

Treatment Services RFP Questions and Responses

Q: We were awarded a BPA from solicitation number 0101-24-(XXX). Would the 0101-27-(XXX) Solicitation for Massachusetts be a renewal or extension from the previous solicitation? Or is this a completely new opportunity?

A: This is a completely new opportunity. The current solicitation for 0101-24-(XXX) expires at the end of this fiscal year (9/30/26).

Q: I am inquiring about Solicitation 0101-27-(XXX). My question is this: would services provided in an office manned by an Intake Counselor who would do the preparatory work and then set clients up in the office for supervised telehealth services with the appropriately Licensed Clinician be acceptable under the terms outlined in the Statement of Work. We have a number of clinicians associated with our practice who are experienced working with federal defendants and offenders on substance disorder, mental health and criminogenic related issues that would be available. Please let me know if this structure would be acceptable. Thank you for your consideration.

A: The services that are being solicited for in the Request for Proposals are required to be performed within the catchment area identified on the Request for Proposal.

Q: From the background information section of the RFP, could you please clarify if you wish to see information on and document copies of monitoring/compliance/audits/performance reports for ALL (*of the treatment service agency's*) programs or for similar programs only. In the past we have been required to share documents related to similar programs. The (*treatment services agency*) operates many large programs entirely unrelated to the (*contract*) services we propose, and documentation related to these programs is outside of the project scopes of (*RFPs that we are responding to*). We are fully prepared to submit documents related to our (*other*) services for 5 years. Would you kindly confirm if this is agreeable to the US Department of Probation?

A: While completing the Background Disclosure, your agency would need to provide documentation related to the program(s) that you are applying for in the RFP. If your agency has programs that are not related to the RFP or the services being proposed in that RFP, those documents are not required to be submitted. For example, if you are applying for an outpatient substance use/mental health RFP, you do not need to provide documentation for a sex offense specific program that you are also operating.

Q: In preparing to submit for the RFP, I wanted to ask the following questions. (1) G.3 b – is the 10 days for invoicing 10 calendar days or 10 business days? (2) Is a signatory authorization form needed? (3) If applying for an RFP that covers more than one county- does the vendor need to have a physical location in each of the counties or can it be submitted if all mandatory criteria are met for 1 out of 3 counties?

A: (1) The timeline for submitting invoicing is by the 10th of the month. For example, invoices for the month of February are due on March 10th, regardless if the 10th of the month falls on a business day or weekend. (2) As referenced in L.2 Provision 3-100, Instruction to Offerors – (April 2013) subsection c (v): (the first page of the offer shall show the) name, title, and signature or person authorized to sign the offer. Officers signed by an agent shall be accompanied by evidence of that agent's authority, unless that

evidence has been previously furnished to the issuing office. (3) If multiple counties are identified in the RFP's catchment area, the vendor responding to the RFP must have physical location and being able to provide the requested services in at least one of those areas. It is not required that the vendor responding to the RFP have locations in all counties listed in the RFP.

Q: (1) Invoice Deadline: Section G.3(b) requires monthly invoices to arrive no later than the tenth day of the month. If the tenth falls on a weekend or federal holiday, must the invoice arrive by the preceding business day or the next business day? (2) Signature authority: Beyond completing AO 367 Blocks 13 and 14 and signing the required attachments, is any separate corporate signatory authorization or delegation-of-authority documentation required with the proposal? (3) Multi-county catchments: Please confirm that for a solicitation encompassing multiple counties, an offeror satisfies the physical-site requirement by maintaining one operational site within any one of the listed counties, provided all required services are available at that site. (4) Separate proposal packages: For an offeror applying to (XX), should each solicitation be submitted as a separate PDF and separate email, or may the five proposal packages be transmitted together? (5) Shared staff: May the same qualified staff members be proposed across multiple (XX) solicitations when the offeror demonstrates sufficient capacity and compliance with all service timeframes? (6) Spanish capacity: Does the requirement to provide services in Spanish require Spanish-speaking clinical staff at each physical site, or may the requirement be met through another approved language-access arrangement?

A: (1) The timeline for submitting invoicing is by the 10th of the month. For example, invoices for services provided in the month of February are due on March 10th, regardless if the 10th of the month falls on a business day or weekend. (2) As referenced in L.2 Provision 3-100, Instruction to Offerors – (April 2013) subsection c (v): (the first page of the offer shall show the) name, title, and signature or person authorized to sign the offer. Officers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office. (3) If multiple counties are identified in the RFP's catchment area, the vendor responding to the RFP must have physical location and be able to provide the requested services in at least one of those areas. It is not required that the vendor responding to the RFP have locations in all counties listed in the RFP. (4) If applying for multiple RFPs, each proposal should be submitted as a separate RFP and separate email. (5) Yes. (6) Either are acceptable for translation services as referenced as a local need in the RFP.

Updated: 8/4/26