

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

**PAUL T. ARNETT**  
CHIEF U.S. PROBATION OFFICER  
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Alexandria, Virginia 22314  
(703) 299-2300

August 18, 2021

**REPLY TO:**  
U.S. Probation Office  
8809 Sudley Road, Suite 200  
Manassas, Virginia 20110  
(703) 366-2129

**RE: REQUEST FOR PROPOSALS (RFP), # 0422-22-05  
IN-PATIENT DRUG AND ALCOHOL TREATMENT  
SERVICES (DATS) FOR THE EASTERN DISTRICT OF  
VIRGINIA**

Dear Program Administrator:

Be advised that the RFP number noted on the first page of the announcement letter has a typo; the RFP number should be 0422-22-05 not 0422-22-0003.

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

*1) In the Instructions for Proposals (page L-4 of 12), Preparation of Staff Qualifications section, we know USPO wants name, title, duties, education, credentials of all staff. Our question is: do you also want actual paper copies of resumes and licenses/certifications of all staff?*

**Response to Question 1):** Copies of resumes are not required but please provide copies of licenses/certifications of all staff who could be performing services under any resulting agreement.

*2) Page C-6, Staff Qualifications, 2.b (2) says: Use volunteers only at the discretion of the USPO/USPSO*

*Our questions are: Does this apply to interns? Also, does this term refer to individuals who come in for a one-time or occasional, non-clinical purpose, such as a yoga instructor or cooking classes instructor or volunteers who help us with yardwork?*

**Response to Question 2):** This could apply to interns; depending on the services performed. This is referring to volunteers that would be performing services specific to this agreement that would otherwise normally be performed by vendor staff such as billing, treatment, urine specimens, medical related services which could include exercise if part of treatment protocol, resident floor contacts, food services and the like. Volunteers used in the capacity of extra curricula activities or for facility maintenance such as those noted would seem acceptable.

*3) Page C-6, 2. b. (8), says: Only use paraprofessionals under the direct supervision of, and in conjunction with, a staff member who meets the requirements described in item (6) (a) and (b) above. .*

**Our question is: could you define the term "paraprofessional?"**

**Response to Question 3):** Paraprofessional as used in this section is referring primarily to clinical counseling/treatment and is a person who has been delegated to perform a service that is otherwise considered professional in nature but the person is not legally licensed or certified to perform the services, in the state of Virginia, without being under the direct supervision of a person who is licensed and reviews and signs off on the paraprofessionals work. This could refer to interns or persons whose certifications limit the capacity in which they can assess and/or counsel.

**4) We have a question concerning: Page C-20: 8.e. Vendor must: (2) Not employ, contract with, or pay any defendant/person under supervision or defendant's/person under supervision's firm or business to do any work for the vendor either at the vendor's facilities or personally for any of the vendor's employees during the period of this agreement.**

**Our question is: NCTR program staff occasionally have patients do odd jobs (that the patients volunteer to do). For example, some patients might conduct a deep clean on the stairwell or a deep clean in the kitchen. NCTR gives patients monetary compensation for this work (pocket money). Would this be allowed under C-8-e (2)?**

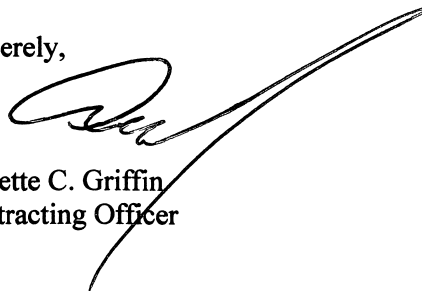
**Response to Question 4):** While this may seem helpful, this would not be acceptable as it could put the client in an odd position of feeling indebted and clients should not be performing services that would otherwise be performed by hired staff.

**5) Page C-20, 8. f. says: The vendor shall notify the USPO/USPSO in writing of any staff changes and provide documentation of any required licensing, certification, experience and education requirements, or changes thereof. The vendor shall submit an Offeror's Staff Qualifications form (Section L - Attachment C) for each new staff member added under the agreement.**

**Our question is: Would this apply to all staff, or just key clinical staff? The proposed programs employ many staff members, and notifying USPO of all changes would be time consuming for both NCTR staff and USPO/USPSO.**

**Response to Question 5):** This is referring to all clinical staff as well as any staff who would be performing services under any resulting agreement. This includes any staff changes that could affect the way in which the services under this agreement are performed, rendered and/or paid. This could include executive, billing, medical staff as well as primary food service changes. This does not include staff who do not perform services under this agreement or whose services do not otherwise affect any resulting agreement.

Sincerely,



Annette C. Griffin  
Contracting Officer