

Questions and Answers to Fiscal Year 2016 RFPs

**Q. I have a question in regards to the proposal for sex offender treatment. It indicates that the VRT is required. It is my understanding that only one clinician in North Dakota currently administers this assessment. I have done some inquiring and it is possible to acquire this assessment and be trained relatively quickly. Is it your recommendation that I submit a proposal, even though at this time I am not qualified to use the VRT assessment, with the understanding that that will be done in the next couple of months? Any input would be greatly appreciated. Thank you.**

A. Our agency is unaware as to how many clinicians are available to administer the VRT assessment in the State of North Dakota. While not necessarily a recommendation, we would encourage all interested vendors to submit a proposal. Subcontracting is authorized when certain required services are not available through the bidding vendor. After award, any proposed subcontractor arrangements or changes to the existing subcontractor arrangements are subject to the Contracting Officer's approval, and shall be submitted in writing to the Contracting Officer at least 30 days in advance of the proposed subcontracting arrangement or change. Please refer to Section I – Required Clauses, page I-1 and I-2, at I.2 Subcontracting, in the RFP.

**Q. I'm looking over the RFP and I have a few questions in need of clarification.**

**1. Based on the wording, I'm assuming a Master's Level social worker/clinician is acceptable for the psychosexual evaluations? If not, subcontracting is acceptable?**

**2. It states that Section B has the case staffing and consultation pricing for our bid, but I'm not locating it, only the services for the offender/defendant?**

**3. We previously had this contract and at that time, the polygraphs were arranged by USPP? Is that now only the vendor's responsibility?**

**4. Are we able to bid only for the mental health and sexual offending services, or do we have to bid on the urine collection and addiction/placement services as well?**

**5. We do have a telemed service available. Would this be acceptable for family services, but not the offender if deemed appropriate?**

**6. Previously we did not bill to any insurance program for offender services. Has this changed?**

A. 1. Section C – Page 7 (a) defines qualifications for practitioners. As stated above, subcontracting can be utilized when certain required services are not available through the bidding vendor.

2. The case staffing conference is a deliverable which is factored into your Project Code bid and is not billed out separately.

3. A separate Statewide Polygraph solicitation that includes Project Code 5022 - Clinical Polygraph Examination and Report; Project Code 5023 - Maintenance/Monitoring Test; and Project Code 1401 – Contractor’s Local Travel by Vehicle is posted on our website. Polygraphs will be coordinated between the United States Probation Office and the vendor awarded the Polygraph contract.

4. Request for Proposals exists for individual catchment areas, i.e., sex offender services; outpatient chemical dependency services; and urine collection. Each solicitation listed on our website has certain catchment areas with itemized Project Codes outlined in Section B.

**IMPORTANT: If you are interested in providing services in more than one catchment area and/or category, a separate Request for Proposal must be submitted for each area/category. Please remember to print, complete and return all final proposals (original and two copies) to our office no later than 4:00 p.m. September 4, 2015.**

5. Only face-to-face contact with the offender (or family) can be invoiced. Please refer to Section C, Page 9, as outlined in the sex offender solicitation contract.

6. Submitting reimbursement to insurance programs may be a viable option for some defendants/offenders who have insurance coverage. The U.S. Probation Office will investigate to determine if insurance coverage is a viable source for full or partial reimbursement at the time of the initial program plan referral. If insurance reimbursement is available, the vendor would be required to submit billing to an insurance provider and deduct the insurance adjustment from the actual cost of the services provided for that offender/defendant on the monthly invoice submitted to the U.S. Probation Office. Please refer to Section G – Agreement Administration Data, Page G-3 and G-4. G.4 Reimbursement or Copayments (Mandatory Requirement).