

Bidder's Conference
July 19, 2016
Questions/Answers

- Q1. Do we need to submit a separate proposal for each clinic if we have multiple sites in the same catchment area?
- A1. No, submit one proposal for the catchment area and list each site location in the proposal.
- Q2. With regard to polygraphers, are they required to have a physical office?
- A2. Yes, even though we allow polygraphers to perform polygraphs at our courthouse if need be, polygraphers need to have an office to store files.
- Q3. Is urine testing required to be random?
- A3. Yes, and it is the clinic's responsibility to set up a program to facilitate random drug testing.
- Q4. Do clinics use the United States Probation Department's lab for drug testing?
- A4. Yes, if you are awarded the contract(s), we will set up an account for you with our lab.
- Q5. What is a "catchment area?"
- A5. A "catchment area" is the geographic area. Section B of the proposal defines each "catchment area" or geographic area each proposal encompasses.
- Q6. Is a vendor required to have a facility in all geographic areas noted in each catchment area?
- A6. No, the vendor needs only to have one physical site within each catchment area that they are bidding on.
- Q7. Can a vendor refuse services to sex offenders because the clinic has children on sight?
- A7. No, a vendor cannot refuse services; however, the clinic can schedule appointments with sex offenders at times when children are not present at the clinic.
- Q8. With regard to emails, are clinics bound by HIPPA requirements?
- A8. Yes, you are bound by HIPPA requirements when sending emails. Generally officers use the clients internal probation department number (PACTS number) in emails so that they names are not used.
- Q9. Does the United States Probation Department supply urine testing supplies?

- A9. Yes, we supply all drug testing supplies with the exception of gloves.
- Q10. Do you require a co-pay for drug testing?
- A10. No, we do not.
- Q11. With regard to Attachment J.1, is this form required to be submitted every three months by each clinic?
- A11. Yes.
- Q12. With regard to the forms contained in Section J, are vendors supposed to do anything with them when we submit our bid?
- A12. No, the forms contained in Section J are there so you are aware of our paperwork and expectations.
- Q13. Will the Bureau of Prisons be piggybacking on this contract or will it be a separate contract?
- A13. No, the Bureau of Prisons will not be on our contract. They have a separate contract.
- A14. Does the clinic return any collected co-pays to the United States Probation Department?
- A14. No, the clinic keeps the collected co-pay and then bills us for the service, minus the amount of co-pay collected.
- Q15. Is a co-pay allowed to be collected to offset the cost of other services?
- A15. No, we only collect co-pays for sex offender services at this time. However if a client has private insurance they will use that to pay for services.
- Q16. With regard to staff qualifications, do we need to submit supporting documents when we submit the bid?
- A16. No, you simply certify that your staff is qualified when you submit your bid. If you are awarded the contract(s), then you will be required to submit verification of your staff's qualifications.
- Q17. With regard to the wage determination for urine collectors, are we required to pay them at that rate?
- A17. No. You are not held to any wage determinations.
- Q18. Is there a wage determination for therapists?
- A18. Yes, but we are not required to supply that to you.

- Q19. With regard to the required monitoring reports, do we just submit our previous probation reports?
- A19. Yes, prior probation monitoring reports and monitoring reports prepared by any other agency you have held a contract with as well.
- Q20. If we have a list of our therapists and their qualifications, can we just attach the list to our proposal?
- A20. Yes.
- Q21. Is Section B, Attachment L where we include the background of our agency?
- A22. Yes.
- Q22. If you want to provide outpatient substance abuse services, but not inpatient, is that ok?
- A22. Yes. Services for outpatient and inpatient services are contained in different proposals. Vendors can bid on either or both.
- Q23. Do you offer case management services?
- A23. Yes, we offer case management services for mental health clients.
- Q24. With regard to group CBT, is the cost of the book included?
- A25. Yes, when submitting your price bid, please consider and include all costs associated with the service.
- Q26. What kinds of therapy are you requesting for substance abuse?
- A26. We are soliciting for a variety of services for including individual, group, IOP, detox and inpatient services. All requested services are listed and marked in Section B of the proposal.
- Q27. If you are submitting a proposal for inpatient substance abuse treatment do you have to provide both detox and inpatient services?
- A27. Yes.
- Q28. Are vendors required to carry any special insurance to have a government contract?
- A28. No, however we suggest you review Section K of the proposal.
- Q29. If we provide medical assisted treatment (MAT), can we include it with outpatient services?

- A29. No, our contract only allows for MAT under the inpatient contract.
- Q30. If a client is involved in mental health treatment, does the contract allow for psychotropic medications?
- A30. Yes.
- Q31. Does your contract provide for substance abuse based group therapy?
- A31. Yes, but it must be CBT based.
- Q32. Can you provide a current price list?
- A32. No, we cannot. We recently received guidance from Washington D.C. that has prohibited us from disclosing individual project code pricing. However, we are permitted to disclose from the current (2014-2016) contract cycle the totals from the "Life of the Agreement". This figure will include all estimated project code expenditures for the three-year cycle.
- Q33. Can we co-mingle clients from other contract in groups?
- A33. Yes. Groups at vendors do not have to be limited to federal clients.
- Q34. With regard to the requirement that we must keep records for three years, do we have to keep them on-site or can we store them at an off-site location?
- A34. No, they do not have to be kept on-site. You can follow your regular office procedure for file storage, as long as we can access them upon request.
- Q35. What if a therapist thinks a client could benefit from a service that is not listed on the program plan?
- A35. The therapist should contact the supervising probation officer and discuss the treatment plan. The therapist should not provide any services unless the officer amends the program plan to include it.
- Q36. What are the contract dates?
- A36. The contract will begin on 10/1/2016 and go through 09/30/2017, with the option for two additional years. Ultimately the contract will end 09/30/2019. The goal is to have the agency retain the contract for three full years.
- Q37. How often are audits?
- A37. Once the contract is awarded, there will be an audit within the first 90 days and every six months thereafter.

- Q38. If we are awarded the contract, do you provide the form we will be required to use?
- A38. Yes, we provide the template for all of our forms (See Section J). However, it is the treatment provider's responsibility to make copies for use.
- Q39. If my clinic is located in St. Clair Shores, can I put in a bid for the City of Detroit/Roseville/St. Clair Shores/Eastpointe catchment, as well as the Macomb County catchment area.
- A39. Yes, you can submit proposals for both catchment areas.
- Q40. Do I just have to turn in the first six pages of the Request for Proposal?
- A40. NO. You must submit the entire RFP as there are several sections that must be completed.