

Submitting Proposals

U.S. Probation Office and Pretrial Services
District of New Jersey

Goal of Bidder's Conference

- Clarify Request for Proposal and Process
- Answer Questions

Teamwork

- Teamwork between the Treatment Provider and U.S. Probation/Pretrial Services is critical for defendant/offender success.
- This is based on frequent communication and prompt notification.

Section A

- Important Information:
 - Solicitation Number
 - Return Date, Time and Location
 - Number of Copies
 - Vendor must complete the form as specified on Page L-1 and in Cover Letter.
 - Original and Copies need original signatures

Section B

■ Page B1

- Indicates Catchment Area (where services are to be located) (If a vendor proposes more than one site, all required services must be offered at each site and all sites must be located within the catchment area)
- Second paragraph lists the maximum and minimum number of vendors that may be granted a BPA.
- Project Codes, Required Services, Estimated Monthly Quantities and Unit Prices.

Section B (Cont)

- Project Codes with * in front of it are listed in two sections – National Requirements and Local Services.
- Estimated Monthly Quantity (EMQ) is the estimate of the monthly units of services may be requested. These amounts are not guaranteed, only estimates.
- EMQs are provided for each year of the award years granted (BPAs will be awarded for first year and may be extended for two optional years)

Section B (Cont)

- Units are defined for each project code – For outpatient counseling contacts, one unit equals a 30 minute session.
- Other Project Codes are per test, per report or per day.
- **IMPORTANT**
 - Note the unit definition for each project code when you are providing your unit price

Section B (Cont)

- Unit Price – Enter a price for each Project Code for each year.
- Subcontracting – For services that are subcontracted, mark “S” after the unit price.

Section B (Cont)

- PROJECT CODE 1010 (Urinalysis Testing)
- Unit Prices are NOT to include drug testing supplies or lab costs.
- Unit Price should be for COLLECTION ONLY.
- Supplies are provided.
- Wage Determination Report: Provided by the Department of Labor to assist in determining a fair price.

Section C - Description/Statement of Work

- Beginning on Page C-1 (National Mandatory Requirements) Describes services listed in Section B
- Each Project Code requested will be described along with staff qualification requirements.
- Services are to be conducted by qualified staff as defined in the RFP.

Section C - Description/Statement of Work (Cont)

- Deliverables include Additional Requirements for: Records, Conferences, Reports, Emergency Contact Procedures, Notifying Officers of Offender/Defendant behavior and non-compliance, staff requirements, restrictions and facility requirements.
- Other requirements regarding the above topics are also included in the Description of each Project Code.
- PC 1201/1202 Transportation costs and administrative fee: No price is required as reimbursement is at actual cost; administrative fee is reimbursed at 5% of actual cost of transportation
- Transportation is provided via public transportation by way of the most direct route

Section C - Local Services

- Local Services are supplemental requirements to National Requirements specific to our District and to each RFP. They apply to all project codes that have (*) in front of them in Section B.

Section J - Attachments

- Attachments are copies of forms for vendors to use if awarded BPA
 - J.1 - Program Discharge Summary Profile
 - J.2 – Sample Program Plan (Probation Form 45)
 - J.4 – Monthly Treatment Report (Probation Form 46)
 - J.5 – Authorization to Release Confidential Information (Probation Forms 11Ba and PSA Forms 6B, and 6D)
 - J.6 – Daily Log
 - J.7 – Daily Travel Record (Probation Form 17)
 - J.8 – Invoice
 - J.9 – Testing Logs (Urinalysis)
 - J.10 – Department of Labor Wage Determination (as required by the Service Contract Act, when applicable).
- It is Mandatory that the Department of Labor Wage Determination Report be provided to vendors providing urinalysis testing

Section K - Representations, Certifications and Other Statements of Offerors or Quotes

- Section K MUST be completed by vendor
- Page K-1, include ALL authorized negotiators and staff authorized to sign invoices (additional sheets can be attached)

Section L

- Attachment A - Certification of Compliance Statement MUST be completed.
- Statement certifies that vendor will comply with all provisions of RFP.

Section L – Attachment B Preparation of Background Statement

- Monitoring reports for the previous 18 months for all local, state and federal agencies are to be provided for services listed in RFP (Letter or certificate would suffice if monitoring report is unavailable) Ratings of satisfactory or higher must have been received to be considered technically acceptable.
- Monitoring reports for subcontractors are not required. However, onsite evaluations will be performed for all subcontractors.

Section L – Attachment B Preparation of Background Statement (Cont.)

- Each location at which the offeror and/or any proposed subcontractor intended to provide services are to be expressly listed and must be within the catchment area of the RFP.
- Include copies of ALL applicable business and/or operating licenses as required by state and local laws and regulations
- Include copies of compliance with ALL federal, state and local fire, safety and health codes
- For all of the above, make sure offeror complies with instructions regarding subcontractors.

Section L – Attachment C

Preparation of Staff Qualifications

- Attachment C is to be completed for EACH staff and subcontractors performing services under the BPA
- Duties – list project codes/services that staff will provide
- Clearly identify which staff will be performing which duties at which site, if multiple sites are being offered
- Credentials – List licenses and certifications for EACH staff as applicable
- REVIEW and COMPLETE the Certifications on Attachment C

Section L – Attachment D

Preparation of Offeror's References

- Provide 3 references for whom offeror has provided services, identified in this RFP, within the past 3 years
- Provide current information, especially name of current contact person and phone number
- Include phone extensions if applicable
- Federal Pretrial and/or Probation Officers should not be listed as references

Section M

- Proposals will be evaluated to be considered Technically Acceptable using the Pass/Fail criteria listed in Section M
- All questions **MUST** be answered “Yes” for consideration
- Any “No” response will result in the proposal being considered technically **unacceptable**
- Make sure all requirements listed in **SECTION M** are addressed!!

Section M (Cont.)

- A review of the RFP shall be based on the Offeror's Technical Proposal, which contains the Certification of Compliance, Background Statement, Staff Qualifications, and References
- The above demonstrates how the offeror will perform/meet the requirements of the RFP

Section M (Cont.)

- On Site visits are conducted for proposals which appear to be technically acceptable and lowest price
- On Site visits verify that the offeror's facility complies with the requirements of the RFP
- On Site visits will also be conducted for all subcontractors providing services at additional locations

Awarding of BPAs

- Awards will be granted to vendors who submitted proposals that are

Technically acceptable and lowest price.

Summary

- Complete and submit Sections A – B – K; Attachments A – D; Supporting documentation required in Section L or C (monitoring reports, licenses, certifications, etc)
- Read, Reread and Re-Reread ALL instructions and sections **VERY CAREFULLY**
- Follow instructions detailed in Cover Letter and Section L
- Include a unit price for ALL project codes for all 3 years where a bid price is requested

Summary (Cont.)

- Make sure that all requirements listed in **Section M** are addressed.

Questions & Answers

- All questions and answers will be posted on our external website:

<http://njp-dev.jdc.ao.dcn/>

- Email questions to:

elizabeth_villa@njp.uscourts.gov

- Thank You For Your Attention And Interest In Providing Treatment Services To Federal Defendants And Offenders.