



UNITED STATES DISTRICT COURT
District of Connecticut
U.S. Probation & Pretrial Services

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U.S. PO Contracting Season 2025
Recorded: May 29, 2024

Opening remarks:

Important Dates: RFPs will be on the website: June 14, 2024

All RFP's must be received by USPO by July 9, 2024 at 5:00 pm

Overview/Important Highlights

- All vendors should download the RFP's.
- USPO is soliciting substance abuse, mental health, sex offender treatment, polygraphs, inpatient services.
- Catchment area needs to be identified by the vendors in the RFP.
- Section B: Vendors are asked to provide us with a unit price for those quantities they anticipate.
- 1st year is the base year. We have 4 option years where we can renew.
- RFP is considered a blanket purchase agreement.

When you look at estimated monthly quantities, those are units. When you look at the project codes, they are 30-minute units. Example: 1-hour group = 2 units. The exception is 6051 Medication Management, which is one unit no matter how long the session is.

Some things that have come up in the past, if a client is a no-show, can vendors get paid?

Response: you need to factor that cost into the pricing.

Fee for urines: Only collection, does not include fee for supplies, USPO provides all supplies.

Forms 45: for newer vendors, these are the actual contracts. When USPOs refer clients for treatment, the services noted on Prob 45 is what is authorized for that client.. Vendors must not provide services outside of the contract.

Re-entry/Support Court: Clinicians are required to attend.: Section M

- When USPO receives the RFPs, USPO will schedule a meeting with the treatment team, and nothing is opened until the meeting is underway, then All RFP's will be evaluated.
- Once we make an award, there will be a list of staff who are authorized to sign the treatment 45 contract. Vendors should not be providing services until an amended plan has been received by the vendor from USPOs.

- During the evaluation process, you may get a call from the treatment team members to gain clarification on pricing.
- Site visits will be 3rd or 4th week of July, after awards have been made; each vendor will be notified in writing of the award.

Vendor Questions:

- On the letter page 2, paragraph 4, it documents that the vendor must be capable of providing all services in section B including local services in section C. If vendor cannot provide, then is it technically unacceptable?
 - Answer: If contractor cannot perform the service, but there is a subcontractor that can provide the service, then the vendor needs to provide the price of the subcontractor. The offeror shall insert the letter “S” following the price inserted in the Unit Price column.
 - Answer: if the vendor is a SA/MH clinic and not sex offender specific, when the RFP is downloaded from the website, the RFP will only include project codes for services for SA/MH for the specific catchment area(s). The sex offender specific project codes will not include any project codes for SA/MH or Inpatient services.
- : Are units for SA and MH the same?
 - Answer: Yes, 1 unit = 30 minutes; 2 units = 1 hour
- If we bill for inpatient, how do those units run?
 - Answer: 1 unit per day
- How does it work if new things come up, new clinicians?
 - Answer: When you submit your statement of work, you need to include a list of your staff and their credentials.
- How does it work if the vendor needs to provide a different intervention that is not authorized in the statement of work? Clinician that may need to meet with the client for longer than authorized due to a crisis?
 - Answer: If you’re working with the PO assigned to the case and you are having a collaborative conversation, then the USPO will ensure to document that this occurred in order for the vendor to be compensated for it.
- When will site visits take place?
 - During the week of July 22nd through the 30th

The solicitation is awarded based on Lowest Price Technically Acceptable (LPTA).

Once we have identified the needs and the Catchment Areas are set, and once an award is made, we cannot solicit for the same services within the catchment areas.