

Q1) What are the time frames for the solicitation?

1. A) On July 16, 2018, this agency opened the solicitation cycle and prospective bidders were directed to the agency's web site for the necessary forms. The solicitation process will be closed on August 15, 2018, at 4pm.

Q2) On Section A of the proposal, do offerors put the address where the site is located or may offerors use another address

A) In Block 11 of Section A, the only direction in Section L is that the name and address of the offeror be provided. In reality, the address in Block 11 does not need to be the site address. It may be the main office address. However, the offeror must identify and provide in Attachment B, Background Statement, each location at which the offeror and any proposed subcontractors intend to provide services in response to the solicitation. If these location(s) are not identified in Attachment B, the offer will be technically unacceptable.

Q3) May offerors submit forms from previous solicitations?

A) **No. All documents and information must be used from the current solicitation Statement of Work that is posted on our website.**

Q4) Are the Estimated Monthly Quantities (EMQs) averages? How are they determined?

A) Unless otherwise noted, EMQs are just that- -estimates of monthly quantities- -for the services being referenced in Section B. Offerors are also reminded to carefully review each project code's unit designation, which is indicated directly under the line for FY 2016 EMQ's. For example, urine collection EMQs are per specimen, clinical individual and group EMQs are per 30 minute session, while residential treatment EMQs are per day. The estimated quantities are based on historical data pulled from our database that identifies the quantity of services provided within the past 12 months. EMQs are also based on estimates of future service needs within any particular catchment area, as well as projected budget considerations.

Q5) If offerors have a satellite office outside the catchment area for which they are bidding, do offerors need to identify or reference that office?

A) No. Only office sites within the catchment area for which offerors are submitting a bid are considered.

Q6) If an offeror has been awarded a Blanket Purchase Agreement in one catchment area, but has a second office outside that catchment area, may the offeror provide services in that second location?

A) No. The site location approved during the evaluation process is the site where the offeror must provide services. If an offeror changes sites, the new site must remain within the catchment area and must be approved. The offeror may not provide services at sites outside the offeror's awarded catchment area.

Q7) Is data available identifying the number of defendants and/or offenders in a catchment area?

A) Our office does not provide such data. We provide all information in the form of Estimated Monthly Quantities, as addressed earlier. The number of defendants/offenders is not the best indication of the level of services provided or expected in each catchment area.

Q8) If an offeror has multiple sites in a catchment area, are site visits conducted at each site?

A) Yes. The offeror must identify all sites within the catchment area. Our agency may always ask for clarification regarding the use of the sites.

Q9) If an offeror is submitting 4 separate proposals for 4 catchment areas, there will likely be duplicate paperwork (monitoring reports, for example). Is the offeror required to send copies of all required paperwork for each separate RFP?

A) Yes. We will review each RFP as if we have no other information about your agency. All necessary information needs to be in every individual RFP packet.

Q10) In any particular catchment area, if an offeror is required to submit bids on 6 different project codes, but does not provide all the required services, may the offeror subcontract those services?

A) Yes. An offeror may choose to subcontract out services. It is the offeror's choice on how to fulfill the requirements of the agreement. If the offeror subcontracts out a service, the offeror must insert the letter "S" following the listed price in the Unit Price column in Section B.

Q11) Is an offeror required to subcontract?

A) No. The offeror is not required to subcontract. Please remember, when an offeror subcontracts services, the offeror is still responsible for the agreement. The agreement is in the offeror's/agency's name. Monitoring reports will bear your agency's name and your agency is the party responsible for managing the agreement.

Q12) Why aren't all treatment services (substance abuse, mental health, sex offender, and so on) combined into one agreement?

A) The government is required to encourage competition. Historical data is examined and research conducted prior to the solicitation process. If the government believes combining too many services into one agreement limits competition, the government will solicit separately.

Q13) Will information be provided to let offerors know the current year's prices charged by incumbent agencies?

A) No. It is not our responsibility to help vendors try to price work. Vendors who are competing for government work need to determine independently what to propose for each project code.

Q14) In Section B, under identified unit prices, are the prices for 3 years?

A) In Section B, offerors are required to identify unit prices for FY's 2019, 2020, and 2021. Offerors are encouraged to follow the directions in Section L regarding services and prices for Section B.

Q15) May offerors bill separately for meetings with officers, or for the offeror's time required to complete reports?

A) No. Refer to Section G which addresses factoring in the costs of failed appointments, factoring in the costs for time spent writing reports, factoring in the costs for conferences with officers, factoring in the costs of telephone contacts, and so on. All offerors are encouraged to thoroughly read Section G.

Q16) Is there a mechanism whereby offerors may manipulate the evaluation of prices? For example, may offerors underbid the first 2 years, and then increase their prices in year 3? Would these strategies make a difference in the award?

A) No. Offerors are referred to Section M, which explains Evaluation of Price. As the award is based, in part, on Total Evaluated Price over the 3 years of the agreement, there is no way to manipulate year to year.

Q17) Is the site visit done before the contract is awarded?

A) Yes. Prior to awarding a contract, we must determine if the site is acceptable as it is a requirement to obtain the award. Section M identifies that site visits will be conducted for those offerors whose proposals are determined to be technically acceptable, and also meet the lowest price requirement. Site visits will be conducted to verify that the offeror's facility complies with the requirements of the RFP. There will be site evaluations for all subcontractors providing services.

Q18) If an offeror has a signed intent to lease for a site location, is that acceptable as a site?

A) In the RFP, there are requirements for the Background Statement addressing sites. Section M identifies the Pass/Fail criteria for Sites at which services are provided. We physically inspect the sites to ensure, for example, that emergency contact procedures are posted, that the facility has adequate access for any clients with physical disabilities, that operating licenses are posted, that the facility ensures confidentiality, and so forth. The offeror's site must meet all the criteria stipulated in the RFP to be considered an acceptable site. An intent to lease will not suffice unless all the identified criteria in the RFP are met.

Q19) If offerors sublet an office in a building and do not have copies of building licenses or fire safety compliance information, are offerors required to provide this information in the solicitation?

A) Yes. According to the requirements in Attachment B, Background Statement, offerors must include copies of compliance with all federal, state and local fire, safety and health codes. There is no exclusion if offerors sublet. Offerors are not required to provide copies of these documents for proposed subcontractors; however, the offeror must ensure subcontractors have the appropriate documentation demonstrating compliance.

Q20) If clinicians have state licenses, do they need to send copies of these licenses?

A) Yes. According to the directions in Section L, when submitting Attachment C, Offeror's Staff Qualification Form, offerors shall include credentials (licenses and certifications) for all proposed staff members who will be performing services under the agreement. Resumes do not qualify as credentials. Also, if the offeror's agency is licensed, they should submit copies of those licenses. Verify that the dates on licenses are not expired.

Q21) May an offeror submit another form of license in lieu of an operating license?

A) No. If the offeror's practice requires a business license or other form of operating license (occupational license), the offeror must submit this. If the offeror's municipality does not require any type of operating license, the offeror should document this for Attachment B, Background Statement, with confirmation.

Q22) Does your agency want references for individual therapists or for the agency?

A) If the offeror is an agency whose employees provide clinical services, it would be prudent to submit references for the agency. If the offeror is submitting as an individual bid, the reference will likely be for an individual. The offeror will ultimately have to determine what references should be provided. Section L directs that the offeror shall provide 3 references for whom the offeror has provided treatment and other services identified in the RFP within the past 3 years.

Q23) May Federal Probation Officers be used as references? What about state P.O.s?

A) State probation officers may be used as references, while Federal Probation Officers should not be used as references.

Q24) Approximately how long does the telephone interview take when contacting a reference?

A) Although it may vary, these generally run between 5 and 10 minutes.

Q26) With all the new government regulations for maintaining electronic files, are offerors permitted to do so?

A) Section C identifies that if a vendor maintains information electronically, the vendor shall make a hard copy of all files available for review immediately upon request of the USPO/USPSO or designee. Realistically, if this agency can easily review electronic files, there will be no need

for hard copies. If, on the other hand, this agency can not review them easily, hard copies may be required. Remember, there are documents the offeror must prepare in hard copy form (sign in logs, etc.), so the offeror will either have to maintain them as hard copies or scan them into electronic form, but these must be available for review.

Q27) May offerors scan or e-mail the RFP back to your agency?

A) **No. Offerors may not scan or e-mail their responses to this agency.**

Q28) Do I/my agency need to be DASA-licensed to bid on/provide treatment services for this RFP?

28) You need to be properly licensed in the State that you provide services in. Therefore, you are required to submit the documentation/license that is required by the State to provide these services.

Q29) If we are submitting proposals for various services under the same RFP number, do we need to submit a separate proposal for each service or can they be combined (i.e. short term residential and short term residential and co-occurring treatment services)?

A) We sent out one RFP requesting both short-term residential treatment services (2001) and short-term residential treatment for co-occurring disorders (6001), along with Inpatient Detox (8010). Therefore, you should submit one proposal which includes these requested services.