

Responses to Questions Pertaining to 2022 Request for Solicitation

Drug Testing

Q. Is the cost of urine drug screens to be calculated as part of the cost for all project codes? 2011, 2022, 2010, 2020, and 2030?

A. No, the only code used for urine drug screens is 1010. Urine samples should only be collected in according to the Program Plan (PROB45) authorizing services. This year, a separate Request for Proposal was issued in Tulsa and Broken Arrow, specifically for the collection of urine samples (1010) and sweat patch testing (1012). Please visit our website for a complete list of the Request for Proposals: <https://oknp.uscourts.gov/solicitations-2022>

Q. How long does Federal Probation expect for positive samples to be stored?

A. Urine samples are not tested/stored on site. Our office will provide testing supplies and shipping labels. Samples must be shipped via FedEx to the United States Probation Office Drug Lab in St. Louis, MO for testing.

Q. How does Federal Probation prefer to receive their results?

A. Urine samples are not tested on site. Our office will provide testing supplies and shipping labels. Samples must be shipped via FedEx to the United States Probation Office Regional Drug Testing Laboratory in St. Louis, Missouri for testing. Our regional lab in St. Louis will provide results to our office.

Q. What is the frequency for drug screening? Every visit, weekly? How often is each participant expected to test per month?

A. Frequency of drug screening will be determined by the Probation Officer. Clients may be assigned to test up to four times monthly (six times monthly as a sanction). Frequency will be authorized through the Program Plan (PROB45).

Q: How is it determined when and how each participant is drug tested? Do the participants of Federal Probation test on a randomized color line?

A: The Probation Office uses Comply, which syncs with our database. The U.S. Probation Office will consult with the vendor each month in the scheduling of agreeable dates for urinalysis collection and those dates will be scheduled in Comply. Comply will automatically schedule clients to test on the appropriate dates and frequency authorized by the Probation Office. Comply will generate Chain of Custody forms for clients and e-mail them to the provider the evening before the scheduled testing date.

The provider is not responsible for maintaining a randomized color line. Clients call a toll free number each day and enter their client ID. The recording will notify the client if they are scheduled to test on that date and remind the client of the location and testing hours.

Q: What is the monthly volume for the last three (3) months of testing?

A: The monthly volume will vary based on location. The Estimated Monthly Quantities (EMQs) represent the total monthly quantities to be ordered per Service item under the BPA. The historical monthly volume is considered when determining the EMQs; however, EMQs are estimates only and do not bind the government to meet these estimates.

Q: What is the current panel (list of tested drugs) that Federal Probation is using?

A: The standard panel used by the Probation Office tests for Amphetamine, THC, Cocaine, Creatinine, and Opiates. The Probation Office can request special tests from the Regional Testing Laboratory for an additional 11 substances. These requests are made case-by-case for the specific needs/risk of the client.

Q: How is Federal Probation utilizing confirmation (LC/MS) testing to confirm / challenge positive results?

A: When a urine sample presumptively tests positive and is challenged, the Probation Officer can request that the Regional Drug Testing Laboratory in St. Louis, Missouri, send the sample to our National Testing Laboratory, Alere Toxicology, for confirmation.

Q: What is the current price per urine drug screen?

A: The current price per drug screen varies by provider and will not be disclosed. The vendor is responsible for determining a competitive unit rate in accordance with fair market pricing. The vendor should consult the Statement of Work to understand the work requirements when determining the amount to charge for project codes.

Q: Does Federal Probation recognize Oklahoma Medical Marijuana cards? If a participant has their OMMA card, does Federal Probation require that sample be kept as a positive sample?

A: No, the Federal Probation Office does not recognize Oklahoma Medical Marijuana cards. The use of marijuana is against federal law; therefore, marijuana use remains a violation of conditions under federal supervision.

Q: Does Federal Probation utilize hair and/or nail testing? If so, what panel testing is utilized?

A: No, urinalysis and sweat patch testing are the only drug testing methods approved by the Director of the Administrative Office at this time.

Treatment

Q. Does Medical Detox have to be provided by us? It looks like Medical Detox or Residential Placement, is that correct?

A. All services marked by an "X" (all services listed in Section B) under the Required Services column are being solicited. Offerors failing to provide offers on all required services marked will be considered technically unacceptable.

Q. How many sessions per group per person are usually required for manualized group and group counseling per week?

A. Typically, a client will be authorized for one group counseling session per week. However, if more intensive therapy is deemed appropriate, the clinician should communicate the need and recommendation to the Probation Office and authorization for additional services will be considered. Manualized Cognitive Behavioral Groups should be attended once per week.

Q. The typed report that is due within the first 10 calendar days of project code 2011, can this be the biopsychosocial assessment that we have prepared and recorded in our medical record if all items are addressed in that summary, or do Probation and Pretrial Services require a different document to be prepared?

A. The Probation Office does not have a specific document to be prepared; however, the report must address, at a minimum, the criteria listed in Section C 1(b) of the Request for Proposal.

Q. Does Probation and Pretrial Services need a different discharge report other than what we would print from our electronic health record discharge summary if our summary addresses the items enumerated in the solicitation for a discharge summary? Or do you require a specific document to be prepared?

A. The Probation Office does not have a specific document to be prepared; however, the report must address, at a minimum, the criteria listed in Section C of the Request for Proposal.

Q. In year 2022, the solicitation projects 55 sessions per month for individual counseling, that is estimated on how many people being seen a month?

A: The Request for Proposal projects 55 EMQs for project code 2010 in fiscal year 2022. This reflects the number of estimated units, not sessions. Each unit is noted under the corresponding Project Code Estimated Monthly Quantity. For counseling services, each unit is equivalent to 30 minutes (e.g. a one hour session would be 2 units). The Estimated Monthly Quantities (EMQs) represent the total monthly quantities to be ordered per Service item under the BPA. The historical monthly volume is considered when determining the EMQs; however, EMQs are estimates only and do not bind the government to meet these estimates.

Billing

Q. Are “No-Show” tests allowed to be billed?

A. No, the provider may only bill for services authorized and provided.

Q. For PC 1202, are we to indicate the requested reimbursement rate per mile on the Section B document under Unit Price?

A. Project Code 1202 authorizes the provider to issue monthly bus passes to persons under supervision when the Probation Office determines that the client is unable to pay for transportation to attend counseling services and/or submit to drug testing. The Probation Office will reimburse the cost of the 31-Day Pass (\$45).

Q. **For the administrative fee, are we to indicate that we will ask for the established rate of 5% of the amount distributed under all codes other than pc 1202 on the Section B document under Unit Price?**

A. For Project Codes 1201 and 1202, you are not required to enter a unit price; however, by submitting your Proposal you are agreeing to provide these services at the actual rate (e.g. the monthly bus pass for Project Code 1202 is \$45 per bus pass). The Administrative Fee for Project Code 1201 will be 5% of the expense of Project Code 1202 (e.g. \$2.25 per bus pass).

Additional Questions

Q: **Section L, page 3 under Background Statement, 2.a., states that we are to provide copies of all monitoring reports for the previous 18 months from all federal, state, and local agencies. We are a very large behavioral health provider and for many of our locations our contracts with the state do not issue monitoring reports. My understanding of the language of Attachment B is that we can solicit a letter from the Oklahoma Department of Mental Health and Substance Abuse Services indicating our level of performance and that letter needs to indicate language reflecting "satisfactory/unsatisfactory" or "pass/fail". Will this satisfy the Background Statement Requirement 2.a. if we do not have "monitoring reports"?**

A: Monitoring reports are only required for the specific location falling under the catchment area to provide services under the specific Blanket Purchase Agreement (e.g. Tulsa or Broken Arrow). If you have not received monitoring reports in the previous 18 months, you may submit certificates and/or letters from federal, state, or local agencies indicating that you have had a satisfactory rating for the previous 18 months. If your agency provides services for / under the Oklahoma Department of Mental Health and Substance Abuse Services, a letter indicating such will be acceptable.

Responses to Questions Pertaining to Previous Solicitations

Drug Testing

Q. What is expected in UA collection?

A. The vendor must have male and female staff available the date and specific hours of each scheduled urine collection. The vendor can only perform same gender observed collection. Unobserved collection should occur only in rare circumstances, and the designated U.S. Probation Office contact should be notified in those instances. Only those collectors trained by the U.S. Probation Officer are permitted to collect specimens under the agreement. A day prior to each collection day, the U.S. Probation Office will e-mail the vendor a pdf document containing the Chain of Custody forms for each defendant/offender required to submit a urine specimen on that date, as well as a listing of those scheduled for testing. The vendor is responsible for printing the Chain of Custody forms on the provided paper and following the training procedures for the proper completion of the Chain of Custody form and observed urine collection. The U.S. Probation Office will provide the vendor with the necessary urinalysis collection materials (i.e. blank Chain of Custody forms, vials, specimen bags, mailing boxes, and mailing labels which include the cost of shipping); however, the vendor is responsible for printer ink, gloves, cleaning agents, etc. Once the vendor collects the urine specimens, the vendor will mail via FedEx to the U.S. Probation Office in St. Louis where the in-house laboratory will test the specimens. Please see Statement of Work for additional requirements for urinalysis collection.

Q. Can we utilize our own drug testing lab and bill the probation office for services?

A. Our office will provide testing supplies and shipping labels. Samples must be shipped via FedEx to the United States Probation Office Drug Lab in St. Louis, MO. Results are then provided to the probation officer.

Q: Will the vendor know in advance on what days urine collection will occur?

A: Yes. The U.S. Probation Office will consult with the vendor each month in the scheduling of agreeable dates for urinalysis collection. The vendor must have days available in accordance with the local need specified in the Statement of Work. The ultimate discretion for the testing days remains with the U.S. Probation Office. The vendor must communicate a urine collection schedule with the U.S. Probation Office prior to the 23rd of each month.

Q: What is a sweat patch (project code 1012)?

A: A patch worn on the skin used to detect the presence of drugs excreted through the body. They may detect drug use up to two days prior to application and are generally worn for seven to ten days. There is a website the vendor can access for sweat patch training and complete the certification test. Only those with the certification are approved to apply the sweat patch.

Treatment

Q. Is there reimbursement for medication assisted treatments?

A. No, medication assisted treatments are not reimbursed.

Q. Is there a maximum limitation to length of treatment?

A. While there are limitations on short-term and long-term residential treatment, exceptions can be made in unique circumstances. There are no maximum limitations to the length of outpatient services; however, the client's needs and progress should be reevaluated every 90 days to assess the need for continued services.

Billing

Q. Can billing be submitted electronically?

A. Yes, the probation office has an electronic billing system.

Additional Questions

Q: This is my first time submitting a Request for Proposal (RFP). Where do I start?

A: It is important to start by reading the entire solicitation document. Section B indicates the specific project codes for each agreement. Section C is the actual Statement of Work that provides specifics for each of the project codes, as well as other information regarding the deliverable, non-compliance, staff requirements/restrictions, etc. Section C also include any local services which provide further descriptors/requirements to specified project codes. The offeror must be able to comply with the local service requirements. Section L provider the offeror instructions for the proposals, and the offeror should pay careful attention to the instructions and requirements for proposal submission. Section M includes the Evaluation Factors for Award.

Q: On the Offeror's References page, after listing the references and their contact information, do we need to attach a letter from them as well?

A: No, a letter is not required; however, we will contact all references listed if the proposal is found to be technically acceptable.

Q: Who do I have to include on the Staff Qualification Statement?

A: The offeror shall include all staff performing services under any agreement. Please refer to Section L for specifics regarding completion of the Staff Qualification Statement, as this is a requirement for technical evaluation of the proposal. Take note that the offeror shall include the duties each staff will perform by numeric project code. If the offeror is utilizing a subcontractor, please note the specific requirements in Section L.

Q: I am interested in providing services under multiple BPAs. Do I need to submit a separate proposal, or can I indicate the BPAs of interest in a cover letter?

A: The vendor must submit a completed RFP for each BPA in which the vendor is interested. Each RFP references a specific catchment area and/or type of service. If the vendor has a site in more than one catchment area, the vendor must respond and submit a completed

RFP packet for each appropriate corresponding BPA number in which that vendor is interested in providing services.

Q: What if I cannot provide all of the services requested in Section B? For example, I do not have a psychiatrist on staff. Does this make me ineligible to submit a proposal?

A: Not necessarily. A vendor must be capable of providing **all** services identified in Section “B,” including local services identified at the end of Section C, and within the geographic area identified in Section “B.” However, in accordance with Section I, a vendor can team with another agency in an effort to ensure the ability to provide all services requested in the Statement of Work. In accordance with Section I, “services that the vendor proposes to refer to other service providers shall be considered subcontracting.” Please also reference the Section L requirements for subcontractors, noting specifics for Attachments A, B, and C. Note the primary contractor is responsible for the overall performance of the services required under the agreement and billing.

Q: Since I am uncertain as to whether I will be awarded the agreement, do I need to have operational space at the time I submit the proposal, or can I enter a lease post award?

A: According to Section M - Evaluation Factors for Award, on-sites will be conducted for those offeror’s whose proposals are determined technically acceptable based on the criteria and meet the lowest price requirement. Section M specifically sets forth the items required regarding the site. Section E specifies vendor and/or subcontractor requirements regarding the facilities.

Q. What is the anticipated start date that the United States Probation and Pretrial Services Office (“Probation Office”) expects to begin sending defendants/offenders to the vendor for treatment?

A. Blanket Purchase Orders awarded will take effect October 1, 2021. Referrals can be made on this date or any time thereafter based on need.

Q. How do the estimated monthly quantities apply to the specific services requested? Does the estimated units per month for 2019 mean that the vendor would collect that many total specimens per month? Alternatively, does it mean that the vendor would collect an unknown number of specimens from that many different defendants/offenders per month?

A. Unit price is specified under the Estimated Monthly Quantity in Section B. For example, Urine Collection/Testing and Reporting (1010) is a unit price per specimen while Short-Term Residential Treatment (2001) is a unit price per day. The Statement of Work found in Section C will provide specifics on the mandatory requirements for each required service.

The Estimated Monthly Quantity noted in Section B is the estimated total quantity of units per service during a given month. For example, 20 units for 1010 would be a total of 20 samples collected during the month. In another example, Short-Term Residential Treatment (2001) may estimate 60 units per month, which would be a total of 60 days billed, or two clients in short-term treatment billed 30 days each per month.

NOTE: Quantities listed are only estimates and not guaranteed.

Q. How does the Probation Office define a “subcontractor”? Mental health facilities frequently engage doctors, registered dieticians, and other specialty providers as 1099 independent contractors, as opposed to W-2 employees, of the facility. Nevertheless, the mental health facility considers these individuals to be part of its workforce. Would those individuals need to be identified as “subcontractors” in the RFP response?

A. Please refer to section I.2 Subcontracting. Services that the vendor proposes to refer to other service providers shall be considered subcontracting. This pertains specifically to services required in the RFP and provided to federal clients under the agreement. For example, if a counselor is self-employed and contracted through your agency, they would be considered a sub-contractor.

Q. Would a vendor be eligible for the program if it is actively pursuing certification by the Oklahoma Department of Mental Health and Substance Abuse (“ODMHSAS”) to provide substance abuse treatment services in a residential treatment facility, as long as it receives the certification on or before the anticipated start date?

A. The vendor must have all required certifications at the time the proposal is submitted or will be rated technically unacceptable. If there is not a technically acceptable proposal submitted by the submission deadline, the probation office can request permission to enter discussion with a technically unacceptable vendor in an attempt to allow the vendor to provide additional information and clarify proposal requirements.

Q: What is the Department of Labor Wage determination?

A: The Department of Labor Wage determination only applies to those BPAs that include project code 1010 or 1012 in Section B. Additional information regarding the wage determination can be found under the Service Contract Act of 1965, as amended June 2012.

Q: Will you be posting Rate Details per Unit for past services?

A: No, the *Rate Details per Unit* will not be posted. The vendor is responsible for determining a competitive unit rate in accordance with fair market pricing. The vendor should consult the Statement of Work to understand the work requirements when determining the amount to charge for project codes.