

Q: What are RFP's

A: Request for Proposal

Q: What are EMQ's

A: Estimated Monthly Quantities.

Q: Is there some specific way the RFPs are to be put together - i.e. stapled, clipped, in a notebook, font size, etc? I have been through the RFP several times and can't find any set requirements regarding this.

A: The RFPs do not need to be bound or clipped. We do encourage you to be careful to keep the RFP packets separate, if you are responding to more than one RFP.

Q: We are considering "teaming" with an agency. The other agency is also bidding on the RFP. Can we share our intended prices for services with each other?

A: Whether a vendor wants to "team up" with another vendor/subcontractor to provide services listed in the RFP is your decision. If that includes the sharing of prices that is also your choice. Our concern is that all the codes are addressed in your response as well as an explanation of how they will be provided. The third party will also need to meet the RFP requirements for those codes.

Q: Will you have more explicit instructions to the successful bidder on tamper and what to do about that?

A: We will have a full training on how the samples are to be collected, tested and tampered.

Q: Is there only going to be one vendor for each BPA?

A: The Request for Proposal indicates the possibility of more than one. We like the flexibility if the numbers support same, but if not, then there will only be one award.

Q: Is there a preference for the variety of services for a vendor that can provide the most services?

A: There are not going to be any preferences.

Q: The client or probationer would be coming into the office versus us going to them?

A: Yes. We don't expect any of your services to be off your sites. You would not be doing anything in their home or outside your site.

Q: If given sample medications, would sufficient verification be the prescription pad/note?

A: Yes, that would be sufficient.

Q: If you are doing individual therapy and patient/probationer no shows, how many no shows do we have to take before we decline further services?

A: The only person that can make the decision to terminate counseling, according to the RFP is the referring agency in consultation with the supervising officer.

Q: Do we only address the service marked in Section B?

A: Yes. You only need to address the services marked with an "X" in Section B.

Q: Do you only need to specifically address the services you are planning to provide?

A: No. All services checked in the RFP must be addressed. You can't pick and choose. If you cannot or are unable to provide all the services outlined in the RFP, it will be construed as technically unacceptable.

Q: Do we need to send back all pages of the RFP or do we only send back the sections which are pertinent to the us?

A: That is your choice. You do not need to send all pages which do not involve the services pertaining to your RFP, and you do not need to send back sections L and M. Go ahead and send all sections in that you are not sure about. Too much is better than too little, and if you are missing a part you could be found to be technically unacceptable.

Q: When you have multiple vendors, what is the selection process for choosing the lowest price proposal which is technically acceptable?

A: We look at all vendors who are technically acceptable and then make our decision based on who is lowest priced on EMQ's (estimated monthly quantities) over the lifetime of the agreement.

Q: The next question pertains to credentialing for project codes on 2010, 2020, 2030, and 2040. When looking at the credentialing of a person in the State of Nebraska who has a license as a drug and alcohol counselor without a 4-year degree, is that acceptable?

A: Section C is the minimum standard which needs to be met on behalf of the vendor to perform these services outlined in the RFP. If the minimum standards are not met, the RFP is technically unacceptable.

Q: In reference to the RFP for short term residential, you indicate the number of people per month in the program which is the same as a full treatment program. How soon do you plan on that program being up and running before referrals are received?

A: The number of units per month does not reference the number of people, but number of days per month.

Q: Must all of the services be provided in the catchment area for which they are defined?

A: Yes, all of the services listed in a specific catchment area must be provided by the vendor within the catchment area.

Q: Can you have more than one provider in a catchment area providing the same services?

A: Yes, we can. It does not mean that we will split the EMQs as much as that we will split the financial cost, so they are equitable for both vendors. An example would be one vendor charging \$10 for a service while another charges \$20 for the same service, and we contract with both in the same catchment area. We would send twice as many referrals to the \$10 vendor so that every month the amount spent would be equal between the two vendors.

Q: How many individual or group sessions are you projecting per month?

A: Those are the estimated monthly quantities which are shown for each RFP in Section B for that catchment area for that RFP.

Q: Can a vendor team with another agency?

A: A vendor can team with another agency to fulfill the obligations outlined in the RFP. However, the teaming agency is subject to the same requirements as outlined in the RFP.

Q: Please clarify how to respond to the question in Section B regarding the “area and state”?

A: In some areas of the country there are different districts within a state, such as the Southern District of Iowa or Northern District of Iowa. In the District of Nebraska, there is only one District and therefore the area will remain blank.

Q: In reference to 1010 and 1011 you indicate that the facility must be open on the collection day during certain times. What if we wanted to be open later or be closed for a portion of the day? Would that make us technically unacceptable?

A: It could make you technically unacceptable.

Q: Clarify the monitoring reports and who should complete them for us?

A: The report should be completed by anybody that could speak to the performance of your agency. Monitoring reports are nice because they rate the agency. If there are areas of deficiency, that doesn't automatically eliminate your agency, but we need that information to follow up what those deficiencies are and whether they were addressed. The agency who completed these reports could also serve as a reference.

Q: Can the vendor bill for sample medications, if there is no cost to the facilities and the medication is distributed?

A: If there is no cost to you, then there should be no cost to us.

Q. How do we bill you?

A. We would like to have that billing submitted by the 10th of the following month. We provide an electronic spreadsheet as well as training and support to complete the invoice process.

Q: What if we are interested in more than one RFP?

A: You will have to submit for each one separately. Upon completion of the RFP every project code must be addressed. Each RFP is mutually exclusive. The thing to pay attention to is the solicitation number in the upper left-hand corner of Section A of the RFP.

Q: When sending a proposal, should it be in PDF format?

A: Yes. The proposal can be filled out in PDF if you have the ability to sign electronically in Adobe. If you do not, you will need to print and add your actual signatures then send the entire packet with the required documentation.

Q: Who pays for medications?

A: The client would have to pay for their own medications.

Q: Do you have to have an office space, or can your clients be seen via telehealth?

A: You must maintain a physical facility/space with the catchment area. Telehealth is allowed but you also must be able to provide services in-person.

Q: Please confirm the number of beds to be contracted through this RFP (a range is acceptable). Is there a minimum number of beds that the County would like to place at a single location?

A: RFP Section B- Supplies or Services and Offeror's Prices:
Depending on the location or "catchment area" and need of the solicitor, the number of beds needed varies. The EMQs noted in the RFP are described: "Estimated Monthly Quantities (EMQs) represent the estimated total monthly quantities to be ordered per project code. However, EMQ's are estimates only and do not bind the government to meet these estimates."

Q: Is there a maximum bed day rate or contract maximum funding for this solicitation?

A. There is no maximum bed day rate per se, as it depends on the need of the solicitor and the funding available for those services.

Q: Is the United States District Court for the District of Nebraska looking to place individuals in existing short term residential facilities or is there Startup funding/Capital funding allowed for a new, dedicated facility?

A. The physical structure must be established prior to awarding of the contract in order for an inspection to take place. The inspection is to determine that they have met the requirements as required in the RFP. There is no solicitation or funding for development of a "new, dedicated facility".

Q: Do all forms provided in 'Section J - List of Attachments' apply to this solicitation once the contract has begun/clients are served? If not, please clarify which documents apply.

A. The forms listed in this section may vary depending on what service provided. Please review the service solicited in that section and to which form may pertain (ie. Sex Offender Treatment forms are not relevant to the solicitation of Residential Treatment Substance Abuse Treatment.)

Q: Please confirm whether the United States District Court for the District of Nebraska will pay for dedicated capacity (whether the bed is filled or not).

A. The solicitor will not pay for dedicated capacity if the service is not provided, only services provided that have been referred by the Probation Form 45 will be paid.

Q: Related to Provision of Shelter: At night, the (redacted) shares staff with the men's shelter and the women's shelter, so the employee to guest ratio is higher than 1:25 at night. Is that a problem?

A. Section C: (H)(2) located on page 13 of the RFP, Staff minimum requires: The vendor shall, "Provide for the appropriate supervision of federal defendants and the orderly running of the facility. A minimum ratio of one staff member for every twenty-five residents (1:25) shall be ensured at all times."

This is a required minimum in order to be in compliance with the RFP, unless there are exceptions as noted in subsection (a) "unless otherwise authorized in writing by the Chief USPO/USPSO or his/her designee."

With staffing ratio, it requires that these staff members are solely dedicated to the transitional living portion where you are interested in the RFP for Provisional Shelter. The ratio is figured with the number of persons each staff member is responsible for and dedicated to. In other words, if these staff have to handle the issues at the separate emergency shelter area of your program, they would not be considered dedicated to the Provisional Shelter.

Q: Under project code 2020 for group counseling: Are you looking for the unit price for one unit? Or for the entire program? Example: I noticed that the Unit: is per 30-minute session. However for IOP in a month it is 40 hours, at 10 hours per week of group counseling. So would we do the unit price for the 40 hours or do it for the 30 minutes?

A. The bid should include each unit price, and not the program overall (example: IOP).
2020/2010 Units = 30 minute session

Q: Does EMQ of 14 mean that each month an estimated 14 people will require Project Code 2001 services each calendar day unit?

A. For Project Code 2001 each unit is considered a day in that catchment area. EMQs are the average of units (or days) billed per month for that Project Code. For example, one person in the STR Program (2001) for the entire month of July will be 31 units (or days) billed for that person. If there were 2 individuals in the program there would be 62 units, 3 persons would be 93 etc.

Q: Is the expectation that the defendant's/persons under supervision ordered by the Court to participate in treatment will have an average length of stay/treatment period of approximately 14 days?

A. No. The EMQ's are estimate number of service units per month. So for example, there may be time periods that there are no referrals or persons in the program. The EMQ is listed on the number of days billed on average per fiscal year. 14 days x 12 months = 168 days total billed. Also, per the RFP, "These figures are estimates and the government is not bound to meet these estimates."

Q: To apply I have to offer all services instead of just counseling and evaluations?

A. Response: An offeror must be capable of providing all services identified in Section B of the specific RFP the offeror is considering, including local services identified at the end of Section C. If the offeror is unable to provide a service identified in Section B, and does not identify/subcontract with someone to provide the service, the offeror will be technically unacceptable.

Q: For 2024 solicitations: Please clarify the due date? Can you please confirm the 4:30 pm time is 4:30 pm Central? Will any extensions be granted?

A: Proposal submissions are due on July 31, 2024, by 4:30 PM, Central Standard Time. No extensions will be granted.

Q. Is USPO/USPSO open to a reimbursement model that aligns with other payor practices that would allow for the full per diem rate on date of admission, and no partial payment on date of discharge?

A. The USPO/USPSO will follow the RFP as outlined despite the difference of other payor practices. For invoicing purposes per diem rates are calculated based on the following:

- a. A calendar day unit (midnight to midnight) for continuous placement of over 24 hours; and
- b. Is prorated/calculated as one-fourth of a calendar day for (1) six hours or less, or (2) when a defendant/person under supervision is absent from contractor's facility without USPO/USPSO's or vendor's permission for over twenty-four (24) hours.

Q. For Short-term residential treatment for Douglas and Sarpy Counties, is the USPO/USPSO looking for a secure/locked facility or an unlocked facility to provide the requested services or is the USPO/USPSO open to either locked or unlocked?

A. The Short-term Residential RFP is for an non-custodial facility that complies with the RFP. For more information see Section 1. Residential Placements; (1) Short-term Residential Treatment; 2. Residential Facilities Requirements and Residential Placements (a) Defendant/Person under supervision Information.

Q. Is the USPO/USPSO open to paying a per diem rate that includes a "secure" residential rate for room and board with the added services and benefits that a locked setting would typically offer? This would likely be higher than bids offering unlocked residential rates.

A. The USPO/USPSO is strictly bound by wording in the RFP.

Q. Will the USPO/USPSO be willing to be a payor of last resort for services provided when private insurance ends up not reimbursing for non-clinical services that they initially said they would cover during pre-authorization? (Examples might include, the insurance policy doesn't actually cover the service, the individual is later determined not eligible for out of network services, the individual can't afford to pay their deductible, the insurance covers only a portion of the stay.)

A. No. The USPO/USPSO is to pay for services when a program plan (Probation Form 45) is submitted for referral to the contracting agency. The USPO/USPSO is responsible for cost of the services provided as outlined on the Probation Form 45.

Q. Is Section A considered the first page of the offer/proposal and thus fulfills this requirement, or is a cover letter required to provide this information?

A. The first page includes specified information and is then followed by Section A.

Q. If amendments were made to this solicitation, where would they be posted?

A. Any amendments to RFP would be posted on the website (<https://www.nep.uscourts.gov/treatment-services/2025>).

Q: Please confirm that the items listed in Section M.3 on RFP are the only items required for proposal submission. If any additional documentation or response is required, please clarify and specify what is needed.

A. As noted on Page L-3 of 15, "The Offeror shall not submit solicitation sections C, D, E, F, G, H, I and J as part of its proposal." This section also explains what is required for proposal submission.

Q: Where should the offeror send their proposals?

A: Proposals shall be e-mailed in pdf format to Terry_Smedra@nep.uscourts.gov and Ashley_Renz@nep.uscourts.gov

Q. Is it possible to provide fillable forms for the required submission documents, namely, Section A, Section B, Section K, and Attachments A thru D?

A. The pdf may be modified electronically, or filled out hard copy but is required to be submitted in pdf format. "Fillable forms" are not available.

Q. Is Solicitation 0867-25-0012 for a new service or is there an existing vendor facility (facilities) already providing these services for the USPO/USPSO? b. If there is an existing vendor(s) already providing these services, is this solicitation a re-bid for those services, or is the USPO/USPSO potentially looking to expand and/or establish a new vendor pool to provide these services?

A. This RFP is not a new service, and currently has existing vendors providing this service. The RFP is required every 5 years for BPAs, and all vendors current or new are required to submit proposals.