

U.S. Probation & Pretrial Services Office
District of Maryland

**Information to Submit a
Request for Proposal (RFP)**
July 30, 2021

Our Mission

- To assist the federal courts in the fair administration of justice;
- To protect the community; and
- To bring about long-term positive change in individuals under supervision.

www.uscourts.gov/services-forms/probation-andpretrial-services

Our Main Functions

- Pretrial Services
- Presentence Investigation
- Post Conviction Supervision

Pretrial Defendants in Our District

- The majority of the prosecuted cases involve felony drug offenses, firearms offenses, sex offenses, or crimes of violence.
- Approximately 400 defendants are under pretrial supervision.
- Conditions of release include mental health treatment and substance abuse treatment.

Post Conviction Offenders in Our District

- Approximately 3,100 offenders are under post conviction supervision.
- The two most common offenses are drugs and violence.
- Types of Supervision include supervised release, probation, and parole.

Blanket Purchase Agreement (BPA)

- The agreement in which services will be rendered; a contractual arrangement between our office and a vendor for recurring purchases of services.
- Awards are made to vendors who are determined technically acceptable and who offer the lowest cost (bid).

Our BPAs

- Non-Medical Detoxification Services & Inpatient Substance Abuse Treatment
- Outpatient Mental Health & Substance Abuse Treatment
- Long Term Therapeutic Community
- Polygraph Examinations
- Sex Offender Treatment

Section A

Solicitation/Offer/Acceptance (AO 367)

- Complete Blocks 8 through 15.
- Our office completes the remaining blocks.

Section B

Supplies or Services & Offeror's Prices

- Page B-1
- Catchment Area – a geographic area where services are required to be performed
- Duration of the BPA – the upcoming fiscal year (2022) in addition to 2, 12-month options not to exceed 36 months

Section B

Supplies or Services & Offeror's Prices

- Page B-2 & Beyond
 - Required Services – All services listed are required.
 - Project Code and Service – The project code is a number associated with a specific service.
 - Estimated Monthly Quantity (EMQ) – Aside from new services, the estimated monthly quantities for services are based on historical data. *NOTE: EMQs are estimates and our office is not bound to meet them.*

Section B

Supplies or Services & Offeror's Prices

- Page B-2 & Beyond Continued
 - Unit – Defined in **bold** under the EMQ column (for example, 30 minute increments, per intake, per day, or per dose).
 - Price – Reflects your cost to perform the requirements of the Statement of Work (Section C) as well as all the relating terms and conditions of the RFP.
 - No Shows and administrative functions such as the completion of paperwork and phone calls are not billable and therefore should be included in the unit price.
 - If the service will be performed by a vendor with whom your team (subcontract), enter a S next to the price and describe the arrangements in Section J.

Offerors must submit bids on all required services or proposal will be considered technically unacceptable.

Section C

Description/Statement of Work

- Provision of Services - Piggybacking
 - Other U.S. Probation and Pretrial Services Offices and the Federal Bureau of Prisons are authorized to use our contracted vendors to provide treatment services to persons/defendants under active supervision and inmates residing in local community corrections centers.
 - Submit invoices and supporting documentation to the piggybacking agency.
 - The piggybacking agency will compensate vendors for the services provided.

Local Requirements

- Requirements that our district has added to meet our local needs.
- Consult the last few pages of Section C for local requirements specific to your BPA(s).

Examples of Local Requirements

- The program shall designate a staff member who is responsible for the oversight of the Blanket Purchase Agreement.
- The program shall have staff available for contact by U.S. Probation and Pretrial Services Officers from 8:30 a.m. until 5 p.m. Monday through Friday except Federal holidays.
- Notification of noncompliance (stalls; positive urinalysis and breathalyzer results; missed/rescheduled appointments) shall be documented and faxed to the U.S. Probation and Pretrial Services Office within 24 hours.
- The program shall provide documentation of all transportation expenses over \$10.
- Payment for medication and transportation shall be made to a third party and not the persons under supervision/defendants.

Examples of Local Requirements Cont.

- The program shall be able to provide assessments and counseling services from 10 a.m. until 5 p.m. Monday through Friday except Federal holidays and until 7 p.m. 2 evenings per week (aside from inpatient substance abuse treatment and therapeutic community treatment).
- Initial appointments shall be scheduled within 7 calendar days of the receipt of the referral (aside from inpatient substance abuse treatment and therapeutic community treatment).
- The program shall be licensed by the Maryland Department of Health and Mental Hygiene Behavioral Health Administration (aside from polygraph examination and therapeutic community treatment).
- The program shall have the ability to communicate with Spanish speaking persons under supervision/defendants (BPAs in the Montgomery County North, Montgomery County South, and PG County Northwest catchment areas).

Mandatory Requirements

- Required services and related standards.
- Consult Section B for the project codes and services required for your specific BPA.

Urine Collection/Testing/Reporting (1011)

- Store supplies in a secured area.
- Limit use of lavatory for other purposes.
- Collect one specimen at a time by direct observation.
- Follow Chain of Custody protocol.
- Store and mail positive specimens as indicated in this section.
- Maintain a Urinalysis Log.
- Collection of specimens by trained staff.

Our office will provide the necessary supplies and training.

Urine Collection/Testing/Reporting (1011)

- Random Urine Collection Procedures
(Code-A-Phone)
 - The vendor shall provide random urine specimen collections in accordance with urine collection phases as directed by the probation officer which provides participants less than 24 hours notice to submit a test. The vendor shall not alter a randomly scheduled urine collection without the approval of the probation officer. The frequency of random urine collections shall be determined by the Treatment Services Program Plan (Prob 45)

Urine Collection/Testing/Reporting (1011)

- Local Requirements
 - The program shall operate a code-a-phone system for random **observed** urine collection using the following schedule:
 - Monday through Friday; 9 a.m. to 2 p.m. for a 2 hour period.
 - Four weekday evenings per month from 4 p.m. until 7 p.m.
 - One Saturday per month for a 3 hour period.
 - The code-a-phone system must be reset each night by 8 p.m.
 - All urine collections must be observed by a staff member of the same gender.
 - By the 25th of the month, the program shall provide the U.S. Probation Office with the number of NIDTs they have in stock.

Breathalyzer

(1504)

- Vendor owns Breathalyzer and provides supplies.
- Tests are administered by trained staff.
- Vendor maintains a Breathalyzer Log.
- Vendor maintains an instrument calibration log.

Intake Assessment Report

(2011)

- A comprehensive diagnostic interview, which includes the use of structured instruments, that is conducted by a state certified addictions counselor or a clinician who meets the standards of practice established by the state's regulatory board.
- The report includes diagnostic impression, bio-psycho-social profile, targeted problems, and treatment recommendations, among other items.
- Forward a typed report within 10 calendar days of the assessment.

Cognitive Behavioral Treatment (CBT) – Clinical Group (2021)

- 2 to 12 persons under supervision/defendants led by trained and certified counselors using techniques to change thought patterns while teaching pro-social skill building.
- The principal practitioner shall have a masters or doctoral level degree in behavioral science or a BA/BS and at least 2 years of drug treatment training and/or experience, and be licensed/certified.
- Paraprofessionals are only used under the direct supervision of, or in conjunction with, practitioners who meet the above requirements and after obtaining approval from our office.

Substance Abuse Counseling

- **Individual** (2010)
- **Group** (2020) - 2 to 12 defendants/offenders.
- **Treatment Readiness Group** (2090) - prepare persons under supervision/defendants for success in treatment.
- **Family Counseling** (2030) – persons under supervision/defendants and one or more family members.

Substance Abuse Counseling

- The principal practitioner shall have a masters or doctoral level degree in behavioral science or a BA/BS and at least 2 years of drug treatment training and/or experience, and be licensed/certified.
- Paraprofessionals are only used under the direct supervision of or in conjunction with practitioners who meet the above requirements and after obtaining approval from our office.

Intensive Outpatient Counseling

(2080)

- Utilize cognitive behavioral interventions by conducting a monthly individual session (1hr) and 3 hour group sessions 3 days per week. The individual counseling session is ordered separately under code 2010.
- Review and evaluate the need for IOP services every 90 days.

Integrated Treatment Services for Co-Occurring Disorders

- **Individual** (6015)
- **Group** (6026) - no more than 10 defendants/offenders.
 - Conducted by a licensed/certified masters or doctoral level practitioner.
 - Notify our office within 24 hours of no-shows, violation conduct, or third party risk issues.

CBT, Substance Abuse Counseling & Integrated Treatment Services

- Create and update quarterly treatment plans and forward plans to assigned officer at least every 90 days. (Preparation of treatment plans must be included in the unit price.)
- Forward a typed discharge summary to the assigned officer within 15 calendar days after treatment is terminated.

Physical Examination & Laboratory Studies

- **Physical Examination & Report (4010)** - when medically necessary, conducted by licensed medical doctor/physician, or other qualified practitioner who is board certified or board-eligible, and meets the standards of practice established by his/her state's regulatory board.
- **Laboratory Studies and Report (4020)** - Blood and urine testing is conducted when medically necessary. Testing is billed at actual price.
 - Forward results to the assigned officer within 15 business days of the test.

Psychological/Psychiatric Testing, Evaluation, & Report

- **Psychological Testing and Report (5020)** - A diagnostic interview and battery of neuropsychological and/or personality tests conducted by a licensed/certified psychologist.
- **Psychiatric Evaluation and Report (5030)** - A medical evaluation conducted by a licensed medical doctor, preferably a psychiatrist.
 - The report includes history of illness, mental status exam, social history, diagnostic impression, and treatment recommendations.
 - Forward a typed report to the assigned officer within 15 calendar days.

Mental Health Intake Assessment & Report (5011)

- Performed by a licensed/certified masters or doctoral level clinician.
- A diagnostic interview utilizing a structured interview tool.
- The report includes mental status exam, summary of persons under supervision/defendants mental health history, current diagnosis, and treatment recommendations.
- Forward a typed report to the assigned officer within 15 calendar days.

Mental Health Case Management Services (6000)

- Intensive community-based services for persons under supervision/defendants.
- Services are provided by case managers who meet the standards of practice established by the state regulatory board and have a bachelor's degree and one year experience in the behavioral health field, or have a high school diploma or GED and 5 years of experience in the behavioral health field and are under the direct supervision of a licensed/certified doctoral or masters level practitioner.

Mental Health Counseling

- **Individual** (6010)
- **Group** (6020) - 2 to 12 persons under supervision/defendants.
- **Family** (6030) - persons under supervision/defendants and one or more family members.

Mental Health Counseling

- Conducted by a licensed/certified psychiatrist, psychologist, or masters or doctoral level practitioner.
- Create and update treatment plans and forward plans to the assigned officer at least every 90 days.(Include in unit price bid).
- Forward typed discharge summary to the assigned officer within 15 calendar days after treatment is terminated.

Sex Offender - Specific Evaluation & Report (5012)

- A psychosexual evaluation that assesses risk factors and formulates a treatment plan.
- Forward a typed report to the assigned officer within 15 calendar days of completion of the evaluation.
- The report includes an evaluation of the individual's reliability to self-report, level of deviancy, factors impacting dangerousness, diagnostic impressions, and recommendations for community management, among other items.
- Conducted by a licensed/certified psychiatrist, psychologist, or masters-level practitioner who meets the standards of practice and adheres to Association for the Treatment of Sexual Abusers (ATSA) ethics and standards.
- Utilizes at least one actuarial risk assessment (RRASOR; STATIC 99).

Sex Offender-Specific Treatment for Post Conviction

- **Individual** (6012).
- **Group** (6022) - 2 to 10 persons under supervision/defendants; the provider shall utilize a treatment outline/curricula (local requirement).
- **Family** (6032) - persons under supervision/defendants and one or more family members; with written approval, counselor may meet only with a family member(s).
 - Create and update treatment plans and forward plans to assigned officer at least every 90 days (Include in unit price bid).
 - Incorporate a validated dynamic risk assessment, such as the Stable 2000/2007 or SOTIPS, into the periodic evaluation and ongoing treatment planning (local requirement).

Specialized Treatment for Pretrial Defendants Charged with a Sex Offense

- **Individual Specialized Treatment (7013)**
- **Group Specialized Treatment (7023)** - 2 to 10 defendants.
 - Treatment interventions used to help pre-adjudicated individuals with crisis intervention, coping skills, cognitive behavioral treatment, and understanding the keys to successful incarceration.
 - Questions pertaining to the instant offense, those compelling the defendant to make incriminating statements, and those relating to guilt or innocence are not to be asked or addressed. If such information is inadvertently divulged, do not communicate to our office.

Sex Offender-Specific Treatment & Specialized Treatment for Pretrial Defendants

- Conducted by a licensed/certified psychiatrist, psychologist, or masters practitioner who meets the standards of practice and adheres to ATSA ethics and standards.
- Notify our office within 24 hours of no-shows, violation conduct, or third party risk issues.
- Any factors that may increase general risk of further sex offenses shall be immediately communicated to our office.
- Forward typed discharge summary to the assigned officer within 15 calendar days after treatment is terminated.

Sex Offender-Specific Treatment & Specialized Treatment for Pretrial Defendants

- Local Requirements
 - The program shall be available to provide assessments and counseling services from 10 a.m. until 5 p.m. Monday through Friday except Federal Holidays and until 7 p.m., 2 evenings per week.
 - Initial appointments shall be scheduled within 7 calendar days of the receipt of the referral.

Physiological Measurements

- **Penile Plethysmograph (5021)**
- **Visual Reaction Time (VRT) Measure of Sexual Interest (5025)**
 - Examiners must adhere to ATSA ethics and standards.
 - Examinations are provided by specifically trained clinicians.
 - Provide a typed report to the assigned officer within 10 calendar days of completion of the exam.

Physiological Measurements

- **Clinical Polygraph Examination and Report (5022)**

Sexual History Disclosure Test

Instant Offense/Specific-Issue Disclosure Test

- **Maintenance/Monitoring Test (5023)**

- Education - graduated from an American Psychological Association (APA) accredited program; possess a BA degree or have 5 years of private investigator or law enforcement experience; 40 hours of post conviction specialized instruction.
- Certification - membership to a professional organization that provides regular training on research and case management of sex offenders.
- Experience - a minimum of 2 years of polygraph experience in criminal cases and specialized training or experience in the examination of sex offenders.

Clinical Polygraph Examination and Report & Maintenance/Monitoring Test

- Ethics and Standards - adhere to those of American Polygraph Association and the clinical polygraph examination community.
- Reporting and Availability - reports shall include pre-test interview, examination questions, results, and post-test interview among other items; provide a written report to the assigned officer within 10 calendar days.
- Local Requirements
 - Polygraphers shall provide a video or audio copy of polygraph sessions to our office upon request.
 - Initial appointments shall be scheduled within 7 calendar days of the receipt of the referral.

Psychotropic Medication

- **Psychotropic Medication (6040)**
- **Administrative Fee (6041)** - vendor's fee for acquiring medication from the pharmacy, which is not to exceed 5% of the actual cost of the medication.
- **Administration of Psychotropic Medication (6050)** - dispensing oral medication and monitoring its ingestion and/or administration of intra-muscular injections.
- **Medication Monitoring (6051)** - prescribe and evaluate the efficacy of psychotropic medications.

Psychotropic Medication

- On the Monthly Treatment Reports, report the adjustment, responsiveness, and need for change in medication among other items.
- Monitoring conducted by a licensed psychiatrist, medical doctor/physician, or other qualified practitioner with current prescriptive authority.
- Prescribe generic drugs when available and seek medication pricing from a minimum of three sources on an ongoing basis to occur no less than quarterly and utilize the source with the lowest cost to the judiciary.
- All prescriptions over \$400 must be approved in advance by the Supervisory U.S. Probation Officer with oversight of contracts or a Deputy Chief. (local requirement)

Inpatient Detoxification

- **Medication (8030)**
 - Medication shall be administered in compliance with all federal, state, and local regulations. The vendor shall also provide physical examination (4010) and laboratory tests (4020).
- **Non-Medical Detoxification (8050)**
 - A non-medical therapeutic “social detoxification” setting with routine medical and nursing services on call (usually up to 7 days).

Residential Treatment

- **Therapeutic Community Treatment (1001)** – drug free residential setting that promotes substance free living and mental health stability. The facility uses a hierarchical model with treatment stages that reflect personal and social responsibility. Peer influence, mediated through a variety of group processes, is used to help individuals learn and assimilate social norms and develop more effective social skills.
- **Short Term Residential Treatment (2001)** - 28 day inpatient.

Residential Treatment

- Per diem rates include room and board, assessment, counseling/therapeutic services, physical examination, and blood and urine collection.
- Forward a discharge report to the assigned officer within 10 calendar days.
- The facility is to be licensed by the state or locality and is in compliance with the Residential Facility Requirements, which are found in Section C.
- Immediately notify our office if the person under supervision/defendant eaves the facility without authorization and/or within 24 hours if the person under supervision/defendant fails to report for treatment, if violation conduct occurs or third party risk issues are identified.

Short Term Residential Treatment

- Local Requirement
 - The program shall not allow persons under supervision/defendants referred by the U.S. Probation and Pretrial Services Office for inpatient treatment to leave the facility except in cases of medical emergency or with the approval of the probation officer.

Defendant/Offender Transportation

- **Defendant/Offender Transportation Expenses (1202)** - for eligible persons under supervision/defendants who have authorization from their assigned officers.
 - The cost does not exceed the price for 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.
- **Administrative Fee (1201)** - a reasonable monthly fee to administer transportation, which does not exceed 5% of the monthly funds distributed under 1202.

Defendant/Offender Transportation

- Local Requirements
 - Some Outpatient Mental Health & Substance Abuse programs are required to be within one half mile of public transportation (bus, light rail, subway).
 - All programs must provide documentation of all transportation expenses over \$10.

Please consult Section C of the BPA as Local Requirements vary.

Defendant/Offender Records

- File Maintenance
 - Maintain a secure filing system.
 - Segregate persons under supervision/defendants files from other vendor records.
 - Keep a separate file for each person under supervision/defendant.
 - Create a new file when a defendant is placed on probation and continues treatment.
 - Maintain files for 3 years after final payment is received.

Disclosure

- Obtain person under supervision/defendant's authorization to disclose confidential health information to our office.
 - If unable to obtain authorization, immediately notify assigned officer.
- Prior to disclosing records under 42 C.F.R. Part 2 and 45 C.F.R. § 160.201 to 205 and Part 164, please advise and discuss with the assigned officer.
- Disclose information on pretrial services clients only after consulting the assigned probation officer.
- Notify the Supervisory U.S. Probation Officer with oversight of contracts or a deputy chief immediately upon receipt of any legal action.
- Do not prepare written summaries or make recommendations to third parties.

File Content

- Chronological notes
- Program Plan (Probation Form 45)
- Monthly Treatment Reports (Probation Form 46)
- Authorization to Release Confidential Information
Probation Forms 11B, 11I, or 11E and/or PSA Form 6B and/or 6D
- Sign-In, Sign-Out Daily Log
- Urinalysis Log / Results / Chain of Custody forms
- Quarterly Treatment Plans

Please see Section J for forms and logs.

Vendor Reports

- Provide a report regarding the person under supervision/defendant's progress to the assigned officer upon request.
- The report may include a recommendation regarding continuing or discontinuing treatment.
 - Justify reasons for any recommendation.

Vendor Testimony

- Appear and testify in legal proceedings convened by the Federal Court or Parole Commission only upon request from the Court, Parole Commission, U.S. Attorney's Office, or our office or in response to a subpoena.
- Request reimbursement for subpoenaed testimony through the Department of Justice.
- Do not create, prepare, offer, or provide any opinions or reports unless such activity is approved by the Chief or the designee.

Staff Requirements & Restrictions

- After award, staff providing services to persons under supervision/defendants and having access to files must currently not be on supervision, must not be charged with or currently under investigation for a criminal act, must not have been convicted of any sexual offense, and must possess valid certifications and licenses.
- Avoid compromising relationships with persons under supervision/defendants and staff from our office.
- Do not employ, contract with, or pay any persons under supervision/defendants.
- Notify our office in writing of any staff changes and provide necessary documentation (resume and copy of licenses).

Facility Requirements

- Ensure facilities have adequate access for persons under supervision/defendants with physical disabilities.
- Comply with all applicable state, federal, and local laws and regulations when performing services.

Section E

Inspection & Acceptance

- Our office has the right to inspect, monitor, and evaluate the services provided at any time and without advanced/prior notice.

Section F

Deliveries or Performance

- Provision of Services
 - Immediate placement of persons under supervision/defendants into treatment.
 - Refusal of treatment is only reserved for persons under supervision/defendants who pose an apparent danger to staff or clients.
 - Consult our office before terminating persons under supervision/defendants who violate rules and regulations, however take appropriate and immediate action to protect staff and clients.

Section G

Agreement Administration Data

- Fiscal Records
 - Treat as confidential & maintain for 3 years after final payment.
- Invoices

Electronically submit original with all required supporting documentation by the 10th of the month for services provided during the preceding month.

 - Charge for a session longer or shorter than the prescribed unit time by adjusting the charge up or down in 15 minute increments.
- Reimbursements or Co-payments
 - Do not request or accept payment for services either directly or indirectly from persons under supervision/defendants unless authorized.

Drug-Free Workplace

- Within 30 calendar days after award, notify employees in writing of drug-free workplace standards/protocols.
- After receiving notification that an employee was convicted of a drug related offense, verbally notify our office within 48 hours and provide written notification within 10 days. Take action with respect to the employee within 30 days.

Section I

Required Clauses

- Public Use of Names of the Federal Judiciary
 - Not identify our office as one of the vendor's consumers.
 - Release information about the contract only after receiving written permission from our office.
- Subcontracting
 - Prior to changing subcontractors (teaming), notify our office 30 days prior and obtain written approval.
 - Accept responsibility for ensuring that subcontractors are complying with contract requirements.
 - Subcontractors have no contractual right against our office.

Required Clauses - continued

- Option to Extend the Terms of the Contract
 - By providing 60 days notice, our office can extend the contract for 30 days after the current expiration date.
 - The total duration of the contract including any extension shall not exceed 3 years.
- Option to Extend Services
 - Within 30 days of contract expiration, our office may require continued performance of any service within the limits and at the rates specified in the contract.
 - This provision may be exercised more than once, however it can not exceed a total of 6 months.

Section K

Representations, Certifications, and Other Statements of Offerors or Quoters

- Read thoroughly and provide requested information including your tax ID number.

Section L

Instructions, Conditions, and Notice to Offerors

- **Certification of Compliance Statement (Attachment A)**
 - The offeror certifies that it will provide the mandatory requirements stated in Sections C, E, F and G and comply with terms and conditions of the RFP.
 - If the offeror is proposing subcontractor(s) to perform any services, the offeror shall identify the proposed subcontractor(s) and submit separate certification statements from each subcontractor that certifies that they will provide services in compliance with the requirements of the RFP.

Attachment B

Offeror's Background Statement

- Provide copies of all monitoring reports for the previous 18 months from federal, state and local agencies.
- If a monitoring report for the previous 18 months is not available, a federal, state, and/or local certificate or letter indicating the vendor has a satisfactory or higher rating is acceptable.
- To be considered technically acceptable a vendor must have received ratings of satisfactory or higher.
- Monitoring reports for proposed subcontractors are not required; however, onsite evaluations will be individually performed for all subcontractors.

Attachment B

Offerors' Background Statement

- State expressly each location at which the offeror and any proposed subcontractors intend to provide services in response to this solicitation.
- Include copies of all applicable business and/or operating licenses as required by state and local laws and regulations.
- Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have all applicable business and/or operating licenses as required by state and local laws and regulation.

Attachment B

Offerors' Background Statement

- Include copies of compliance with all federal, state and local fire, safety and health codes.
- Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes.
- The offeror warrants that all information contained therein is correct and accurately reflects the offeror's ability to perform.

Attachment C

Offerors' Staff Qualifications

- Complete for all proposed staff members and subcontractors.
- Complete form or submit resumes, which includes the project code each staff member will perform within your agency.
- Certify that staff members are not under investigation for or charged with a criminal offense and/or under any type of supervision within the local, state, or federal systems.
- Certify that staff members have not been convicted of any sexual offenses or are required under federal, state or local law to register on the Sexual Offender registry.
- If responding to a sex offender treatment RFP, certify that staff members adhere to ATSA's ethics and standards and practices.

Attachment D

Offerors' References

- Provide the name, address, telephone number, and contact person of three references (federal, state or local government agencies and/or private organizations) that your agency has provided similar treatment or other services to within the past 3 years.

Section M

Evaluation Factors for Award

- Basis for Award
 - Technically acceptable
 - Able to fulfill mandatory requirements found in Section C, E, F, and G.
 - Lowest price

Evaluation of Proposals

- If proposal is completed in accordance with instructions provided in Section B and L, it will be acceptable and eligible for evaluation.
- A pass-fail criteria will be used when assessing the Offeror's Technical Proposal (Certification of Compliance Statement, Background Statement, Staff Qualifications).

Evaluation of Price

- Multiply the Estimated Monthly Quantity by 12 months to get the Yearly Quantity.
- Multiply the Yearly Quantity by the Unit Price to get the Total Evaluated Price for the service item.
- Add the Total Evaluated Price for each service item to arrive at the Offeror's Total Evaluated Price.

On-Site Visits

- Conducted if offeror's proposal is found technically acceptable and if the offeror meets the lowest cost requirement.
- Verifies offerors' written proposal.
- Subcontractor's sites will be visited as well.

Reminders

- Any questions not addressed in this document or in the FAQs must be emailed to treatmentrfp@mdp.uscourts.gov by 5 p.m. August 20, 2021.
- Responses to questions will be posted on the District Court website.
- A separate proposal must be submitted in response to each BPA.
- An original copy of Sections A, B, J, K, L, and M must be submitted by 5 p.m. on August 30, 2021.
- BPA awards will be made mid to late September 2021 and services will begin on October 1, 2021.