

Eastern District of Louisiana



2021 Bidders' Conference

W E L C O M E !

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Goals of the Conference.....

- ▶ Clarify Request For Proposal (RFP), solicitation process and Statement of Work (SOW).
- ▶ Answer questions.

Commonly Used Terms During Presentation

- ▶ RFP - Request For Proposal - Sections A-M
- ▶ BPA - Blanket Purchase Agreement
- ▶ Is a “charge account” arrangement, using a purchase order form, between a buyer and seller for recurring purchases of supplies or services. BPA’s are not contracts.
- ▶ AO - Administrative Office Of the United States Courts
- ▶ OPPS - Office of Probation and Pretrial Services

Commonly Used Terms During Presentation

- ▶ PC - Project Code
- ▶ USPO - United States Probation Officer
- ▶ Offender - Adult supervised by USPO
- ▶ Defendant - Adult supervised by USPSO
- ▶ Technically Acceptable/Unacceptable
- ▶ SOW - Statement of Work
- ▶ EMQ - Estimated Monthly Quantity

TEAMWORK

- ▶ The foundation of treatment services using BPA's is teamwork between the treatment providers and U.S. Probation/Pretrial Services
- ▶ This is based on frequent communication and prompt notification
- ▶ Incorporation of Evidence-Based Treatment Modalities

Goal of RFP Process

- ▶ Provide geographically accessible quality treatment services to defendants/offenders in the Eastern District of Louisiana

TYPES OF RFP'S - Section B

- ▶ 1) Combined Substance Abuse & Mental Health Outpatient (Integrated Services).
- ▶ 2) Substance Abuse Outpatient.
- ▶ 3) Mental Health Outpatient.
- ▶ 4) Sex Offender Outpatient.
- ▶ 5) Intensive Outpatient (IOP) Substance Abuse
- ▶ 6) Residential Treatment
- ▶ 7) Cognitive Behavioral Therapeutic Programming

TYPES OF RFP'S - Section B

- ▶ 8) Moral Recognition Therapeutic Programming
- ▶ 9) Anger Management/ Domestic Violence Counseling
- ▶ 10) Provisional Housing
- ▶ 11) Alcohol Monitoring
- ▶ 12) Psychiatric Services
- ▶ 13) Polygraph Services

TENTATIVE RFP REVIEW SCHEDULE

- ▶ **TENTATIVE.....**
- ▶ Post RFP on www.laep.uscourts.gov website on or about June 15, 2021. Keep checking website daily after this time - PLEASE DO NOT CALL IF NOT POSTED.
- ▶ Open Solicitation from June 15, 2021. Hard copies - hard copies/originals delivered to the U.S. Probation Office and email copies delivered to will be accepted.
- ▶ Tentative schedule for review of RFP's and site visits
- ▶ August thru the middle of September

Vendors must designate site location and staff before submission of RFP

AWARDING OF BPA'S

- ▶ Awarded to vendors who submitted proposals that are technically acceptable and lowest bid.
- ▶ If more than one vendor is placed on the BPA, it will be awarded to the next technically acceptable lowest bid, etc.
- ▶ Agencies notified via letter, whether selected or not selected.
- ▶ Fiscal year runs from Oct. 1 through Sept. 30th
- ▶ Training for vendors chosen beginning October 2021.
- ▶ Section I.3 - Option to extend the term of the contract.

RFP-Consists of Section A-M

- ▶ Section L
 - ▶ Provides Instructions for each section of the RFP
- ▶ **READ and RE-READ RFP**
- ▶ Section A - AO Form 367 - Solicitation/Offer/Acceptance
 - ▶ Important Information in Section A
 - ▶ Solicitation Number
 - ▶ Return Date, Time and Location
 - ▶ Number of Copies

SECTION B – Submission of Prices

- ▶ Offeror must complete the form as specified on Pages L-1 and L-2.
- ▶ Must provide a response to every requested item.
- ▶ Project Codes with (*) in front of it are listed in two places in Section C, the National Requirements and Local Services.
- ▶ Each marked project code, including local service, must be addressed in your narrative.

SECTION C- STATEMENT OF WORK

- ▶ **READ AND RE-READ SECTION C**
- ▶ National Mandatory Requirements. SOW cannot be changed. If changed, Probation/Pretrial needs OPPS approval through local service.
- ▶ Section C describes the services listed in Section B
- ▶ There are some services listed in Section C that are not listed in Section B. You are not required to address these services. If not listed in Section B, do not address.

DELIVERABLES

- ▶ 1) Records, conferences, reports, emergency contact procedures
- ▶ 2) Disclosure
- ▶ 3) Vendor Testimony
- ▶ 4) Notifying USPO/USPSO of defendant/offender behavior
- ▶ 5) Staff requirements and restrictions
- ▶ 6) Facility Requirements

LOCAL SERVICES

- ▶ 1) Are supplemental requirements to National Requirements specific to our District.
- ▶ 2) Apply to all project codes that have (*) in front of them in Section B
- ▶ 3) Are filled with details that must be read carefully and addressed
- ▶ 4) May repeat some local needs to several services
- ▶ 5) Handouts
- ▶ 6) www.laep.uscourts.gov

STAFF QUALIFICATION REQUIREMENTS

Each Project Code describes the service and staff qualification requirements

When you complete the STAFF QUALIFICATION FORM, you must take the staff qualification requirements for project codes into consideration

Submit appropriate documentation of staff qualification

Clarify the meaning of documentation

Only submit documentation of staff qualifications who will be designated to perform services on Federal defendants/offenders

SECTIONS E,F,G,H, and I


- ▶ READ AND RE-READ THESE SECTIONS
- ▶ Highlights.....
 - ▶ 1) Vendor has capability to immediately place federal defendants/offenders in outpatient services without regard to any placement backlog or waiting lists
 - ▶ 2) Vendors shall place referrals for residential placement in the first available bed space
 - ▶ 3) Termination of defendants/offenders from treatment based upon a violation of program rules shall not be made without the approval of the Probation/Pretrial Office
 - ▶ 4) Maintain fiscal records according to generally accepted accounting principles

Continued

- ▶ 6) Submit Invoice monthly to arrive no later than the 10th day of the month for services provided during the preceding month
- ▶ 7) It's Encouraged that the Invoice be submitted electronically
- ▶ 8) Submit separate invoices for services provided to pretrial defendants to the Pretrial Office
- ▶ 9) Vendor may include the “No-Show” factor for certain services. The vendor shall not include a charge for a “No-Show” as a separate item.
- ▶ 10) Co-Payments

SECTION J - Attachments

- ▶ Forms provided for vendor to use if awarded BPA
- ▶ Gives an idea of documentation requirements
- ▶ Department of Labor Wage Determination is mandatory for vendors providing urine collections - www.sams.gov

STANDARD FORM 86 ELECTRONIC VERSION  U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION		NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE		Rev. Feb. 1973 1. Notice No. 101269
Procurement Type Request for Proposal		Name of Organization Not Entered		
2. Estimated Solicitation Date 05/15/2018	3. Estimated Date Bids or Proposals to be Opened or Negotiations Begun 05/15/2018	4. Date Contract Performance to Begin 10/01/2018		
5. Places of Performance 1. Assumption, LA 2. Jefferson, LA 3. Plaquemines, LA 4. Orleans, LA 5. St Bernard, LA 6. St Charles, LA 7. Saint James, LA 8. Saint John The Baptist, LA 9. St Tammany, LA 10. Tangipahoa, LA 11. Terrebonne, LA 12. Washington, LA				
6. Services to be performed Other		Description of Services to be Performed Urine collection		
7. Information about performance Services Not Presently Being Performed				
8. Contractor Information is not required unless Services are to be performed by Contractors.				
9. Official Submitting Notice First Veronica Name: Last Pichon Name: Email: veronica_pichon@laep.uscourts.gov Phone: 504-587-3287 Ext: Fax: 504-589-3286 Date: 5/2/2018		10. Department, Agency, Bureau, or Division Other 11. Name and address of contact person Name: Veronica Pichon Address: 500 Poydras Street, Ste 505B City: New Orleans State: LA Zip: 70130		
Non Standard Occupations Number of Non-Standard Occupations: 1 #1 Position: urine collection technician Number of Employees: 1 Hourly Wage: 1.00 Description: Will collect urinalyses from clients on supervision.				
15. Comments Not Entered				
RESPONSE TO NOTICE Your Request Number: 101269 has been submitted. Your request is being processed. You should receive a response within 5 business days.				
<input type="button" value="PRINT"/>		<input type="button" value="SUBMIT ANOTHER SF98"/>		

SECTION L - Instructions, conditions, and notice to offerors

- ▶ **THESE ARE YOUR GENERAL INSTRUCTIONS FOR PROPOSALS - THE “HOW TO”**
- ▶ **THIS POWER POINT PRESENTATION IS BEING PROVIDED FOR CLARIFICATION PURPOSES. HOWEVER, YOU MUST RELY ON THE INSTRUCTIONS PROVIDED IN SECTION L.**
- ▶ **Gives specific direction as to how to complete sections A&B**
- ▶ **Addresses Section K - Representations, Certification, and Other Statements of Offeror**
- ▶ **Must Complete pages K-1 and K-2**
- ▶ **Explains the NARRATIVE STATEMENT and what is required**

SECTION L - continued

- ▶ Explains the preparation of the BACKGROUND STATEMENT and what is required
- ▶ Explains the OFFEROR'S STAFF QUALIFICATION FORM
- ▶ Explains the PREPARATION OF OFFEROR'S REFERENCES
- ▶ Gives INSTRUCTIONS TO OFFERORS.

SECTION M – Evaluation Factors For Award

- ▶ Proposals will be evaluated based on information provided in response to the RFP
- ▶ Pass/Fail Criteria
 - ▶ Must be able to answer all questions “Yes.”
 - ▶ Even one “No” response will result in the proposal being considered Technically Unacceptable
- ▶ Evaluation of prices
 - ▶ Evaluators use a calculation to obtain a total life of agreement/cost for all three years

POST AWARDS PROCEDURES

- ▶ Training for selected vendors beginning October 2021
- ▶ If more than one vendor is selected on a BPA, EMQ's divided accordingly
- ▶ Monitoring visits
 - ▶ Two during the first year of agreement - the first within 120 days of the award

SUMMARY AND FINAL QUESTIONS

- ▶ Complete your RFP as if the evaluator has no other information on your program
- ▶ Follow the instructions detailed in Section L
- ▶ Address all project codes identified in Section B, including local services
- ▶ Make sure all requirements listed in Section M are addressed
- ▶ Each proposal is to include
 - ▶ 1) Sections A-K
 - ▶ 2) Attachments A-D
 - ▶ 3) Other attachments (monitoring reports, licenses, etc.)

SOLICITATION UPDATES & DOWNLOADING

- ▶ Regularly check www.laep.uscourts.gov website under Treatment Services heading for updates and postings, including answers to questions
- ▶ To download applicable Section A and Section B, go to specific site. Click on the services being solicited. Click on your applicable service to obtain the correct Sections A&B

SOLICITATION UPDATES & DOWNLOADING

- ▶ Questions and Answers from Bidders' Conference will be posted ASAP on our website. Keep checking in case there are further questions and answers. Any further questions about this process must be submitted in writing no later than Tuesday, July 09, 2021.
- ▶ www.laep.uscourts.gov