

MINUTES OF OFFERORS' CONFERENCE
July 23, 2014, 1:30 pm

Introductions:

Sheryl Fett, USPO, Drug and Alcohol Treatment Specialist

Rosalynnda Alvarado-Hillary, USPO, Drug and Alcohol Treatment Specialist

Emily Yoder, Probation Services Technician

Opening Statement:

The Request for Proposal has several sections, and we want to make sure you know which sections you are required to return. The sections you must return are:

Section A

Section B

Section K and

Section L

Section A is the Solicitation/Offer/Acceptance page. Your signature and contact information is required on this page.

Section B is where you, as the Offeror, list your prices. Please remember to build the cost of no shows into the prices you quote us. You cannot charge us later for no shows, but you can build it into your bid.

Section J contains copies of the forms our agency utilizes.

Section K is where you indicate who the authorized person is, who will be negotiating with us, and also where you indicate your Tax ID Number and Other Offeror Information - Be sure to complete both pages.

Section L has changed from previous RFPs. You no longer have to list service by service how you will provide services. Attachment A is now a Certification of Compliance Statement. If you are sub-contracting services, your sub-contractors will also have to prepare the Certification as requested. Read the instruction carefully for the other Attachments. References should not include any U.S. Probation officers.

The Dept. of Labor's Wage Determination is attached to the back of proposals containing drug testing services.

And remember... the due date for you to turn in your completed RFP to us is no later than **Wednesday, August 13, 2014, at 4:00 pm.**

If you have any questions after today, please e-mail them to me. My e-mail address is listed on this board and it also listed on the Treatment Services web page. I also have business cards that will be available at the end of this conference.

The Offerors' Conference is now open for questions...

1. Regarding subcontractors, you said that we needed them to provide some additional information, can you repeat what that was?

There are some certifications that you as a vendor need to complete and if you are subcontracting with an agency, that agency would also need to complete those. The Certifications are included in Section L, at the very end. Attachment A (Offeror's Certification of Compliance Statement), Attachment B (Offeror's Background Statement), and Attachment C (Offeror's Staff Qualifications).

Attachment C is Offeror's Staff Qualifications. On that there are certifications that you have to check. The first one is "I certify no proposed staff members are under investigation or charged for a criminal offense, and or under pretrial/probation/parole/mandatory release/supervised release," so on any kind of supervision. Also, "I hereby certify that no proposed staff member has been convicted of any sexual offense, including by 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 the Sexual Offender Registry." The third one, you check only if applicable. "I certify herein that proposed staff conducting sex offense specific evaluations will adhere to the established ethic, standards, and practices of the Association for the Treatment for Sexual Abusers, or ATSA. So, the first two certifications have to be checked for everybody, the third one is only if you are going to be providing sex offender specific services. We also have local language for our sex offender specific providers requiring that you are an active member of ATSA. If you are not right now, you can apply for it. We ask that you are at least applying for it.

2. Is it okay for an agency to mail in faxed copies of a subcontractors' Attachment A, B and C along with the bidding agency's originally signed RFP? Or do attachments from subcontractors have to be originally signed also?

The primary offeror can accept faxed Attachments from their subcontractors for inclusion in their proposals, but the primary proposal must be submitted by hard copy..

3. For subcontractors, are there specific approved providers you have used? I'm looking for more guidelines with using subcontractors.

There is not a list of approved vendors. There is a federal list that has disbarred people on it, and we have to check that before we award contracts, but those are few and far between. You would want to check with whoever you are going to subcontract with to make sure they are not disbarred from providing federal services. They cannot be on probation or pretrial services, and they cannot be under investigation for an offense. Other than that they would have to meet whatever criteria is listed in the Statement of Works for whichever service you are bidding on. For instance, for mental health services, they would have to meet the certification requirements of Michigan and they would have to have a Masters level degree. So whatever is specified under whatever service you are bidding on, they have to meet that requirement. For those providing drug testing, there is not an educational requirement. There is a requirement on the wage you have to pay drug testers, and that is why the Department of Labor attachment is included. They do that because they want to make sure there is integrity in the drug testing process. They don't want people being paid \$2/hr and taking drug tests because they may be more likely to be tempted by offers of bribery, etc.

4. Are the catchment areas different?

Some of the catchment areas are different this contracting cycle. For example, we created an additional catchment area for sex offender services in the lower peninsula to make the catchment areas smaller and hopefully offer more services within the catchment areas.

5. What is the distance you expect people to be able to travel to be seen in an office?

I think they should be at least in a contiguous county. A lot of the BPA's specify we will award the contract to 1-3 or 1-4 agencies and that allows us to award to more than one agency. There might be an instance where we have one agency in Barry and one agency in Kalamazoo, for that reason we might choose to award two contracts. We want to make it convenient for our offenders and defendants to make it to services, but recognize you may not have an agency in every county of a catchment area.

6. Can federal clientele be mixed with other clientele for residential?

Yes, we don't have enough offenders in the federal system to support running a treatment program solely on federal clientele.

7. What is the volume for referrals expected to be like?

In each BPA, there are estimated monthly quantities that we have listed, it's in Section B of the BPA, and that is based on historical data. Whatever we have there is what we've had in the past and those are estimates. There is no guarantee but those are the number or units we estimate having in the future.

8. Are we supposed to estimate the number we feel we would be able to see?

No, you don't need to estimate how many you are going to see. You use the estimated quantities we have provided to determine how much you will charge us for services. You need to pay attention to what the units are, because based on what you are bidding for, units are measured differently. For instance, for individual mental health treatment, the units are based on a half hour increment, but for residential services, units are based on a daily increment.

9. Will each region need a separate proposal?

Each catchment area will need a separate proposal. Even if you are putting in multiple ones. For instance, in the U.P. we may have three different catchment areas for different services. You would have to put in a separate proposal for each catchment area and each service within the catchment area. They have a different BPA number if you look at the top left in Section A it will say a proposal number. If it's a different number, you need to submit a separate proposal.

10. Substance abuse counseling, urinalysis data. Counselors can disregard the urinalysis, and those who are doing urinalysis would just disregard anything relevant to counseling?

It depends on the catchment area. In some catchment areas the testing is separated. I know in Wexford County it should be separated. If there are separate BPA's, it's separate. In Wexford County, the substance abuse services are separate from the testing. In Kent County, for instance,

it's lumped all together. I think in Lansing it's separated. Each catchment area is different. If you wanted to do substance abuse services and testing (in Wexford County), you could bid on both, but that would be two separate contracts. In Kent County, those services would be on one BPA.

11. So in Kent County, if you were going to do one but not the other, you would have to fill out zeros on the other, right?

If you weren't going to do the other, you wouldn't turn it in. If they are together you have to be able to provide all services. You don't have the option on Blanket Purchase Agreements to say you can't provide some services. You either bid on all services listed or don't bid at all.

12. Monitoring reports, there is information about receiving monitoring reports and currently we don't really receive anything. Is there anything specific in terms of what you are looking for or requirement to be receiving monitoring reports?

You are required to provide all monitoring reports for the past 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 or letter indicating the vendor has a satisfactory or higher rating is required.*

*You should provide **all monitoring reports received within the past 18 months**, even if you are bidding on a different service than the monitoring report relates to. As long as you are proposing to provide a service at the same facility where monitoring was previously conducted, you will need to provide those monitoring reports with your proposal.*

13. Any materials (workbooks), like for MRT, do we include those in the unit price?

Yes, take that into account. We are only contracting for MRT services in the lower peninsula this time. You would need to provide the workbook, so take that into account, and if you need to do training initially to get your staff certified, take that into account in the price that you bid as well. Historically, agencies have provided the first workbook, and if offenders or defendants lose it, then they have to purchase their own at \$25/book. It creates incentive for them to hold on to their book.

14. It says to make sure you read it thoroughly because things are different. Is there anything different? It all seems very much the same.

There are not any huge differences. We just want you to look at it carefully. There are couple services that have changed, but aside from that, this time it seems to have stayed pretty similar.

One change in the requirement for monitoring reports is as follows: You are required to provide all monitoring reports for the past 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 or letter indicating the vendor has a satisfactory or higher rating is required.*

Also, just so you know, if you look at the BPA's, some of them have one page for Section A and some of them have two. If you see 1 of 2 and you're looking for 2 of 2 and there isn't one, that's just because it's for continuation of that initial page and for some reason just because of the print, some of them went down to two pages. If you are able to sign the contract, you are not missing a page. On some of them, the signature line ran down to the second page, but that's all that is on the second page.

I can tell you some different things that we have this time around that we did not have last time. This time we are bidding for residential treatment for co-occurring disorders. In the past we've had residential treatment for substance abuse for up to 90 days. This time, we are also soliciting for residential treatment for co-occurring disorders for up to 90 days. The criteria for that is outlined in the Statement of Works as well. Another different service we are contracting for is Take Home Detoxification/Antagonist Treatment. We are asking specifically for Vivitrol providers. This is a shot that is used to treat people with acute opiate addiction or alcohol addiction.

15. When you refer to monitoring reports, you're referring to your monitoring reports that you come in and monitor the facility? What if we didn't have the contract previously to submitting this bid?

You are required to provide all monitoring reports for the past 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 or letter indicating the vendor has a satisfactory or higher rating is required*

If you didn't hold the federal contract previously, you will not have any monitoring reports from us to provide. If you did contract with us and have monitoring reports from U.S. Probation from the past 18 months, you need to submit these reports along with your proposal as well as any monitoring reports received from any other agencies.

...If you have any other questions, feel free to e-mail them to me. I will leave my business cards up here. Thank you.

Please remember, all questions must be submitted by 2:00 p.m. on Friday August 8, 2014.

Offerors' Conference closed at 2:10 pm.