

Q&A from Bidder Conference held on June 27, 2024

- 1. Is service required to be in-office only? Does the approval for Telehealth need to be in writing? Does the assigned Probation Officer authorize or someone else?**
 - a. A vendor must be capable of providing in-office service within the catchment area (the defined geographic area noted in the first paragraph of Section B). However, on a case-by-case basis, telehealth may be authorized to provide services as outlined in Section C of the Statement of Work. The use of telehealth is authorized only after the vendor and the USPO staff the individual case, determine the case is appropriate for treatment via telehealth, determine which specific services are appropriate via telehealth, and it is approved by the district's contracting officer.
- 2. Is the proposal for state funding only? If I would like to continue to provide mental health service as a non-contract provider, do I still have to complete this proposal?**
 - a. The noted request for proposals are being issued by the United States District Court for the Southern District of Texas (federal agency). Vendors need to make their own decision regarding submitting a proposal.
- 3. If we want to submit for the Polygraph Contract, can we have a subcontractor perform the polygraph? We noticed that polygraphs are not covered in the Sex Offender (SO) Treatment contract. Are you contracting now with polygraphers instead of Sex Offender Treatment providers subcontracting them? If we do SO treatment but not Polygraphs, do we also have to submit one for polygraphs (as subcontractors?)**
 - a. RFPs for sex offender treatment are structured differently from past years. Project codes for polygraphs (5022 and 5023) have been separated into their own agreements. For guidance on subcontracting, please see Section I.2 Subcontracting. The agreements are separate, will be evaluated separately, and there is no requirement to submit proposals for multiple services/areas. Vendors need to make their own decision regarding submitting a proposal.
- 4. Is there an out-patient substance use contract?**
 - a. There are several. Please see our website. <https://www.txs.uscourts.gov/page/request-proposals-fy25>
- 5. Is there a zoom meeting after award for new/changed process forms?**
 - a. Historically, post-award conference meetings are held in person (with the exception of during the pandemic). As noted under important dates, we are planning to hold this meeting in October 2024, locally at each U.S. Probation Office in Brownsville, Corpus Christi, McAllen, Laredo, and Houston.
- 6. For substance abuse counseling, can services be delivered by fully licensed staff or can interns/associates provide services?**
 - a. As noted in Section C, counselors shall be fully credentialed and maintain compliance with state statutes, regulations, and guidelines in the scope of substance use treatment services. Provisionally credentialed counselors are to be used only under the supervision of a fully credentialed counselor, and after obtaining the approval of the contracting officer. In the past, we have issued the following additional guidance: *Supervision generally means to be physically*

present, or within an immediate distance, such as on the same floor, and available to respond to the needs of something or someone. Precise definitions vary by context and governing entity. For example, in the context of employment law, it may involve defining the degree of control over a worker's tasks. Direct supervision on a job may be defined by the degree of supervision by a person overseeing the work of other persons, by which the supervisor has control over and professional knowledge of the work being done. The following is an example of a state law dealing with occupational therapy: Direct Supervision as used in the Law shall mean daily on-site, close contact whereby the supervisor is able to respond quickly to the needs of the client or supervisee.

7. Do we submit prices for all items with X or just those with X*?

- a. All items. Offerors failing to provide pricing on all identified project codes (with the exception of actual cost or administrative fees), will be considered technically unacceptable.

8. Can you provide a copy of the power point for this presentation?

- a. A copy of the power-point, recording of the presentation, and these questions/answers will be posted to our website. <https://www.txs.uscourts.gov/page/request-proposals-fy25>

9. Is there a unit price that can be collected when clients do not keep their appointments?

- a. The Judiciary does not reimburse vendors for defendant/person under supervision no-shows. When formulating pricing for services, the Offeror should consider incorporating the cost of “No-shows” into the proposed unit price. A “No-show” occurs when a defendant/person under supervision does not report for scheduled services and/or does not cancel with at least 24 hours advance notice.