

FY25 – RFP Questions and Answers

When I click on the link Polygraphs-Harris County 0541-25-24 the pdf file that is linked/downloads is 0541-25-26 which is listed as Brazoria County Polygraph solicitation.

A. This has been resolved. The correct file has been linked for solicitation 0541-25-24.

Could you please advise where I may find the instructions for any narrative that is required?

A. Section L.1, Preparation of the Background Disclosure

In Section A it asks for acknowledgment of amendments. Can we just put N/A? If not, where are the amendments?

A. Field #10, Acknowledgement of Amendments, in Section A should be left blank if there are no amendments for that specific proposal. As of this date, the only proposals with amendments are those for **Residential Substance Abuse Treatment**, as noted in this letter on our website [[FY25 RFP Amendment Letter \(Residential Treatment Only\)](#)]. The amendments (SF-30 Forms) for Residential Treatment proposals are available at our website under the “Amendments” column: <https://www.txs.uscourts.gov/page/request-proposals-fy25>.

When we submit our proposal via email, do you want each section and attachment in its own file, or do we submit the documents the same way we submit billing?

A. The proposal should be submitted as one PDF attachment. You may reduce the file size if necessary. The proposals must be sent to Solicitation@txsp.uscourts.gov. As noted in Section L, Proposal Submission: All e-mail submissions must reference in the subject line, the Solicitation # indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance.

Is there a section for the building information - building codes?

A. The Background Disclosure (Attachment B) addresses the requirements regarding building codes. This information is noted in Section L, Preparation of Background Disclosure (Attachment B).

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

A. As noted in Section G, Invoices, the vendor shall not invoice the Judiciary or receive reimbursement for “no-shows.” When formulating pricing for services, the vendor should consider incorporating the cost of “No-shows” into the unit price charged. 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.

As an example, if you charge \$20.00 per person per group hour would you put \$10.00 in the Unit price box?

A. The pricing is per unit (typically 30 minutes for a counseling project code), per person. If the duration of group is 1 hour and the unit price is \$10, the total charge would be \$20. There is an example of unit cost and time spent located in Section G.3(i).

Currently, my agency only offers telehealth. Is it possible to secure office space once the site visit is required?

A. As noted in Section M, one of the pass/fail criterion is: Offeror's (and all proposed subcontractor) site(s) at which services will be provided is/are located in catchment area and **are operational at time of RFP submission**.

This question is for Brownsville in Cameron County. Regarding service codes 1201 and 1202, we feel that the most cost-effective way to assist patients with transportation is via the Brownsville Urban System (public bus transportation). There would be several potential ways to do this. In a nutshell, they can pay their way and then be reimbursed. Or, we can somehow pay ahead for them. My understanding is that regardless of the process, we would then be reimbursed the total amount plus a 5% administration fee. We have also considered

FY25 – RFP Questions and Answers

that using Uber or Lyft would be an option. Can you please advise as to what would be acceptable procedures and if there are other transportation methods that are commonly used which we may have not considered?

- A. This project code covers the cost of public transportation, unless an alternate method is approved by the Contracting Officer. As noted in Section C, the vendor shall provide Defendant/Person under supervision Transportation Expenses (1202) for transportation to and from treatment facilities: (3) That does not exceed the price of public transportation via the most direct route. *If public transportation is not available, the vendor must seek prior approval from the Contracting Officer for reimbursement of alternative means of transportation.* Note: The vendor may charge an Administrative Fee (1201) of five (5) percent of the monthly funds distributed under Defendant/Person under supervision. A receipt must be submitted with invoice attachments for reimbursement.

My agency is a licensed substance abuse treatment facility with case managers as well as therapists? I didn't see any qualifications for case managers or non-clinical staff?

- A. Information regarding Staff Requirements and Restrictions can be found in Section C.

If I have an office on the outer edge of Harris County near an adjacent county, can I see clients from the adjacent county or can I only see clients in Harris County exclusively? In that same scenario, will I need a separate space for the adjacent county?

- A. Officers will refer defendants/persons under supervision to treatment providers based on their residential or employment location and consider factors such as available support and transportation needs. Providers may service clients from adjacent counties.

Can we submit the application and hire qualified staff once awarded?

- A. To be considered technically acceptable, the provider must submit a list of qualified staff that meet all minimum requirements (as noted in Section C for each project code) as part of the submitted proposal – Attachment C, Offeror's Staff Qualifications. During the term of the agreement, as noted in Section C, within three business days, the vendor shall notify the Contracting Officer in writing of any staff changes. For any new staff, the vendor shall submit a Staff Qualifications Statement (Section J Attachment) for each new staff member added under the agreement.

Can associates provide mental health counseling? Can LCDC Interns provide substance abuse counseling?

- A. This depends on the project code. As noted in Section C, 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.

For the mental health contract, can a psychiatric nurse who is under supervision of a psychiatrist provide the mental health evaluation and medications within their prescribed role.

- A. As noted in Section C, a Psychiatric Evaluation and Report consists of an evaluation and report conducted and prepared by a licensed medical doctor/physician, a psychiatrist, or **other qualified practitioner** who meets the standards of practice established by their state's regulatory board. Please contact the state regulatory board for questions regarding the scope of practice of a psychiatric nurse.

FY25 – RFP Questions and Answers

My question: If we apply for the Sex Offender Contract do we apply for the Polygraph Contract as well or will Houston be contracting the Polygraph portion out to their contractor and we just take care of the SO Therapy? In other words, does someone applying for the SO Contract have to have someone doing polygraphs on their contract?

- 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.

We were not able to renew our SAM last year in time for contract renewal, due to not having the required proof of address in time. We were switched to a "Manual Vendor" at that time for renewal purposes. Do we continue with that status or do we go in and get the SAM updated.

If registration in Sam.gov is still pending could this impact my agency being awarded?

- A. As noted in Section L, The Offeror shall register in the System for Award Management (www.sam.gov) at the time an offer is submitted. Note: if awarded, the Offeror shall maintain registration in www.sam.gov. Failure to do so could result in delay in payments. **Registration in www.sam.gov is not used in determining technical acceptability.** If you need further assistance, please contact the SAM Help Desk at www.fsd.gov, 1-866-606-8220 or the Help tab on the SAM website. Vendors are encouraged to have their TAX ID available when calling the Help Desk.

On the mental health proposal, it calls for a medical exam and lab testing. Is it acceptable to use a lab company such as LabCorp or Quest or something similar? Is this the type of service considered a subcontractor where a site visit is made? There are several Quest locations in Houston and it would be convenient for clients to use the one closest to their location but I'm not sure if that is acceptable if site visits are conducted.

- A. As noted in Section I, the vendor (prime contractor) may subcontract the provision of treatment services to other service providers (subcontractors). We often see this service subcontracted as noted in the question. The subcontractor must also maintain a physical facility within the catchment area.

Could U.S. Probation Office - Southern District of Texas please revise the Section B form on Solicitation 0541-25-45 by adding project code 6040 for Psychotropic Medications with the Unit Price as Actual Cost? If not, could U.S. Probation Office - Southern District of Texas please confirm the Vendor will be reimbursed for psychotropic medication actual costs if added to the monthly billings for Solicitation 0541-25-45 despite project code 6040 not being listed on Section B form?

- A. The residential substance abuse RFPs were revised and updated on 07/11/2024. Please ensure to include the SF-30 Amendment of Solicitation with your proposal. The form is available on the Treatment Services Website.

Would it be acceptable for the same psychiatrist who is providing psychiatric evaluations and medication monitoring to also conduct the physical examination and lab studies?

- A. Please contact the state regulatory board for questions on the scope of practice for medical professionals.

Do the laboratory studies have to be conducted in-house or can the patient be referred to a nearby lab where the medical provider has an account?

- A. As noted in Section I, the vendor (prime contractor) may subcontract the provision of treatment services to other service providers (subcontractors).

FY25 – RFP Questions and Answers

Physical Examination and Laboratory Studies: What exactly is entailed in the physical examination and report and can you provide an example of such a report? Further if abnormalities are found within this physical examination and laboratory studies who will ensure the patient has follow up, evaluation, and treatment for these abnormal findings and will the vendor be responsible for this?

- A. Physical Examinations and Laboratory Studies may be an adjunct to Mental Health, Substance Use, Co-Occurring Treatment, Psychiatric Evaluation and Psychotropic Medication, Medically Managed Treatment to include Agonist/Antagonist Medication, and Inpatient Detoxification. The testing may vary based on the cause for ordering these tests and as such, there is no standard sample. If follow-up medical care is needed outside of the scope of the agreement, a referral can be made to a community resource as necessary and discussed with the assigned officer.

Regarding the psychotropic medication: Is the vendor expected to house and dispense medication on site or rather provide a prescription for the appropriate medication that the patient can then pick up at the pharmacy?

- A. It is not necessary to house or dispense medication on site. If medically appropriate, the vendor is authorized to prescribe **generic** medications accepted within the standard of care and if able to do so, the client can pick up the medication at the pharmacy. The vendor shall utilize the pharmacy with the lowest cost to the Judiciary. The name and contact information of the local pharmacy of preference must be listed as part of your submission and be located within the catchment area.

Please explain the administrative fee (6041): Is the vendor expected to acquire, house, and dispense the psychotropic medication or is issuing a prescription to a local pharmacy acceptable for this service?

- A. The vendor may charge an Administrative Fee (Project Code 6041) of five (5) percent of the actual funds expended to acquire the psychotropic medication (i.e., **via a pharmacy** or other source).

Understanding that code 5030 is used interchangeably for a psychological evaluation/ testing and a psychiatric evaluation, is there a specific procedure to request or receive a referral for this code? How about for codes 4010 and 4020?

- A. Project Code 5030 should be used only for a Psychiatric Evaluation and Report as defined by Section C of the Statement of Work. Project Codes 4010 and 4020 are also defined. Any changes to treatment should be discussed with the assigned officer.

Due to the recent storm activity and office closings will there be an extension granted for proposal submissions on the July 21, 2024?

- A. No, there is no current plan to issue an extension to the submission deadline.