

## *Frequently Asked Questions*

- 1. Is it imperative that I attend the Bidders' Conference on August 4, 2011?**

No, you are not required to attend the Bidders' Conference. Verbatim minutes from the Bidders' Conference will be posted to the website following the conference.

- 2. Can I submit my proposal prior to the Bidders' Conference or do I have to wait until after the conference to submit?**

You can submit your proposal at any time from now until 4:00 pm on August 23, 2011.

- 3. I did not see a requirement for two facilitators for MRT...not sure if I am missing something.**

We did not add Local Language requiring there to be two facilitators for CBT groups. Our office feels it is beneficial to have two facilitators present when possible but this is not a requirement of the RFP.

- 4. Is there contracting for MRT in Muskegon and Calhoun counties?**

We are not contracting for CBT services in Muskegon and Berrien Counties at this time. We are contracting for CBT in Calhoun County.

Please note: Project Code 2022 is for Manualized Cognitive Behavioral Therapy. We added Local Language which requires the vendor to specifically provide the CBT programs MRT and/or Thinking for a Change.

- 5. I have questions regarding the substance abuse and mental health RFP's. Both mention drug test/urinalysis. Are service providers required, by contract, to do drug/alcohol testing as part of the mental health and substance abuse services?**

The RFP for mental health does not require drug tests/urinalysis. If you are bidding on the substance abuse RFP's for the catchment areas covering Grand Rapids, Lansing or Kalamazoo, drug testing is a separate contract

from all other substance abuse services. If you are bidding on contracts in all other catchment areas, drug testing is part of the substance abuse contract, and you must be able to provide all services listed, including drug testing.

**6. Can we be provided the “unit price for services,” low and high unit rate for RFP# 0646-12-MH17 and 0646-12-SA17?**

The current prices *per unit* for the catchment area listed above are as follows:

1011 Urine Collection	\$7
1504 PBT's	\$3
2010 Individual substance abuse counseling	\$30
2011 Substance abuse intake assessment	\$125
2020 Group substance abuse counseling	\$12.50
2030 Family s.a. counseling	\$30
2080 Intensive outpatient counseling	\$60
5011 Mental Health Assessment and Report	\$180
5020 Psychological Testing and Report	\$500
6010 Individual mental health counseling	\$40
6030 Family mental health counseling	\$45

**7. Is there a standard length of time for counseling appointments?**

Individual counseling appointments and family counseling appointments are typically 60 minutes (2 units). Group counseling appointments are typically 90 minutes (3 units), although we do have some agencies that have 60 minute groups (2 units).

**8. On “estimated monthly quantity,” if 12 units of individual mental health counseling is listed, does this mean that there were 12 individual clients or does this mean there were 6 clients monthly?**

If the EMQ is listed as 12, this would mean the estimated quantity would be 6 hours of individual treatment per month.

**9. If the EMQ for individual substance abuse treatment is listed as 22, does this convert to 22 clients or 11 clients monthly?**

An EMQ of 22 under individual substance abuse treatment would mean an estimate of 11 hours of treatment per month.

- 10. Can services be provided by a Masters level practitioner that has an approved “development plan” by the Michigan Certification Board for Addiction Professionals working toward full certification?**

Yes, as long as they work under the direct supervision of a fully licensed practitioner.

- 11. Can mental health services be provided by a Masters Level Practitioner that is a Limited Licensed Masters Social Worker (LLMSW)?**

Yes, as long as they work under the direct supervision of a fully licensed practitioner.

- 12. Do Sign-in, Sign-Out Daily Treatment Logs apply for services 5011, 5020, 6010, and 6030 as well as 2011, 2010, 2020, 2030, and 2080?**

Daily Treatment Logs must be completed for any type of ongoing counseling services. They do not have to be completed for intake assessments and evaluations.

- 13. If an agency is currently providing Substance Abuse group services for the Michigan Department of Corrections (MDOC) can US Probation clients be placed in the same groups as MDOC?**

Yes.

- 14. If we are applying for multiple services in the same catchment area, do we have to submit separate proposals?**

Yes, you do need to submit separate RFP's for different services (i.e. substance abuse and mental health) within the same catchment area as these services are under separate BPA's.

- 15. Does U.S. Probation provide the testing supplies for drug testing?**

The U.S. Probation Office provides all of the supplies for drug testing. The

Probation Office does NOT provide any of the supplies for Breathalyzer testing. The vendor must provide the testing device (PBT) and supplies for breathalyser.

- 16. Our agency will be sub-contracting for services. Do we need to provide an original signature on the Staff Qualification Form (Attachment C) and Certification of Compliance Statement (Attachment A) or can we use a faxed signature from them to submit with our RFP?**

You may use a faxed signature for the forms you submit from the sub-contracting agency.

- 17. Are MRT services in Muskegon and Berrien Counties continuing?**

As a cost-reduction measure, we are looking at providing officer led MRT services in Muskegon and Berrien Counties, and therefore, have not posted an RFP for CBT services in these counties. This matter is still under consideration by our management team and will be dependent on budget decisions made by our Court and the management team.

- 18. Where is the RFP for MRT in Calhoun County?**

The RFP for MRT for Calhoun County is listed under CBT services. If you look under CBT services and hover your mouse over Calhoun County, the RFP should appear.

- 19. Kalamazoo and Barry Counties are listed in the same catchment area. Do we have to have facilities in both of these counties in order to bid on services?**

No, you do not. We will be awarding contracts to 1 to 3 agencies in this catchment area, assuming some offenders may have to travel to a contiguous county for services.

- 20. If the EMQ for short term residential is listed as 40, does this mean there would be an estimated 40 participants each month or 1.3 clients each month.**

The units for short term residential are calculated by days of services. An

EMQ of 40 would mean we estimate you would be providing 40 days of residential treatment per month.

- 21. Can we sub-contract with another USPO contract holder for services (i.e., Intensive Outpatient Services, project code 2080)?**

Yes. You will still be responsible for providing the Certification of Compliance Statement for your agency and the sub-contracted agency with whom you bid.

- 22. If we sub-contract with another agency that holds a contract with US Probation, which agency will be responsible for billing for the sub-contracted services?**

You would be responsible for submitting all billing for any contract you hold, including those services provided by a sub-contracted agency.

- 23. Section L specifies the offeror shall “provide copies of all monitoring reports for the previous 18 months from federal, state and local agencies. If a monitoring report for the previous 18 months is not available, a federal, state and /or local certificate of letter indicating the vendor has a satisfactory or higher rating is acceptable. To be considered technically acceptable a vendor must have received ratings of satisfactory or higher. Monitoring reports for proposed subcontractors are not required; however, onsite evaluations will be individually performed for all subcontractors.”**

**Should monitoring reports be attached to the proposal or should they be onsite for review?**

They are required to be attached to the proposal, except for monitoring reports from a sub-contract agency.

**Are we required to submit monitoring reports from our whole agency and all 8 services we provide or just the monitoring reports from the Counseling Department?**

As indicated above, the offeror shall provide copies of all monitoring reports for the previous 18 months from federal, state and local agencies.

- 24. The RFP also specifies the offeror shall “include copies of all applicable business and/or operating licenses as required by state and local laws and regulations.”**

**Should the above documents be attached to the Proposal or be onsite for review?**

They should be attached to the proposal.

**Are we required to submit applicable business and/or operating licenses for the whole agency and all 8 services we provide or just the monitoring reports from the Counseling Department?**

As indicated above, the offeror shall provide copies of all applicable business and/or operating licenses.

- 25. The RFP also specifies the offeror shall “include copies of compliance with all federal, state and local fire, safety and health codes.”**

**Should the above documents be attached to the Proposal or be onsite for review?**

They should be attached to the proposal.

- 26. In the correspondence you sent in mid June regarding a response to procurement letter, I seem to recall a statement regarding pricing in comparison to other contracts. I don't see anything about it in the RFP. Am I missing something? For example, the prices we charge for an MDOC contract for SO services. The federal contract calls for a Master's level clinician for SO treatment, however the MDOC contract states a Bachelor's level (with approval) can provide SO treatment, hence more flexibility for budgeting services.**

We do not take into consideration different requirements of other contracting agencies (i.e., MDOC). We compare the fees presented for our contracts by the competing bidders, and the lowest technically correct bidder(s) are awarded the contract, depending on the number of agencies we decide to use in the catchment area.

- 27. Will a cost of living adjustment automatically be applied each year or should the price we are proposing each year include a cost of living adjustment?**

A cost of living adjustment will not automatically be applied. You should indicate what your proposed cost is for each year.

- 28. How do we handle a situation when a Subcontract Provider is on vacation and unavailable to sign Attachment A or C prior to the RFP deadline?**

You should note the circumstances and specify the date the required attachments will be provided.

- 29. Are NIDT's (Non-Instrumented Drug Testing) the same device we presently use for Fed testing?**

Yes. NIDT's are the instant drug tests which we provide to vendors to conduct testing.

- 30. The RFP indicates we must be certified in using the NIDT's. If we attended the training US Probation put on at the beginning of the contract, does this count as our certification?**

Yes. We will also be conducting additional training following the award of new contracts.

- 31. I just want to make sure that we are including everything necessary:**

**My proposal currently includes**

**Cover Letter**

**Section A-Solicitation/Offer/Acceptance**

**Section B--the prices, pgs 2 and 3**

**Section K--two pages**

**Section L has not specific portion itself, put is comprised of the following**

**Attachment A--Compliance Statement**

**Attachment B-Background statement--includes brief information about the agency, copies of monitoring reports, licenses/business documentation, location information, and fire and safety code information**  
**Attachment C-Staff Qualifications**  
**and Attachment D--References**

**Is there anything else that should be included?**

You appear to have completed everything as required. Please submit an original and one copy of each RFP no later than Tuesday August 23, 2011, at 4:00 p.m. Thank you!