ▶ Do not request or accept payment for services either directly or indirectly from defendants/persons under supervision unless authorized.

Section H

Special Agreement Requirements

- ▶ Please review Indemnification Clause 7-25, in this section for full details regarding responsibility, indemnification, recovery, and liability.
- ▶ Within 30 calendar days after award, notify employees in writing of drug-free workplace standards/protocols.
 - ▶ After receiving notification that an employee was convicted of a drug related offense, verbally notify our office within 48 hours and provide written notification within 10 days. Take action with respect to the employee within 30 days.
- ▶ No material, labor, or facilities will be furnished by the Judiciary unless otherwise provided for in this solicitation.

Section I

Required Clauses

- ▶ Public Use of Names of the Federal Judiciary
 - ▶ Do not identify our office as one of the vendor's consumers.
 - ▶ Release information about the contract only after receiving written permission from our office.
- ▶ Subcontracting
 - ▶ Prior to changing subcontractors (teaming), notify our office 30 days in advance and obtain written approval.
 - ▶ Accept responsibility for ensuring that subcontractors are complying with contract requirements.
 - ▶ Subcontractors have no contractual right against our office.

Required Clauses Continued

- ▶ Option to Extend the Terms of the Contract
 - ▶ By providing 60 days notice, our office can extend the contract for 30 days after the current expiration date.
 - ▶ The total duration the contract including any extension shall not exceed 5 years.
- ▶ Option to Extend Services
 - ▶ Within 30 days of contract expiration, our office may require continued performance of any service within the limits and to the rates specified in the contract.
 - ▶ The provisions may be exercised more than once; however, it can not exceed a total of 6 months.

Section J

List of Attachments

- ▶ Sample Program Plan (Probation Form 45)
- ▶ Monthly Sign In Log
- ▶ Authorization to Release Confidential Information (Probation Forms 11B, 11E, and 11I; and PSA forms 6B and 6D).
- ▶ Invoice Template
- ▶ Testing Logs (urinalysis, sweat patch, breathalyzer)
- ▶ APA Model Sex History Disclosure Polygraph Questionnaire
- ▶ Staff Qualification Statement
- ▶ Change or Addition of Performance Sites(s)
- ▶ Monitoring Report Template
- ▶ Department of Labor Wage Determination

Section K

Representations, Certifications, and other Statements of Offerors or Quoters

- ▶ Read and provide requested information including your tax ID number.

Section L

Instructions, Conditions, and Notice to Offerors

Attachment A

Certifications of Compliance Statement (Attachment A)

- ▶ The offeror certifies that it will provide the mandatory requirements stated in Section C, E, F, G, H and I and comply with terms and conditions of the RFP.
- ▶ If the offeror is proposing subcontractor(s) to perform any services, the offeror shall identify the proposed subcontractor(s) on the Certification of Compliance Statement and certify that they will provide services in compliance with the requirements of the RFP.

Attachment B

Offeror's Background Disclosure

- ▶ Provide copies of all monitoring/compliance/audit/performance reports for the previous 24 months from all federal, state, and local agencies.
- ▶ To be considered technically acceptable, a vendor must have received ratings of satisfactory or higher.
- ▶ Monitoring reports for subcontractors are not required; however, onsite evaluations will be individually performed for all subcontractors.

Attachment B

Offeror's Background Disclosure

- ▶ State expressly each location at which the offeror and any proposed subcontractor intend to provide services in response to this solicitation.
- ▶ Include copies of all applicable business and/or operating licenses as required by state and local laws and regulations.
 - ▶ Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have all applicable business and/or operating licenses as required by state and local laws and regulations.

Attachment B

Offeror's Background Disclosure

- ▶ Include copies of compliance with all federal, state and local fire safety and health codes.
 - ▶ Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes.
- ▶ The offeror warrants that all information contained therein is correct and accurately reflects the offeror's ability to perform.

Attachment C

Offeror's Staff Qualifications

- ▶ Complete for all proposed staff members and subcontractors.
- ▶ Complete as required, to include the project code(s) each staff member will perform within your agency.
- ▶ Certify that staff members are not currently under investigation or charged with a criminal offense and/or under any type of supervision within the local, state or the federal systems.
- ▶ Certify that staff members have not been convicted of any sexual offenses or are required under federal, state or local law to register on the Sexual Offender registry.
- ▶ If responding to a sex offender treatment RFP, certify that staff members adhere to ATSA's ethics, standards, and practices.

Staff Qualification Statement

STAFF QUALIFICATION STATEMENT

Within three business days, the vendor shall notify the CO in writing of any staff changes. For any new staff added under the agreement, the vendor complete the certification section below.

CERTIFICATIONS

By signing below, I certify the following:

- No proposed staff members providing direct delivery of services under this contract are currently under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state, or local).
- No proposed staff members providing direct delivery of services under this contract have been convicted of any sex offense (including but not limited to child pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on sex offender registries.
- Staff specified to provide services listed by project code have the required education, relevant experience and current licenses/credentials listed in Section C of the RFP.

PRINTED NAME OF VENDOR: _____

VENDOR SIGNATURE: _____ DATE: _____

Name	Services performed specified by Project Code for each staff person	Education	Relevant Experience	Current Licensure/Credentials

Attachment D

Offeror's References

- ▶ Provide the name, address, telephone number, and contact person for three references (federal, state or local government agencies and/or private organizations) that your agency has provided similar treatment or other services to within the past 3 years.
- ▶ Offerors currently awarded an agreement with the USPO agency soliciting these services are not required to provide references.



Section M

Evaluation Factors for Award

- ▶ Basis for Award
 - ▶ Technically Acceptable
 - ▶ Able to fulfill all mandatory requirements.
 - ▶ Lowest Price

Section M

Evaluation of Proposals

- ▶ If proposal is completed in accordance with instructions provided in Section B and L, it will be acceptable and eligible for evaluation.
- ▶ Pass-Fail Criteria
 - ▶ A pass-fail criteria will be used when assessing the Offeror's Technical Proposal (Certification of Compliance Statement, Background Statement, Staff Qualifications).
 - ▶ In the event all offeror proposals are deemed technically unacceptable, all offerors will be provided the opportunity to correct deficiencies and resubmit a technically acceptable proposal.

Section M

Evaluation of Price

- ▶ Multiply the Estimated Monthly Quantity by 12 months to get the Yearly Quantity.
- ▶ Multiply the Yearly Quantity by the Unit Price to get the Total Evaluated Price for that project code.
- ▶ Add the Total Evaluated Price for each project code to arrive at the Offeror's Total Evaluated Price.

On-Site Visits

- ▶ Conducted if offeror's proposal is found technically acceptable and if the offeror meets the lowest cost requirement.
- ▶ Verifies offerors' written proposal.
- ▶ Subcontractors' sites will be visited as well.



Referral Process

- ▶ Our office contacts the vendor to schedule an initial appointment.
- ▶ Our office sends the Probation Form 45, presentence report, release of information, and any other relevant information to the vendor.
- ▶ Reports should be faxed to our treatment fax number (which will be on the Prob 45) within the appropriate timeframes per the Statement of Work.
- ▶ USPO will provide risk scores for post-conviction persons under supervision, once a score is obtained.

Reminders

- ▶ Email questions to:
treatmentrfp@mdp.uscourts.gov.
Questions and answers will be posted on the [USPO website](#) twice a week.
- ▶ A separate proposal must be submitted in response to each BPA.
- ▶ Proposals must be emailed to us by 5 p.m., August 9, 2024.
- ▶ BPA awards will be made by early September 2024, with services to begin October 1, 2024.

