



Welcome to the 2019
Vendor Conference

July 19, 2018

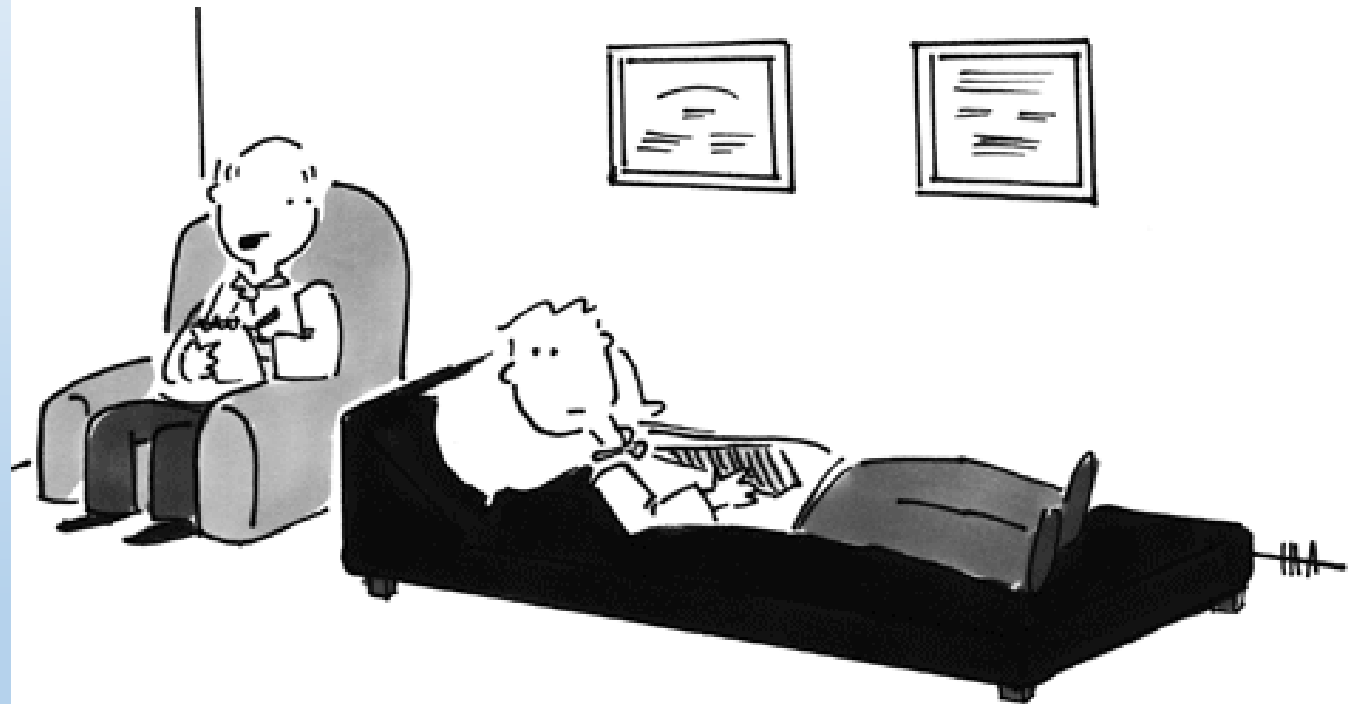


Welcome!

- Facilities
- Questions
- Sign-in sheet
- What are we talking about today?

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"What do you say we blame your parents and knock off early?"

WE NEED YOU!!!!



GOALS

- Increase client accountability
- Decrease time from referral to start of treatment
- Increase officer participation in the treatment process



2019 Solicitation

- Fiscal Year 2019
 - October 1, 2018 to September 30, 2019
- Possibility of extending for two additional years
 - October 1, 2019 to September 30, 2020
 - October 1, 2020 to September 30, 2021

A two year extension is likely if you meet the requirements of the RFP.



WEBSITE

<http://www.nhp.uscourts.gov>

-TREATMENT SERVICES

-VENDOR INFORMATION

-ACCESS THE RFP DOCUMENTS



HOW IT WORKS

- **Determine technical acceptability**
 - Located within the catchment area
 - Able to provide all services listed on the RFP (can use subcontractors)
 - Do they have staff that meet the minimum qualifications
- **Lowest bidder**
- **On-site evaluation**



LOWEST BIDDER?

- Life of the agreement totals
 - $(EMQs \times Price \times 3 \text{ (years)}) = \text{TOTAL COST}$

EMQ= Estimated Monthly Quantity



EMQ (Estimated Monthly Quantity)

- We determine EMQs with historical data
 - The previous three years usage
 - Number of people under supervision in a certain area
 - Types of conditions of supervision being imposed



CATCHMENT AREA

- **The area identified in the RFP, where services are being sought.**
 - This can be statewide, county, city, area code, or a group of areas.
- Major areas of focus for this solicitation:
 - Manchester
 - Concord
 - Nashua
 - Dover/Seacoast
 - Coos



ON-SITE VISIT

- Is the office in the catchment area?
- Is the office compliant with all state, local, and federal safety health codes?
- Are evacuation plans posted?
- Is there building access for someone with a disability?
- Are first aid kits available?



IMPORTANT INFORMATION

ALL PROPOSALS MUST:

- Include prices for all requested services in the RFP
- Include prices for all three years
 - Yes, prices can change each year
- Answer all questions and include all requested attachments
- Submit 2 signed copies of the completed RFP
- Submit before August 17, 2018, at 4:00 p.m.
- You must register with SAM.gov





QUESTIONS WITH THE RFP

Questions must be submitted in writing to:

Matthew_Dicarlo@nhp.uscourts.gov

ALL QUESTIONS WILL BE POSTED ON THE WEBSITE
NO LATER THAN AUGUST 1, 2018 at 4:00pm.



What services are we looking for??



0102-2019-0001

Substance Use and Mental Health Treatment (Manchester, NH)

- Case Management (2000)
- Substance Use Assessment (2011)
- Substance Use Group (CBT) (2021)
- Individual Substance Use (2010)
- Individual Co-Occurring Disorder (6015)
- Mental Health Assessment (5011)
- Individual Mental Health (6010)



Notes about Case Management

- The vendor shall assign a counselor to the New Hampshire Re-Entry Program, which requires the counselor to appear in meetings and Court one to five times per month (approximately 1 to 8 hours per month). The counselor should be the primary counselor for offenders participating in the Drug Court Program and/or be very familiar with the cases.
- The vendor shall provide a unit price of a 30 minute session for each participant of the New Hampshire Re-Entry Program that is also receiving services 2010, and 2021 at their agency.
- The unit price submitted by the vendor shall incorporate the time spent by the counselor to provide services to the New Hampshire Re-Entry Program prior to personal appearances, including verbal and/or written reports, and facilitating the linkages in the community to coordinate integrated services as outlined in Section C.



0102-2019-0002

Substance Use Treatment (Strafford County, NH)

- Urine Collection (1010)
- Substance Use Assessment (2011)
- Substance Use Group (CBT) (2021)
- Individual Substance Use (2010)
- Individual Co-Occurring Disorder (6015)



Urinalysis Testing

- UA Training – There will be an annual UA training conducted on-site by one of our USPOs. More can be provided upon request.
- Testing Dates – Will be given a month in advance to help staffing. There is a local needs to require testing after 5:00pm.
- Non-compliance – You are not addressing it with the person on supervision.
- Staff Requirements – All urine specimen collectors must take the OSHA airborne pathogens training.

Please read the RFP for additional requirements.



0102-2019-0005

Residential Substance Use Treatment (STATEWIDE)

- Short-Term Residential Treatment (2001)
 - Up to 90 days.
- CARF?



0102-2019-0006

Substance Use and Mental Health Treatment (Nashua, NH)

- Substance Use Assessment (2011)
- Substance Use Group (CBT) (2021)
- Individual Substance Use (2010)
- Individual Co-Occurring Disorder (6015)
- Mental Health Assessment (5011)
- Individual Mental Health (6010)
- Urine Collection (1010)

MAXIMUM GROUP SIZE IS 12



0102-2019-0008

Sex Offender Treatment (Manchester, NH)

- Sex Offender Assessment (5012)
- Individual Counseling (6012)
- Group Counseling (6022)
- Chaperone Training and Support (6091)
- Visual Reaction Time (VRT) Measure of Sexual Interest (5025)
- Pretrial Services



0102-2019-0009

Sex Offender Treatment (Concord, NH)

- Sex Offender Assessment (5012)
- Individual Counseling (6012)
- Group Counseling (6022)
- Chaperone Training and Support (6091)
- Visual Reaction Time (VRT) Measure of Sexual Interest (5025)
- Pretrial Services



Sex Offender Treatment Notes

- Group size can not exceed 10 people.
- A Dynamic Risk Assessment tool must be administered annually.
 - Stable 200/2007, SOTIPS, VRS-SO
- Coordination with polygraph examiner and probation officer.



0102-2019-0010

Urine Collection (Manchester, NH)

- Urine Collection (1010)



0102-19-0011

Substance Use and Mental Health Treatment (Concord, NH)

- Substance Use Assessment (2011)
- Substance Use Group (CBT) (2021)
- Individual Substance Use (2010)
- Individual Co-Occurring Disorder (6015)
- Mental Health Assessment (5011)
- Individual Mental Health (6010)



0102-2019-0098

Polygraph Testing (STATEWIDE)

- Clinical Poly (5022)
- Maintenance Poly (5023)

A typed outline with findings must be provided to the probation officer within 10 days of the examination.

If the client refuses a test, based on a 5th amendment concern, stop testing immediately and contact the probation office.



0102-2019-1001

Intensive Outpatient Treatment (Manchester, NH)

- IOP (2080)
- One unit is one day.



0102-2019-1002

Intensive Outpatient Treatment (Strafford County, NH)

- IOP (2080)



0102-2019-1005

Therapeutic Community Treatment (STATEWIDE)

- TC (1001)



0102-2019-1006

Medical Detoxification (STATEWIDE)

- Medical Detox (8010)
- Client Transportation (1202)



2CA-BPA

Manualized Cognitive Behavioral Treatment (Manchester, NH)

- Manualized CBT Group (3122)
 - Book cost must be factored into the unit price

This program must be Moral Reconciliation Therapy

BREAK

YES OR NO?



RFP Details

- Open Period Starts July 19, 2018 (Today)
- Submissions are due on or before August 17, 2018, at 4:00 p.m.
- On-Site visits will occur on the week of August 27, 2018
- Awards will be announced on or about the week of September 17, 2018
- Services start October 1, 2018



Section B

- Provides the solicitation catchment area.
 - The geographic area where services are required.
- Provides required services (Project codes)
 - Only provide quotes for the services requested.



Local Needs

- Some project codes have “local needs”
 - These can be found at the end of Section C.
 - Vendor must be able to meet the local need.



Completing Section B

- Directions found in Section L
- Must respond to every requested service item
- Provide pricing for all three years



Completing Section B

UNITS:

- Assessments/Intakes – 1 Unit
- Urine Collection -1 Unit
- Therapy Sessions – 1 unit is 30 minutes.
 - Usually 2 units per session
- Residential/Transitional and IOP – 1 Unit is one day.



Section C - Statement of Work

This section outlines the requirements and standards for each service (project code) requested in the RFP.

DO NOT RELY ON PRIOR RFPs FOR THIS INFORMATION!

READ THIS SECTION CAREFULLY



Section E – Vendor Performance

THE VENDOR SHALL:

- Maintain a Physical facility that meets all applicable federal, state, and local regulations.
- Not endanger the health and safety of employees, clients and the community.
- Provide physical facilities that preserve both the integrity of the confidential relationship and the personal dignity of the client.



Section F – Deliveries or Performance

In an effort to protect the community:

- **Immediately place Federal clients in treatment services.**
 - **Federal referrals get immediate residential placements.**
- **Do not refuse services, unless apparent danger.**
- **No termination of clients, without permission.**
- **Do not direct clients to withhold information.**



Section G – Agreement/Admin Data

- Person to contact with questions.
- Fiscal Records
- Invoices
 - “No Shows”



Section H – Special Agreement Requirements

Please read this section carefully.



Section I – Required Clauses

- Subcontracting
 - If you can't provide a service
- The primary contractor is responsible for the subcontractor



Section J - Attachments

This section provides examples of documents that you will use, if awarded a contract.



Section K

Authorized Negotiators
Taxpayer ID



Section L - Instructions

VERY IMPORTANT SECTION!!

- Original and 1 copy (both with original signatures) need to be submitted.
- EMQs are only estimates and not a guarantee. These numbers might be higher or lower.
- Background Statement
- Staff Qualifications
- Narrative Statement
- References
- Staff members can not be on any form of supervision.



Section M – Evaluation Factors for Award

- Technically Acceptable AND Lowest Price
- Review list of parties excluded from Federal Procurement and Non-Procurement Programs.
- Check References



Working with U.S. Probation

Officers will play an active role in the treatment process.

- Will attend 3-way sessions.
- Ask about 90 day treatment planning.
- Report conduct from the field.



Working with U.S. Probation

Referral Process

- Probation Form 45
- Release of information
- Treatment referral letter



Requirements

- Immediate placement must occur, after referral packet is received.
- Typed Discharge Summary submitted within 15 days of termination.
- 24 hour notice of any missed sessions, 3rd party issues, of noncompliance.
- Assessments completed within 10 days after the first face-to-face contact.



Requirements

- Federal files must be maintained in a secure area, separate from other clients files.
 - USPO will review all file material, including case notes, twice a year.
- Monthly case staffing with the Probation Officer (phone, in person, or two-way email communications).



HIPAA

- Notify USPO immediately upon receiving a request for disclosure of records.
- Do not release any information without prior approval of the Probation Office.
- Do not release any documentation provided by the U.S. Courts or the U.S. Probation Office.



HIPAA (CONT'D)

- HIPAA authorizes treatment providers to determine what information to release, when to release it, and to whom to release it. These determinations can only be made by the treatment provider. It is the treatment provider that faces criminal and civil penalties for non-compliance with HIPAA. The fact that the treatment provider is working for the federal court does not provide immunity.
- Please notify us



Noncompetitive Purchase Orders

- Up to one fiscal year
- Up to \$10,000 in services
- Cannot take the place of an active BPA, or Competitive Purchase Agreement
- We do not advertise



Competitive Purchase Orders

- Up to one fiscal year
- Up to \$25,000 in services
- Cannot take the place of an active BPA
- We attempt to obtain three bids



Questions?!?!?!?!?



REMINDER

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