

### **Frequently Asked Question**

- The RFP for polygraph examinations (0210-25-POLY) includes a sex history disclosure polygraph questionnaire attachment. Are you soliciting for sexual history polygraphs, or just maintenance examinations?
  - We are just soliciting for maintenance examinations. The attachment is a standard document that is attached to every RFP.
- Do the drug testing RFPs include lab testing, or is it only for specimen collection?
  - The RFP is only for urine collection and mailing it out to a federal probation testing lab.
- Do we need to provide all the services listed in the RFP?
  - Yes, you would be required to have the ability to provide all the services listed in the RFP. Subcontracting is also a possibility. More information about subcontracting can be found in the RFP.
- Can you explain the rules around disclosing records to a third-party?
  - If a third-party requests the records of an individual to whom are providing services under an agreement with US Probation, you must notify US Probation of the request.
- How do you determine who receives an award?
  - We evaluate all proposals for technical acceptability. We then make the award to the lowest priced, technically acceptable vendor.
- How to I apply?
  - Please refer to Section M of the RFP for details on submitting a proposal.
- Do I need to submit documentation regarding building codes and fire safety plans?
  - No. By signing the Certification of Compliance (attachment A) you are certifying the above information.
- If I am a current vendor, do I need to submit references?
  - No.
- If I am a current vendor, do I need to submit previous federal monitoring reports.
  - No. However, you must provide copies of monitoring/compliance/audit/performance reports from other entities.
- Can for-profit organizations submit proposals?
  - Yes.
- Can out of state vendors submit proposals?
  - Yes, as long as they have a physical location within the catchment area.
- Wage determination information is attached for the RFPs that include urine collection. Which role title would the employee fall under?

- We are unable to give guidance as to how to interpret the wage determination, as it is the responsibility of the vendor to ensure they are in compliance with minimum wage requirements issued by the U.S. Department of Labor.
- Do I need to submit the change/addition of performance site form if I am a current vendor and am at the same site?
  - No. This form is only used if there is a location change while operating under an agreement.
- Do I need to submit the State Qualification Statement if I am the only employee?
  - Yes. This statement applies to all staff, even if the vendor submitting the proposal is the only employee.
- Can you tell me the unit prices charged by the current vendors?
  - No, that is not public information.
- Can we invoice U.S. Probation for services provided by staff whose salaries are paid for by state spoke funding?
  - Section G.4 of the RFP states “the vendor shall not submit invoices to the Judiciary for services under this agreement where the vendor already has submitted invoices or received payment for the same services from other sources (e.g. state funding, private insurance, Medicaid, Medicare, etc.).” It is the responsibility of individual vendors to interpret billing rules and regulations, but if a vendor receives payment for services from another source, they should not submit an invoice to US Probation.
- Can U.S. Probation pay two different individuals operating under the same vendor and BPA?
  - No. Only one Employer Identification Number (EIN) can be associated with each BPA and vendor.
- Are there specific credentials and/or a job description for the Case Management project code?
  - Case management (project code 2000) is only used for individuals in our specialty courts and includes attending weekly or bi-weekly court hearings that last for approximately 2 hours. This would also include emailing a list of updates on each client to the probation officer who is part of the specialty court team a few days prior to the hearing. Invoicing is per 30-minute unit and would consist of the time spent at the hearings. There are no specific credentials for this project code.
- What is the timeline for awards and when to do the agreements commence?
  - Awards will be announced in September and commence October 1.
- Can services be provided via telehealth?
  - Telehealth is only approved on a case by case basis and should not be used very often.
- Are vendors required to provide all services listed in the RFP?

- Yes. Subcontracting is also an option.
- Is it possible to extend the RFP deadline?
  - No; however, if there are no proposals submitted, an RFP could be re-issued.