



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

When formulating pricing for service, the vendor should consider incorporating the cost of “No-shows” into the unit price charged.

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

No, the agencies do not need to be from a specific county. You may reference “Preparation of Offeror’s References” in the Request for Proposal for more information.

- 3. Can you please confirm that the RFP submission should contain Sections A, B, K and attachments from section L with supporting documents?**

The offeror must submit Sections as outlined in Section L including the attachments filled in their entirety.

- 4. Should there be a cover letter or other sections contained in the submission?**

A cover letter is not required.

- 5. Why the decrease in Estimated Monthly Quantities (EMQs)?**

The figures provided in the Estimated Monthly Quantity field may vary by Fiscal Year and Catchment Area due to historical data specific to the geographical area. Estimated Monthly Quantities represent the estimated total monthly quantities to be ordered per project code. However, EMQs are estimates only and do not bind the government to meet these estimates.

- 6. So that we will have something to follow, as the blank forms are not very helpful, may we please have samples (with *example/fake clients* filled in) of: Monthly Treatment Reports, No Show Forms, Billing statements?**

Our office provides vendors with an overview of the treatment forms upon receiving awards. At this moment, we do not provide offerors with additional samples.

- 7. Our location is Pearland (Brazoria County), but can we receive clients from anywhere from other counties (i.e. Harris County, etc.)?**

Referrals are made based on district and client needs.



- 8. Will all of our clients come solely from Probation Officers, or will we be contacted directly regarding appointments, questions, and what about after hours?**

Client referrals are sent directly to vendors via email accompanied by a Treatment Services Contract Plan (Prob45). We encourage ongoing communication between officers, clients, and vendor for appointments and questions.

In reference to after hours, please reference "Local Services" section in the RFP.

- 9. Do we need a voicemail/recorder for messages?**

It is at the vendor's discretion to determine how a voicemail/recorder is set up.

- 10. Is there a specific software that we need to purchase for counseling and/or reporting – re: Mental Health?**

No, there is no specific software required.

- 11. RFP 0541-26-05 there is reference of project unit codes 1011 and 1012 but we do not see them in the unit pricing worksheet.**

Project Codes 1011 and 1012 are not applicable to our Request for Proposals and therefore, not listed in the pricing worksheet.

- 12. There is no mention of the sweat patches and if they will be supplied. Can you please clarify?**

Vendors do not handle sweat patches. This testing tool is used by the U.S. Probation Office.