

# 2018 Treatment Services Pre-Solicitation Conference

On June 23, 2017, a pre-solicitation conference was offered by the U.S. Probation & Pretrial Services Office.

## Summary:

The U.S. Probation Office, WDPa, held a Pre-Solicitation Conference for current and prospective vendors regarding treatment services contracting for FY 2018. Judge Mark Hornak opened the conference. He welcomed the vendors and presented the District's goal for FY 2018 to approach treatment of clients and defendants in a collaborative and inter-disciplinary fashion. He outlined three new areas of need that will be included in the solicitations: 1. Rapid Mobile Assessments; 2. Co-Occurring Treatment; 3) Medication Assisted Treatment (MAT).

USPO Specialist, Christopher Thompson presented an overview on treatment services and USPO Leah Masciantonio presented on the requirements included in the Request For Proposal (RFP). Vendors then broke up into groups depending on their interest: 1. New Providers; 2. Drug and Alcohol; 3. Mental Health; and 4. Sex Offender.

## The following information was provided to those in attendance (in summary):

We are soliciting for several types of treatment services, including independent behavioral health assessments, outpatient substance abuse services, outpatient mental health services, co-occurring/dual diagnosis services, and medication assisted treatment services.

The services will be provided by way of Blanket Purchase Agreements (BPA): Not a grant or lump sum of \$, it is similar to a charge account or a fee-for-service agreement.

\*Potentially a 3-year agreement (1-year, plus two option years, FY runs Oct-Sept.)

Several BPAs will be awarded based on Requests for Proposals (RFPs). You may be applicable for more than one RFP, as the different types of services will be including in separate RFPs.

Estimated Monthly Quantities (EMQ): Not binding. There may be more or less referrals than noted. EMQs are generally in half hour units although Intake Assessment and Report (Project Code 2011) is per intake.

Award of BPA is based on lowest price, technically acceptable standard. Vendor is technically acceptable if they can fulfill the requirements of Sections C, E, F, and G of the RFP. Offeror must meet all of the mandatory requirements of the RFP.

Instructions for the preparation of the RFP are contained at Sections B and L. Our evaluation criteria is outlined in Section M.

We are seeking multiple vendors to service several catchment areas. Vendor must be located in the appropriate catchment area.

RFP must include a unit price for the required services

These services are listed on pages B-2 and include, Intake Assessment and Report, Clinical Group (Cognitive Behavioral), Individual Counseling, Family Counseling. If any of these are left blank, the RFP is deemed unacceptable.

You must provide a price for each service and cannot write in any extra services.

Therefore, even if the price is \$0, enter the number.

Prices should include phone contacts, case notes, and a “no-show” factor, as these items cannot be charged separately. Only face-to-face contacts are billable.

In your best interest to give best offer now since vendor is chosen if technically acceptable and lowest price.

If there is an asterisk next to the service, this means that there is a local need that you need to meet and address in your response. Local needs will be identified and included in the RFP.

RFP should include copies of all pertinent local and state operational licenses or certifications. For example, your PA operating license and/or local fire inspection certificate.

If a proposal has been found to be technically acceptable, a site visit will be completed by the Probation Office.

If an award is made, you will receive notification via mail/email. Probation staff will then make arrangements to meet with you to get started.

Questions regarding RFPs must be submitted in writing. Check our website regular for updated information.

Beginning services:

Referrals are rotated among all vendors on each BPA. This rotation is based on the cost, not the number of clients.

A PO will contact you to advise of the need for an intake assessment or in other cases discuss the type and frequency of treatment. In accordance with the RFP, federal clients are to be placed immediately without regard to backlog or wait lists.

A form will be submitted, Probation Form 45 which is in RFP, a copy of which will be provided to all parties. This is your authorization to perform services. You may not digress from the type of services or increase the frequency without permission from the

PO. If you do, you may not be paid.

The PO will thereafter schedule a three-way treatment planning conference with counselor and client, at which time the goals of tx will be reviewed.

A typed evaluation shall be sent to PO in accordance with the local need requirement in the RFP.

Clients are to sign in and out for every session. Vendor needs to note type of service via description of service (clinical group) or the project code (2010) and initial. This is sent with the bill so that we know that clients were present and received service. We will provide the sign in log for the vendors use.

Vendor needs to document all case contacts including those with collaterals. Files are kept separately and are to be viewed by Chief USPO or designee only.

Vendor needs to contact PO within 24 hours of any missed sessions or any other violation behavior. PO's are responsible for contacting vendor regarding any positive or negative behaviors as well.

Monthly Treatment Reports must be completed for each month that services are rendered. They must be legible and provide the specific information requested. We reserve the right to require that they be typed if they are not legible. MTR's will be returned if the information provided is not deemed sufficient. The required form is in the attachments to the RFP.

Sign in daily logs and MTR's must be submitted with the bill by 10<sup>th</sup> of every month. RFP provides an outline of how bill is to be formatted. If you are a new vendor, we can provide training to your billing administrator.

Treatment plans must be sent to PO quarterly and include defendant/offender input.

Typed discharge summaries must be submitted within 15 calendar days and include the content as outlined in the RFP.

Invoices must be submitted electronically. Excel spreadsheets and a Service Provider Communication System (SPCS) will be provided for submission. Training will also be provided by USPO.

### The following questions were posed by those in attendance:

Are Presentence Investigative Reports (PSI) available for Sex Offender clients as well as Substance Abuse clients?

Yes, PSI's are available for mental health, substance abuse and sex offender clients. Vendors should ask the client's officer for a copy.

Is there an RFP for Co-Occurring Disorders?

Yes, in the FY2018 solicitation cycle there will be an RFP for this.

What is the process for submitting invoices if third-party payments (insurances) are billed?

Notify us that you will be billing insurance first and the bill may be submitted late, once the insurance amount has been received. Submit all non-insurance client billing on time.

On the Monthly Treatment Report, should units or hours be recorded?

Either, as long as you designate the unit or hour.

**UPDATE:** Please record the number of units.

Do vendors get copies of the monitoring reports?

Yes, if you have not received a copy of your report, please contact the USPO treatment specialist.

Are there separate RFPs for mental health, substance abuse, and sex offender treatment services?

Yes, RFP's are issued by type and by catchment area.

Can vendors use the Service Provider Communication System (SPCS) to communicate with the officers?

Yes.

What happens when the electronic billing spreadsheet does not total properly?

You may need a new spreadsheet, contact the USPO treatment specialist for assistance.

Is Vivitrol covered under the MAT RFP?

Yes, it will be.

Can a vendor provide services under the contract and then later transfer the client to an insurance pay?

Yes.

How does a vendor bill if they subcontract for a polygraph?

The vendor includes the price of the polygraph on their monthly bill and pays the polygrapher directly.

Will the RFP require MAT to include counseling services?

Yes.

How do you define co-occurring disorders?

Integrated provision of mental health and substance abuse treatment in same location with same therapist.

What is the Mobile Assessment catchment area?

Allegheny County.

Where will the Mobile Assessments take place?  
700 Grant Street or Allegheny County Jail.

Do you need to be licensed for mobile assessments?  
Yes.

Do you help with getting access to the jail for providers who are doing mobile assessments?  
Yes, we can.

What is the time line for the RFPs?  
July – RFP's issued with 30 days to respond  
August – RFP's evaluated  
Sept – Site visits for lowest price technically acceptable vendors  
Oct. 1 – Contract award, referrals begin

Can we call if we have any questions?  
No, please email questions to main email box noted on contracting page of website.