



- 1. Is there an expectation, or can you tell us what the usual rate of pay is for intensive residential?**

We cannot share information about current prices. Blanket Purchase Agreements will be issued to those vendors determined to be technically acceptable and offering the lowest cost to the Government, using the Evaluation Criteria established in Section M of the Request for Proposal.

- 2. Can you provide the previous lowest (total) price of the technically accepted vendor that was selected for the current services?**

We cannot share information about current prices. Blanket Purchase Agreements will be issued to those vendors determined to be technically acceptable and offering the lowest cost to the Government, using the Evaluation Criteria established in Section M of the Request for Proposal.

- 3. If a bidder is interested in providing Residential Treatment Services, is it a requirement to provide treatment for Co-Occurring Disorders?**

Please review each Request for Proposal thoroughly as the requirements vary by service and catchment area. The Offeror must be able to provide all services in the Request for Proposal.

- 4. Can it be noted that services can be provided from various locations outside of physical location?**

The Offeror's Background Disclosure (Attachment B) requires the Offeror to list the full address(es) of each performance site where services will be provided (as well as all performance sites a subcontractor will utilize) and, if utilizing multiple performance sites, specify which project codes or services will be provided at each site.

- 5. What is U.S. Probation's approach in addressing their defendant's no-shows? Are consistent no-shows considered a violation?**

The vendor shall notify the U.S. Probation Office or follow other notification protocol outlined by the Contracting Officer, within 24 hours or as specified in writing by the Contracting Officer of defendant/person under supervision behavior such as failure to appear as directed for any court-ordered authorized service. Repeated failure to appear for services may result in Court notification.

- 6. What if our Electronic Medical Record (EMR) does not allow a different treatment plan outside of the EMR?**

The use of the Standardized Treatment Plan and Standardized Transitional Care Plan provided by the U.S. Probation Office is considered a local service; therefore, the vendor shall



comply with this additional requirement. The two documents are made available in PDF and Word Doc.

7. Do residential clients sign the Monthly Sign In Log daily for a 24 hour day?

Residential clients sign the Monthly Sign In Log at the time of admission and discharge.

8. In the Request for Proposal, is the Staff Qualification completed for every staff member?

The Offeror shall prepare and submit the Offeror's Staff Qualification Form (Attachment C) for all staff providing direct delivery of services. The Offeror shall include the name, services that will be performed specified by numeric project code, education, relevant experience, and current licenses/credentials.

9. Are direct care staff included in the Staff Qualification Form for 24-hour care?

The Offeror's Staff Qualification Form (Attachment C) shall include all staff providing direct delivery of services listed in Section B of the Request for Proposal.

10. Do previous monitoring reports include federal grant compliance and or HHSC auditing or contracting compliance?

The Offeror shall provide copies of all monitoring/compliance/audit/performance reports for the previous 24 months from all federal, state and local agencies. Offerors who are currently awarded an agreement with U.S. Probation conducting the solicitation are not required to provide copies of U.S. Probation's monitoring reports. However, the Offeror shall provide copies of all monitoring/compliance/ audit/performance reports for the previous 24 months from other federal, state, and local agencies for similar services provided and/or any and all reports from any other U. S. Probation/ U.S. Pretrial Services agencies within the previous 24 months.

11. If a contract is for two counties, do you need a location in both counties?

No, the Offeror does not need an office in both locations. The Offeror shall maintain a physical facility, within the identified catchment area, that meets all applicable federal, state and local regulations (e.g., building codes). In the event the physical facility does not provide adequate access for defendants/persons under supervision with physical disabilities (e.g. no elevator access to second floor office space, etc.), the vendor shall have access to an alternate facility/space within the identified catchment area that meets the requirements.

12. If we've had this contract before, can we use U.S. Federal Probation staff as a reference?



References should not include current U.S. Probation Office and/or U.S. Pretrial Services Office employees, or other U.S. Courts employees.

- 13. The Request for Proposal shown in the training, #8 and #10 were not highlighted in Section A, but in Section L, it explicitly states that these numbers need to be completed. Please clarify.**

The Request for Proposal used during the virtual training included specific text that was highlighted for the purposes of the presentation only. Please follow the instructions in Section L.

- 14. Do signatures need to be "wet" signatures and scanned in, or are PDF digital signatures accepted?**

Signatures on the Request for Proposal can be electronic or physical.

- 15. I am interested in submitting a proposal to offer SO Treatment for Galveston and Brazoria Counties. I have an office in Brazoria County. Will I need an additional location in Galveston County as well?**

No, the Offeror does not need an office in both locations. The Offeror shall maintain a physical facility, within the identified catchment area, that meets all applicable federal, state and local regulations (e.g., building codes).

- 16. Do we determine a unit cost for no shows separately or consider this within the unit cost for services?**

When formulating pricing for services, the vendor should consider incorporating this cost of "No-Shows" into the unit price charged.

- 17. Do the references need to be from agencies within the specific county for which we are requesting funding?**

No, the references do not need to be from a specific county. The Offeror shall provide three references (Federal, State, or local government agencies and/or private organizations), using Attachment D, for whom the Offeror has provided the same or similar type of treatment and other services identified in this Request for Proposal within the last 3 years.

- 18. How do I register at Sam.gov?**

To register please visit www.sam.gov. There is **no** charge to register or maintain your entity registration in SAM.gov. Below is the Quick Start Guide for Contract Registrations. Please contact the SAM Help Desk at **1-866-606-8220** or the Help tab on the SAM website for assistance. Offerors should focus on completing the Request for Proposals as SAM registration may be submitted later. (SAM Guide attached for your reference)

How to Start Registering a New Entity in SAM.gov



SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

Introduction and Definitions

What is SAM.gov?

You can use SAM.gov to register to do business with the U.S. government. A SAM.gov registration is required to bid on and receive payment for U.S. federal government contracts or to receive federal funds.

Registering includes both entity validation and entity registration. The U.S. federal government only requires registration if your contract is federally funded.

What is entity validation?

Before you can register your entity, you must validate it. Entity validation confirms an entity's existence, location, and uniqueness. The uniqueness of an entity is based on it being a separate legal entity with a separate physical address.

An entity validation service (EVS) independently verifies the uniqueness of an entity. SAM.gov verifies that there is no existing registration for the entity as part of validation. Once your entity is validated, you will receive a Unique Entity Identifier for it. The Federal Acquisition Regulation (FAR) requires entity validation ([FAR part 52.204-6](#)).

What is a Unique Entity ID?

SAM.gov assigns a Unique Entity ID to entities when they pass validation in SAM.gov. The Unique Entity ID is a 12-character alphanumeric identifier used in SAM.gov and other federal government systems to identify a unique entity.

What is entity registration?

An entity registration allows you to apply for U.S. federal government contracts and assistance. You must renew your registration every 365 days for it to remain active. We recommend you begin your renewal 45–60 days before your registration expires to have enough time to validate your entity and complete the registration.

What do I need to get started?

Registrations require information about your entity including, but not limited to, your:

- Entity's [legal business name](#)

- [Physical address](#)
- [National identifier](#) (if your entity is based outside the United States)
- Entity [start year](#)
- [Tax identification number](#) (TIN)—only needed if your entity pays U.S. taxes
- Banking information—only needed if your entity has a U.S. bank account that you want to use to receive payments
- CAGE or NCAGE code—required for U.S.-based entities that have a CAGE code and for non-U.S.-based entities that have an NCAGE code or are registering to bid on contracts
- Information about the types of goods and services you provide
 - [NAICS codes](#) ([List of NAICS codes](#))
 - [Product and service codes](#) (PSCs) ([List of PSCs](#))
- Entity size (number of employees and worldwide total receipts)
- Entity points of contact

Visit the [Get Started](#) page at SAM.gov to view a checklist to help you prepare for registration. If you already have a Unique Entity ID but have not completed registration, [go to this section](#).

Set up Your Registration and Validate Your Entity

When you are ready to start a new entity registration, go to SAM.gov and follow these steps:

1. Select the “Sign In” link at the upper right corner of the page. Select “Accept” to accept the U.S. Government System terms. After selecting “Accept,” the system will redirect you to login.gov.
2. Login.gov is a service that manages usernames and passwords for SAM.gov. If you already have a login.gov account, sign in with your credentials. Otherwise, select “Create An Account” and follow the prompts.
3. Once signed in, the system will redirect you to your SAM.gov Workspace.
4. In the “Entities” section in the Workspace, select the “Get Started” button.
5. On the next page is a welcome screen. Select the “Create New Entity” button.
6. The next page will ask, “What is your goal?” Select the option most relevant to you.
7. Select “Next,” and on the next page, answer “Who required your entity to be in SAM.gov?”
8. Select “Next,” and SAM.gov will suggest an option on the next page. You may select the suggested option or choose your own.
9. There are two types of registration purposes: Financial Assistance Awards and All Awards.
 - a. A Financial Assistance Awards registration allows you to apply for financial assistance, such as grants and loans. This type of registration requires less information.
 - b. If you want to bid on contracts and other procurements, select the “All Awards” option. Then, select “Next.” An All Awards registration allows you to bid on contracts and other procurements and apply for financial assistance. This type of registration requires more information.
 - c. The option to “Get a Unique Entity ID Only,” is not an entity registration. It only validates an entity’s legal business name and physical address. You cannot bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee if you only have a Unique Entity ID.

10. On the next page, you will be asked, “Are you registering a government entity?”
 - a. Select “No” if you are a for-profit or non-profit business or organization.
 - b. Select “Yes” if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, U.S. territorial, or foreign government. If you select “Yes,” you will choose your type of government entity on the next page.
11. On the next page, you will be asked, “Do you already have a CAGE code?”
 - a. Select “Yes, and I can provide” if you have a CAGE code. A button will appear that says, “Provide CAGE code.” When you press this button, a window will pop up allowing you to enter and search your CAGE code.
 - b. Select “No, the entity does not have a CAGE code and will receive one through the registration process.”
12. The next page shows your selections from the previous pages. Confirm your choices and select “Next” to continue. Select “Previous” to go back and select different options.
13. The next page summarizes the parts of registration you will go through to complete registration. You can download the guide on this page (or from previous pages) to preview all the questions you need to answer in a registration. When ready, select “Next.”
14. The page “You Are About to Validate Your Entity” displays. It lists the information used to validate your entity. You may need to submit documents to complete validation.
15. Next, you will start to enter information about your entity. Enter your entity’s legal business name, doing business as name (if applicable), and physical address, then select “Next.”
16. The SAM.gov EVS will validate your entity name and address. The EVS independently verifies an entity’s existence, location, and uniqueness. You can review the process for entity validation [here](#). If you do not find your information when validating your entity in SAM.gov, you must [submit documentation](#) to prove your entity’s legal business name, physical address, start year, and state of incorporation. Once you submit your documents, you will get a reference ID number and you will have to wait for the EVS to enter or update your validation data before you can proceed.
17. If you submit documentation, then the EVS will update your entity information. Once that has happened, return to SAM.gov to [complete your validation](#).
18. After completing your validation, you will choose whether to allow your entity record to be [publicly displayed in SAM.gov](#). If you deselect the checkbox:
 - a. Your information will be visible to you, other users with a role with your entity, and U.S. federal government users.
 - b. Your information will not be visible to any other users when searching SAM.gov.
 - c. Your information is **still available** under the U.S. Freedom of Information Act (FOIA) and is included in data extracts and [application programming interface](#) (API) data.
19. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”
20. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details.

Select “Continue Registration” to go to the next registration step. If you select “Done,” you will be redirected to your Workspace. You can continue registration later if you choose to.

Register Your Entity

When you select “Continue Registration” from the “Receive Unique Entity ID” page, the remaining sections of registration will be displayed. Select “Continue” to enter information into the Core Data section of registration. Visit the [Get Started](#) page at SAM.gov to view checklists and guides to help you prepare for registration.

Continue to enter information into each section—Assertions, Representations and Certifications, and Points of Contact—as required. Your information will be saved when you select “Save and Continue” on each page.

If you exit registration before completing it, you can access it later from your Workspace.

1. Sign in to SAM.gov and, in the Workspace, select the “Work in Progress” bubble on the “Entities” widget. A list of your registrations in progress will display.
2. Next to the record title you want to access, select the Actions menu (the three vertical dots), then choose “Update” from the menu. You will be redirected to where you left off in your registration.
 - a. If you do not edit or submit your registration within 90 days, the system will remove it.

After entering your information in each section and giving the registration a final review, select the “Submit” button. You will receive a “Registration Submitted – Confirmation” message on the screen. If you do not see this message, you have not submitted your registration.

When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails TIN or CAGE code validation, SAM.gov will email you instructions on updating your information and resubmitting your registration. You may need to work with the IRS or CAGE to update your information before resubmitting your registration.

How do I check the status of my entity registration?

If you are the person who submitted the registration and are signed in to your SAM.gov account, you can check your entity registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.

2. From the home page, select the “Check Entity Status” button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select “Search.” The entity’s registration status will display below.

Entity Roles

The person who registers the entity will be assigned as an Entity Administrator. You should [assign the same role](#) to at least one other person in your organization. Otherwise, you will have to submit a notarized letter to the Federal Service Desk to replace your Entity Administrator if they leave your organization (which can delay renewing your registration).

To learn more about entity roles, see the [Role Management Guide](#) and more information on specific [roles and permissions](#).