

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE

MARY R. FARASHAHI
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Norfolk, Virginia 23510
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April 12, 2021

REPLY TO:
Administrative Services
Second Floor
U.S. District Courthouse
401 Courthouse Square
Alexandria, Virginia 22314
(703) 366-2129

**RE: REQUEST FOR PROPOSALS (RFP), # 0422-21-20MH
MENTAL HEALTH AND SEX OFFENDER
TREATMENT SERVICES FOR RICHMOND DIVISION**

Dear Program Administrator:

The following questions have been received in response to the above-referenced solicitation:

Question #1: "1. Is the service location just Central Virginia?"

Response to Question #1: Please see the first page "SECTION B – SUPPLIES OR SERVICES AND OFFEROR'S PRICES" for the geographic area in which the services for this RFP are to be provided.

Question #2: "2. We realistically could not do all of the services listed in section B. Does this automatically disqualify us even though we have specialized programs for individuals with sexualized behavior?"

Response to Question #2: Proposals are to be completed in accordance with the instructions in Section B and Sections L as required by Section M. Any offers received that do not meet these requirements, will be considered technically unacceptable.

Question #3 "Q-1. Reference is made to the following project codes that do not appear in Section B - Supplies or Services and Offerors Prices of this solicitation:

- ***Pg. C-4, Project code 2010, Section 1. a. (1) – Integrated Treatment Services for Co-Occurring Disorders/Individual Counseling (6015) second sentence.***
- ***Pg. C-4, Project code 2020, Section 1. a. (2) - Integrated Treatment Services for Co-Occurring Disorders/Group Counseling (6026) second sentence.***
- ***Pg. C-6, Project codes 4010 and 4020, Section 2 b., NOTE.***
- ***Pg. C-6, Project code 5010 Psychological Evaluation and Report, Section 2. C. (1).***
- ***Pg. C-10, Project codes 6027, 6036, and 6080, Section 3. Case Management Services (Mental Health) (6000), last sentence.***
- ***Pg. C-13, Project code 5021 penile plethysmograph, Section 5., last sentence.***

Response to Question #3:

See the enclosed Attachment for Project Codes 2010 and 2020 standards regarding integrated services.

With regard to Project Codes 4010, 4020, 5010, 6027, 6036, 6080 and 5021, please refer to "SECTION B – SUPPLIES OR SERVICES AND OFFEROR'S PRICES"; any services not marked as required is not applicable.

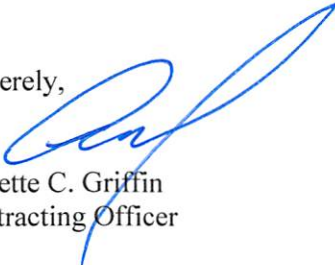
Question #4: "Q-2. Reference Section a. Case Management Services (Mental Health) (6000) on page C-10, item number (6) Crisis intervention. Does this require prior authorization and if so, how is authorization (Prob 45) issued in an emergency situation (e.g., if a probation officer is not available at the time)?"

Response to Question #4: It does require prior authorization; a duty officer or a supervising officer can be contacted for prior approval.

Question #5: "Q-3. What is the anticipated start date once the contract is awarded?"

Response to Question #5: The anticipated start date for this RFP is expected to be immediate with referrals beginning shortly after award.

Sincerely,



Annette C. Griffin
Contracting Officer

/acg

Enclosure

In response to the third question received for RFP 0422-21-0020MH Mental Health & Sex Offender Treatment Services for Richmond Division specifically the two bullets noted under Q-1 with regard to integrated treatment services, the standards required for the 2010 and 2020 substance use counseling portion are as follows:

Substance Use Counseling

Counseling is a clinical interaction between defendant/person under supervision and a trained and certified counselor. The interactions are deliberate and based on various clinical modalities, which have demonstrated evidence to change behavior.

For counseling identified for project codes 2010 and 2020, the vendor shall:

- (1) Provide treatment only as directed on the Probation Form 45.
- (2) Provide for emergency services (e.g., after hours staff phone numbers, local hotlines) for defendants/persons under supervision when counselors are not available.
- (3) Ensure that treatment plans are present and include: (a) short and long-term goals for the defendant(s)/person(s) under supervision; (b) measurable objectives; (c) type and frequency of services to be received; (d) specific criteria for treatment completion and the anticipated time-frame; (e) documentation of treatment plan review (including defendant's/person under supervision's input), and continued need for treatment, if necessary (at least every 90 days). The plan should include information on family and significant others involvement (i.e., community support programs, etc.).

NOTE: Initially and after every update, or at least every 90 days, the treatment plan should be attached to the monthly treatment report provided to the USPO/USPSO.

- (4) Ensure that only face-to-face contacts with the defendant/person under supervision (or family) are billed and that emergency telephone calls are factored into the unit price.
- (5) Ensure that a typed discharge summary is submitted to the USPO/USPSO within 15 calendar days after treatment is terminated. The summary shall outline the reason for concluding contract services, (i.e., the defendant/person under supervision responded to treatment and treatment is no longer needed, or the defendant/person under supervision failed to respond to treatment). Additionally, the discharge summary shall include recommendations for community-based aftercare that the defendant/person under supervision can readily access. In all cases, the discharge status (i.e., successful discharge, unsuccessful discharge, interruption of treatment, etc.) shall be clearly stated.
- (6) Ensure that counselors notify the USPO/USPSO within 24 hours if the defendant/person under supervision fails to report for treatment, conduct violating a condition of supervision occurs, or third-party risk issues are identified. If the assigned USPO/USPSO is not available, the counselor shall notify a supervisor or the duty officer.

For substance use treatment services performed for project codes 2010 and 2020 the vendor shall ensure that all personnel meet the following qualifications:

- (1) Principal counseling services practitioners shall have at least one of the following (a or b):
 - (a) an advanced degree (masters or doctoral level) in behavioral science, preferably psychology or social work,
 - (b) a BA/BS and at least two years of drug treatment training and/or experience.
- (2) Counselors shall be certified and/or have credentials to engage in substance use treatment intervention as established by his/her state's regulatory board and/or accrediting agency.
- (3) Paraprofessionals are only used under the direct supervision of, and in conjunction with, a staff member who meets the requirements described in item numbers (1) and (2) above, and after obtaining the approval of the contracting officer or designee. Interns may be considered paraprofessionals.