

## FY17 - Frequently Asked Questions:

### Question 1:

Vendor - Question: Is Section A of the Solicitation/Offer/Acceptance to be filled out now or after the RFP is awarded?

Answer: In section A, the offeror must fill out the following blocks on the form when submitting the solicitation:

- (1) Block 8, as instructed on the form.
- (2) Block 9, discount for prompt payment, if applicable.
- (3) Block 10, acknowledgment of amendments.
- (4) Block 11, name and address of offeror.
- (5) Block 12, telephone number.
- (6) Block 13, name and title of person authorized to sign the offer.
- (7) Block 14, signature of offeror.
- (8) Block 15, date signed.

Note: The signature of the original and additional copies must contain original signature of the offeror.

### Question 2:

Vendor - Question: Attachment C: Offeror's Staff Qualifications. Should we include copies of all staff licenses, or will the attached suffice? Note: The attachment included a description of staff and qualifications.

Answer: As required in Section L.1, Preparation of Staff Qualifications, the Offeror shall prepare and submit below, (attach pages as needed labeled as subsets of this attachment number), for all staff performing services under any resultant Agreement, including credentials (licenses and certification) by project code. Staff providing sex-offender specific services must certify that the evaluator adheres to the established ethics, standards and practices of the Association for the Treatment of Sexual Abusers (ATSA). The offeror shall complete the certification section below in Attachment C. Also, complete the certification by checking all that apply.

### Question 3:

Vendor - Question: Does the Wage Determination form apply to Hall County as it is not listed in the coverage area listed on your website.

Answer: For all solicitations including Project Code: 1010 - Urine Collection Testing & Reporting, please attach a copy of the Wage Determination to each solicitation.

Question 4:

Vendor - Question: How would a provider place a bid to offer sex offender treatment in the Northern District (including Hall County), as it does not appear to be listed?

Answer: Catchment areas were established based on treatment needs within the Northern District of Georgia. A vendor must be able to provide requested services within the geographic area of the catchment area. At this time, our agency does not have sufficient referrals to support awarding a Blanket Purchase Agreement in Hall County.

Question 5:

Vendor - Question: Is it acceptable to submit only the signature pages or is it essential to submit all eighty-five (85) pages for your review per proposal?

Answer: All pages of the solicitation to include any attachments must be submitted.

Question 6:

(Section A):

Vendor - Question: Information regarding discounts for prompt payment is listed as being in Section 1, Clause No. 52232-8. Where or how can offerors obtain the full-text of this clause?

Answer: The full text of Clause 7-140, Discounts for Prompt Payment is:

Discounts for Prompt Payment (Jan 2003)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time will be computed from the date of the invoice. If the contractor has not placed a date on the invoice, the due date will be calculated from the date the designated billing office receives a proper invoice, provided the judiciary annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment will be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when the judiciary offices are closed and judiciary business is not expected to be conducted, payment may be made on the following business day.

Question 7:

(Section A)

Vendor - Question: If the offeror does not wish to offer a discount for prompt payment, should they fill out Section A.9 with each fields as “N/A” or “0”?

Answer: Either response is sufficient, or you may leave the field empty.

Question 8:

(Section C)

Vendor - Question: Under Mandatory Requirement regarding Notifying USPO/USPSO of Defendant/Offender Behavior, practitioners are required to notify the USPO/USPSO within 24 hours, 10 calendar days or 15 calendar days depending on the update reason. Does this notification time frame include any exceptions, such as excluding holidays or weekends?

Answer: No. However, preliminary notification may be completed through a phone message or fax.

Question 9:

Vendor - Question: Under Mandatory Requirements regarding Local Services (pg. C-17-18) it has a note to “insert the statement of work and project codes for local services.: Is there an addendum or amendment for additional Local Services Project Codes/Statement of Work, and where can offerors obtain the full-text of those addendums?

Answer: Each solicitation for treatment services is unique and some may require specific local services. If no local services have been identified on the last page of Section C, then the particular solicitation has no requirement for local needs.

Question 10:

(Section K)

Vendor - Question: Can offerors include multiple people under K.1 (for example, joint owners of a business) or just who they list as their “authorized person” in Sections A.13?

Answer: Section K.1 should include individuals who are authorized to negotiate on behalf of the vendor with the judiciary in connection with this solicitation.

Question 11:

(Section L)

Vendor - Question: Under “Preparation of Background Statement (Attachment B)” it states “The offeror shall identify all required documents included in submitted proposal through use of labeled tabs.” Should the entirety of the proposal be labeled in this way or just the attachments included in Section L?

Answer: Label tabs should be used only in Section L as instructed.

Question 12:

(Section K)

Vendor - Question: Under “Preparation of Background Statement” it states in paragraph (a) that “the offeror shall provide copies of monitoring reports...from all federal...state and local agencies for the locations solicited.” What is considered a monitoring report, and are there examples offerors can have access to? Are the yearly audits performed by Atlanta Public Schools (APS) and the Department of Behavioral Health and Developmental Disabilities (DBHDD) considered sufficient as one of these reports?

Answer: We are not able to provide examples of monitoring reports. Reports from APS and DBHDD would likely suffice.

Question 13:

Vendor - Question: Under “Proposal Submission,” it states that the offeror is not required to submit solicitation sections C,D,E,F,G,H and I as part of its proposal,” which would mean they must submit in sections A,B,J,K,L and M. It seems that Section J is only attachments to be used after the grant is awarded and Section M is how the proposal are evaluated. Is there anything that must be submitted in accordance to Sections J and M?

Answer: No. The offeror is not required to submit solicitation sections C,D,E,F,G,H and I as part of its proposal. Sections J and M are not part of the vendor’s proposal.

Question 14:

Vendor - Question: If a vendor wants to offer services at two locations, but the second location is a business not listed as a subcontractor (only an additional space), does the vendor need to submit the Federal/State/Local fire safety, and health code compliance documentation for that 2<sup>nd</sup> location as well?

Answer: Yes

Question 15:

Vendor - Question: Is it possible for a provider/vendor to sublease office space as opposed to having

their own lease?

Answer: Yes as long as it meets all of the requirements identified in the Statement of Work.

Question 16:

Vendor - Question: If a sublease is permissible is it possible for the provider to submit the rental agreement and sublease in lieu of business license at the address location?

Answer: As licensing requirements vary from different localities, it would need to be determined if an individual must be licensed rather than just the office. At present, there is no definitive answer to this question. The best practice would be to submit the business license.

Question: 17:

Vendor - Question: Regarding the Urine Collection agreement:

A) Are there specific days and time the urine must be collected?

Answer: Yes. Refer to the Local Needs for Project Code 1010, which is located on the last page in Section C of the solicitation.

B) Is there a system in which the urine results are documented via computer?

Answer: Yes. Urine will be collected by the vendor and mailed to the National Testing Laboratory. Results will be sent to the U.S. Probation Office and then filtered to the officer of record. The probation office will provide all collection and shipping supplies related to urine collection. The probation office will also pay for testing through a national contract.

C) What process determines when a client has to come in and submit to urinalysis, if they are random screens?

Answer: The client will be placed on a random testing program called Code-A-Phone. The probation officer will select the dates for testing within the specified collection hours identified within the Local Needs located on the last page of Section C in the Solicitation.