

TREATMENT SERVICES
Solicitation 2010/2011/2012
Offerors' Conference
June 26, 2009 - 1:00p.m.

I. Welcome/Introductions

Kevin R. Mulcahy, Sr. USPO/DATS, opened the meeting, and introduced SUSPO Edwin Rodriguez, Jr., DCUSPO Cheryl Holmes, Billing Specialist Chris Delin and Sr. USPTO Carlos Ramirez. Also in attendance from EDNY were SUSPO Larry Cavagnetto, Quality Control Analyst Jeff Houser and USPO Mike Dora. Kevin informed everyone that the meeting was being recorded, and stated that all potential vendors will receive a summary of the meeting. Kevin encouraged everyone to utilize the SDNY U.S. Probation public website: **probation.sdney.uscourts.gov**, as each step of the solicitation process will be posted on the site, in addition to all RFPs.

II. Catchment Areas

A list of all catchment areas was distributed.

III. Nature of Blanket Purchase Order Agreements (BPA)

Ed stated that the RFP must be read carefully so that everyone is aware of changes and of what is required when writing proposals.

There is no guarantee in the EMQ; it is an "estimate." Ed provided some background as to how we arrive at the EMQs, but stressed it is an estimate.

The EMQs reflect the combined, expected services from probation and pretrial. We arrive at EMQs by looking at the numbers from previous years, and by consultation with those SUSPOs and Specialists who use the services and understand the trends.

The EMQ found for a particular service in Section B represents the aggregate number, and will be shared by all potential vendors. For example, if there is an EMQ of 400, and if we give awards to 5 vendors, each can expect APPROXIMATELY 80 units per month.

Pursuant to our need to rotate referrals, we do our best to equally distribute referrals based upon the expenses to date.

When completing proposals, potential vendors need to be sure to include prices for all services listed on Section B for all 3 years.

If we agree to do business, payment will be at the agreed upon price. The P-45 initiates agreement to pay for specific services for an individual, and for that individual only. There is no other obligation on the part of the Judiciary.

Each potential offeror needs to read the RFP carefully. A successful vendor must meet all standards and provide all services listed in section B, as defined in Section C, to be determined technically acceptable. Technically acceptable offers are ranked by cost, with the least expensive being our first choice, the next least expensive being our second choice (if there is a second choice), and so on.

All proposals need to be in the U. S. Courthouse no later than July 16, 2000 at 2:00 PM. No proposal will be accepted if it is not in the building by this date/time.

IV. Offerors' Responses/Proposal Submission

The only services required are those indicated in Section B. Refer to Section C for detailed explanations of what the services identified in Section B consist of. Any agreement which may be issued will be for one year. Based upon the needs of the government, available funding, and satisfactory performance by the vendor, we will exercise our options to renew the agreements for option years 2008 and 2009.

V. Teaming

If a vendor is unable to provide all services required in a particular RFP, they are allowed to "team" or sub-contract with another individual(s) who can provide that particular service(s). For example: if a vendor is interested in providing co-occurring services, but is only qualified to provide substance abuse treatment, they may "team" with a mental health professional in order to meet the co-occurring requirements of the RFP.

VI. Review Process

Proposals will be preliminarily reviewed by Kevin R. Mulcahy and Edwin Rodriguez, Jr., then by our review teams which are staffed by mental health and/or substance abuse supervisors and specialists, and some USPOs. Once that step is complete, the proposal will be returned to Kevin, for another level of review, and then passed on to Sr. DCUSPO Cheryl Holmes for her final approval. Some of the items we will look for include:

Vendors must have proper staff

Licenses, experience, etc.

Failure to provide required information will result in technically unacceptable rating and will eliminate the offer from further consideration.

Remember:

Sr. DCUSPO final approval

Pass/Fail system of rating

We reserve the right to not adhere to number of vendors sought

VII. Post-Award Administration

Shortly after the issuance of awards, we hope to have business meetings for all the new vendors. Everything will be discussed in detail at that time, but one thing that needs to be emphasized now is that prompt acceptance of referrals is most important.

VIII. Questions

In response to questions, Kevin and Ed explained:

- The two criteria necessary to be awarded the contract are: technically acceptable & lowest price.
- Vendors must meet ALL requirements in the RFP in order to be “technically acceptable”.
- All offenders should be 18 or over, we deal not deal with juveniles or the Family Court.
- Potential vendors need to submit separate proposal for each solicitation.
- Potential vendors need to be aware of section L, which provides guidelines for completing the RFP.
- The issue of EMQs was expanded upon. If an award is given to multiple vendors, the EMQ is shared by multiple vendors. For example, if the - EMQ is 500 and there are 5 vendors, each vendor can anticipate 100 units per month.
- Project Code 6060, clinical consultation, is no longer be offered as a service. However, vendors should build this service into their pricing for the services that they are required to provide to ensure compensation.
- No shows should also be built into the pricing for the services that vendors are required to provide to ensure compensation.
- Family counseling is now being offered in all co-occurring RFPs, as the AO recognized it’s importance in the treatment process.
- All vendors will be required to provide breath samples, via breathalyzer device. We will provide all materials and training.

- Medicaid, private insurance and co-pay can and should all be considered as payment options. However, if an offender is not eligible for any, we will provide payment.
- Vendors are required to provide credentials for all new staff.
- Sex Offender Treatment Solicitations: 0208-10-12, 0208-10-13, 0208-10-14 & 0208-10-15 did not include project codes 5021 & 5025. However, those RFPs have been amended to include additional project codes and are available on our website.
- The Cognitive Behavioral Therapy (CBT) RFPs have been posted on our website. The response date for these solicitations is July 30, 2009, before 2:00pm.