

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 5			
2. AMENDMENT/MODIFICATION NO. Amendment No. 1			3. EFFECTIVE DATE 08/24/2009		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)		
6. ISSUED BY Kenneth O. Young Chief U.S. Probation Officer U.S. Probation 101 West Broadway, Suite 101 San Diego, CA 92101			7. ADMINISTERED BY (If other than 6) Peter Tancredi Contracting Officer U.S. Probation 101 West Broadway, Suite 101 San Diego, CA 92101		CODE			CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) To All Offerors					(X)		9A. AMENDMENT OF SOLICITATION NO. 0974-2010-SA01		
							9B. DATED (SEE ITEM 11) 8/14/2009		
							10A. MODIFICATION OF CONTRACT/ORDER NO.		
							10B. DATED (SEE ITEM 11)		
CODE					FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning 3 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted:

or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment, you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes references to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriate date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is as follows: 1. To amend the RFP to incorporate the additional/amended requirements and terms and conditions in the attached pages. 2. To extend receipt of proposals to 3:00 PM on September 21, 2009.

No other changes

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter Tancredi Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

SECTION B

Project Code 1201 - Unit Price: 5% of amount distributed under PC 1202

Project Code 1501 - Unit Price: 5% of fees collected by vendor

SECTION C - Statement of Work

In the section entitled “Substance Abuse Intake Assessment Report (2011),” the last paragraph is hereby deleted in its entirety and revised to read as follows:

Substance Abuse Intake Assessment Report (2011)

The comprehensive diagnostic interview report shall not be a synopsis and/or overview of the presentence report, pretrial services report or any other institutional progress reports provided by the USPO/USPSO to the vendor for background information

All remaining paragraphs in this section remain unchanged.

In the section entitled, “Deliverables,” paragraph a. (1) (f) is hereby deleted in its entirety and revised to read as follows:

a. Defendant/Offender Records and Conferences

(1) File maintenance

(f) Keep all defendant/offender records for three years after the final payment is received for Government inspection and review, except for litigation or settlement of claims arising out of the performance of this agreement, which records shall be maintained until final disposition of such appeals, litigation, or claims.

In the section entitled, “Deliverables,” paragraph b. (1) “Disclosure” is hereby deleted in its entirety and revised to read as follows:

b. Disclosure

The vendor shall:

(1) Protect **CONFIDENTIAL** records from disclosure except in accordance with item number b. (2), (3), (4), and (5), (6), and (7) below.

In the section entitled “Deliverables,” paragraph c. (1) (d) discussing “Chronological Notes,” is replaced in its entirety as follows:

(d) Accurately reflect the defendant’s/offender’s treatment progress, sessions attended, and changes in treatment.

In the section entitled "Deliverables," paragraph d. (2) of "Case Staffing Conference" is hereby deleted in its entirety and revised to read as follows:

d. Case Staffing Conference

(2) Meet with the USPO/USPSO face-to-face or via a telephone conference at least every 30 days to discuss the defendant's/offender's progress in treatment.

In the section entitled "Deliverables," paragraph f. "Vendor Testimony" is hereby deleted in its entirety and revised to read as follows:

f. Vendor Testimony

The vendor, its staff, employees, and/or subcontractors shall:

(1) Appear or testify in legal proceedings convened by the federal court or Parole Commission only upon order of the federal court with jurisdiction, and

(i) A request by the United States Probation and/or Pretrial Services Offices, United States Attorney's Offices, or United States Parole Commission, or

(ii) In response to a subpoena.

(2) Provide testimony including but not limited to a defendant's/offender's: attendance record; drug test results; general adjustment or program rules; type and dosage of medication; response to treatment; test results; and treatment programs.

(3) Receive reimbursement for subpoenaed testimony through the Department of Justice based on its witness fee and expense schedule.

(4) Receive necessary consent/release forms required under federal, state or local law from the Government.

(5) Not create, prepare, offer, or provide any opinions or reports, either written or verbal that are not required by this statement of work and the treatment program unless such action is approved in writing by the Chief US Probation Officer or Chief US Pretrial Services Officer.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 Provision of Services to Federal Offenders and Defendants (Mandatory Requirements)

Subparagraphs e. and f. are added in their entirety as follows:

c. The contractor shall not tell defendants or offenders to misrepresent or withhold information regarding the treatment provider or the treatment services received in response to questions posed by the USPO/USPSO or other government or law enforcement agencies authorized to make such inquiries.

f. If the vendor offers or provides a treatment program with a religious-based component [for example, Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Cocaine Anonymous (CA)] to defendants or offenders, the vendor shall also offer or provide an alternative secular program that is the same or similar, but without any religious-based component.

Paragraph F.2 is hereby deleted in its entirety and revised to read as follows:

F.2 The vendor shall perform and comply with the mandatory requirements set forth in Sections C, E, F, and G of this contract or agreement. A vendor's noncompliance or failure to do so shall be the basis for termination of the contract or agreement.

SECTION G - AGREEMENT ADMINISTRATIVE DATA

G.3. Invoices (Mandatory Requirement)

Subparagraph f. is replaced in its entirety as follows:

- f. The vendor may include the "No-Show" factor in the unit price charged for the following services: The vendor shall not include a charge for a "No-Show" as a separate item.

(1) PC 1010	(12) PC 5012	(23) PC 6022
(2) PC 2010	(13) PC 5020	(24) PC 6028
(3) PC 2011	(14) PC 5021	(25) PC 6030
(4) PC 2020	(15) PC 5022	(26) PC 6032
(5) PC 2030	(16) PC 5023	(27) PC 6090
(6) PC 2040	(17) PC 5025	(28) PC 6091
(7) PC 2080	(18) PC 5030	(29) PC 2000
(8) PC 2090	(19) PC 6010	(30) PC 6000
(9) PC 4010	(20) PC 6012	(31) PC 7013
(10)PC 5010	(21) PC 6020	(32) PC 7023
(11)PC 5011	(22) PC 6021	

Note: A "No-Show" occurs when a defendant/offender does not show (and does not cancel with at least 24 hours advance notice) for a rescheduled individual service provided customarily by a physician or other professional staff member.

SECTION H - SPECIAL AGREEMENT REQUIREMENTS

Paragraph H.3 entitled “Government Furnished Property” is hereby added in its entirety as follows:

H.3 Government Furnished Property - (JAN 2003)

No material, labor, or facilities will be furnished by the Government unless otherwise provided for in this solicitation. The Chief Probation Officer or Chief Pretrial Services Officer may furnish Government-owned telephone answering equipment, fax machines, and/or onsite drug detection devices called non-instrumented drug tests to a contractor if such equipment will improve the frequency of urine collection in the district. The equipment shall be used only for a random urine collection program.

All other terms and conditions of the solicitation remain unchanged.

SECTION A			SOLICITATION/OFFER/ACCEPTANCE		
1. Solicitation No. 0974-2010-SA01		2. Date Issued 8/14/2009		3. Award No.	
4. Issued By: Kenneth O. Young Chief U.S. Probation Officer U.S. Probation 101 West Broadway, Suite 700 San Diego, CA 92101		5. Address Offer To (if other than item 4): Peter Tancredi Contracting Officer U.S. Probation 101 West Broadway, Suite 700 San Diego, CA 92101			

SOLICITATION

6. Offers in original and <u>2</u> copies for furnishing the required services listed in Section B will be received at the place specified in Item 5, or if handcarried, in the depository located: <u>U.S. Probation Office, AT&T Building, 101 West Broadway, Suite 700, San Diego, CA 92101</u> until <u>3:00 PM</u> local time <u>9/14/2009</u> . <div>(hour) (date)</div>	
7. For information call: a. Name Julia Jáuregui - Supervising U.S. Probation Officer b. Telephone no. 619-557-5565	

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OFFER

8. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (365 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.						
9. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
10. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated)		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE	
11. NAME AND ADDRESS OF OFFEROR		14. <input type="checkbox"/> AWARD Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the agreement which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this agreement. No further contractual document is necessary.				
12. Telephone No. (include area code)						
13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		14A. NAME OF CONTRACTING OFFICER				
13A. Signature		13B. Offer date		14B. UNITED STATES OF AMERICA		14C. DATE SIGNED
				BY _____ (Signature of Contracting Officer)		

SECTION B - SUPPLIES OR SERVICES AND OFFEROR'S PRICES

The United States District Court for the Southern District of California is soliciting a vendor to provide substance abuse and/or mental health treatment services. A Vendor must be capable of providing services within a geographic area encompassing San Diego Metro communities in the following Zip Codes: 92101 - 92105, 92108, 92113 - 92116.

As a result of this solicitation the Government intends to enter into a Blanket Purchase Agreement (BPA). For this BPA, approximately 1 to 2 vendors are needed to provide the required services. The Government reserves the right to award to a single vendor.

A Blanket Purchase Agreement is a "charge account" arrangement, between a buyer and a seller for recurring purchases of services. BPA's are not contracts and do not obligate government funds in any way. A contract occurs upon the placement of a call or referral from the Probation/Pretrial Services Office and the vendor's acceptance of the referral. Referrals will be rotated among all the vendors on the BPA. BPA's are valid for a specific period of time, not to extend beyond the current fiscal year. The total duration of this BPA, including the exercise of two 12-month options, shall not exceed 36 months. BPA's will be issued to those vendors determined to be technically acceptable and offering the lowest cost to the Government, using the Evaluation Criteria established in Section M of the Request for Proposal.

The following pages of Section B contain only those Required Services being solicited by the U.S. Probation/Pretrial Services Office for this solicitation. Offerors failing to provide offers on all Required Services listed will be considered technically unacceptable.

Note: Estimated Monthly Quantities (EMQ's) represent the total monthly quantities to be ordered per service item under the BPA. Each vendor placed on the BPA may receive a share of the total quantity stated. However, EMQ's are estimates only and do not bind the government to meet these estimates.

An asterisk * indicates a requirement line item which has been modified under "Local Services."

<u>PROJECT CODE</u>	<u>REQUIRED SERVICES</u>	<u>ESTIMATED MONTHLY QUANTITY</u>	<u>UNIT PRICE</u>
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Urine Collection

* 1010	Urine Collection Testing & Reporting	2010 : 700 2011 : 715 2012 : 730	
		Unit: per specimen	

Intake

* 2011	Intake Assessment and Report	2010 : 3 2011 : 4 2012 : 5	
		Unit: per intake (total fee)	

Cognitive Behavioral Treatment

* 2022	Manualized Group	2010 : 360 2011 : 384 2012 : 408	
		Unit: per 30 minute session	

Transportation for Clients

1201	Administrative Fee	2010 : Unknown 2011 : 2012 :	
1202	Client Transportation Expenses	2010 : Unknown 2011 : 2012 :	

Contractor's Local Travel

1401	Contractor's Local Travel by Vehicle	2010 : Unknown 2011 : 2012 :	
		Unit: Per mile reimbursed at prevailing rate established by Judiciary Travel Regulations for employees of the Judicial Branch of the Government.	

<u>PROJECT CODE</u>	<u>REQUIRED SERVICES</u>	<u>ESTIMATED MONTHLY QUANTITY</u>	<u>UNIT PRICE</u>
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1402	Contractor's Local Travel by Common Carrier	2010 : Unknown 2011 : 2012 : Unit: per month	
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Client Reimbursement/Copayment

1501	Administrative Fee	2010 : Unknown 2011 : 2012 :	
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SECTION C. DESCRIPTION/STATEMENT OF WORK

PROVISION OF SERVICES

The United States Probation and Pretrial Services Office (hereafter USPO/USPSO) or Federal Bureau of Prisons shall provide a Program Plan (Probation Form 45 or Transitional Services Program Plan BP-S530.074) for each defendant/offender that authorizes the provision of services. The vendor shall provide services strictly in accordance with the Program Plan for each defendant/offender. The Government shall not be liable for any services provided by the vendor that have not been authorized for that defendant/offender in the Program Plan. The United States Probation Officer, United States Pretrial Services Officer, and the Bureau of Prisons staff may provide amended Treatment Program Plans during the course of treatment. The United States Probation/Pretrial Services Office, and/or the Bureau of Prisons will notify the vendor verbally and in writing via Probation 45 when services are to be terminated and shall not be liable for any services provided by the vendor subsequent to the verbal or written notification.

INTRODUCTION

- a. Pursuant to the authority contained in 18 U.S.C. §§ 3154, 3672, contracts or Blanket Purchase Agreements may be awarded to provide services for defendants/offenders who are drug-dependant, alcohol-dependant, and/or suffering from a psychiatric disorder. Such services may be provided to federal defendants/offenders supervised by the USPO/USPSO; pretrial clients supervised by the USPO/USPSO, under the terms of this agreement. The vendor shall submit separate invoices for services provided to the referring agency (USPO, USPSO, or Bureau of Prisons).
- b. The services to be performed are indicated in Section B and C. The vendor shall comply with all requirements and performance standards of this agreement.
- c. The government will refer clients on an "as needed basis" and makes no representation or warranty that it will refer a specific number of clients to the vendor for services.

DEFINITIONS

- A. "**Offer**" means "**proposals**" in negotiation.
- B. "**Solicitation**" means a request for proposals (RFP) or a request for quotations (RFQ) in negotiation.
- C. "**Government**" means United States Government.
- D. "**Director**" means the Director of the Administrative Office of the United States Courts (unless in the context of a particular section, the use of "Director" manifestly shows that the terms was intended to refer to some other office for purposes of that section), and the term "his duly authorized representative" means any person or persons or board (other than the Contracting Officer) authorized in writing to act for the Director.
- E. "**Authorized representative**" means any person, persons, or board (other than the contracting officer and Chief Probation Officer/Chief Pretrial Services) authorized to act for the head of the agency.

- F. **"Contracting Officer"** means the person designated by the Director or his duly authorized representative to execute this Agreement on the behalf of the Government, and any other successor Contracting Officer who has responsibility for this Agreement; and the term includes, except as otherwise provided in this Agreement, the authorized representative of a Contracting Officer acting within the limits of his written authority.
- G. **"Client"** means any drug dependent pretrial releasee, probationer, parolee, mandatory releasee, mandatory parolee, or supervised releasee receiving drug/alcohol testing and/or treatment and/or mental health treatment while under the supervision of the Federal Probation System.
- H. **"Probation Officer"** (i.e., USPO) means an individual appointed by the United States District Court to provide pretrial, presentence and supervision (pre and post sentence) services for the court. "Probation Officer" refers to the individual responsible for the direct supervision of a client receiving drug/alcohol testing and/or treatment and/or mental health treatment services.
- I. **"Chief Probation Officer"** (i.e., CUSPO) means the individual appointed by the United States District Court to supervise the work of the court's probation staff. For the purpose of the contract, the "Chief Probation Officer" acts as the contract administrator on behalf of the Director of the Administrative Office of the United States Courts.
- J. **"Pretrial Services Officer"** (i.e., USPSO) means the individual appointed by a United States District Court to provide pretrial release investigations, recommendations and supervision services for that court. "Pretrial Services Officer" refers to the individual responsible for the direct supervision of a client receiving drug testing and/or treatment and/or mental health treatment services.
- K. **"Chief Pretrial Services Officer"** (i.e., CPSO) means the individual appointed by the court to supervise the work of the court's pretrial services staff. For the purpose of the contract, the Chief Probation Officer acts as the contract administrator on behalf of the Director of the Administrative Office of the United States Courts.
- L. **"Designee"** means the person selected by the Chief Probation Officer or the Chief Pretrial Services Officer to act in his/her behalf in drug, alcohol, and mental health treatment matters.
- M. **"Federal Bureau of Prisons"** The federal agency responsible for housing inmates in federal prisons, penitentiaries, correctional institutions and residential re-entry centers who have been sentenced by the federal courts.
- N. **"Clarifications"** are limited exchanges, between the Government and offerors, that may occur when award without discussions is contemplated. If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of proposals or to resolve minor or clerical errors.
- O. **"AOUSC"** - Administrative Office of the U.S. Courts

- P. “USPO/USPSO” - US Probation Officer/U.S. Pretrial Services Officer
- Q. “Probation Form 17” - U.S. Probation Travel Log
- R. “Probation Form 45” - Treatment Services Program Plan
- S. “Probation Form 46” - Monthly Treatment Record
- T. “NIDT” - Non-Instrumented Drug Testing device
- U. “COTR” - Contracting Officer Technical Representative
- V. “Case Staffing Conference” - A meeting between the Officer and the provider to discuss the needs and progress of the defendant/offender. The defendant/offender may or may not be present at the conference.
- W. “DSM” - Diagnostic and Statistical Manual of Mental Disorders
- X. “OPPS” - Office of Probation and Pretrial Services, Administrative Office of the US Courts.

MANDATORY REQUIREMENTS

For Project Codes in Section B, the corresponding paragraphs in this statement of work shall be considered mandatory requirements, as well as the sections listed below:

- A. Defendant/Offender Reimbursement and Co-payment
- B. Deliverables
- C. Notifying USPO/USPSO of Defendant/Offender Behavior
- D. Staff Requirements and Restrictions
- E. Facility Requirements
- F. Local Services if applicable

*** 1. Urine Collection, Instrumented Testing and Reporting (1010)**

The vendor shall perform the following procedures related to the collection, testing and reporting of urine specimens:

a. Storage of Urinalysis Supplies

The vendor shall:

- (1) Store all urinalysis supplies in a secure area with access limited only to authorized vendor employees involved in the collection process.
- (2) Prevent defendant/offender access to the secure storage areas.

b. Secure Collection Area

The vendor shall:

- (1) To the extent possible provide a lavatory only for collecting urine

specimens that is not used by staff or others not providing a urine specimens.

- (2) If the lavatory is used by others not providing a urine specimen the vendor shall:
 - (a) Limit the possibility of any interference with the collection process or adulteration of the specimen; and
 - (b) Limit access during the collection process to only those involved in the collection of urine specimens.

c. Safety Precautions and Collector Training.

- (1) The vendor shall ensure that collectors receive appropriate detailed training that includes a review of the federal OSHA Bloodborne Pathogen regulations (29 C.F.R. 1910.1030). The vendor shall document such training in their personnel file and the employee must certify they have received and understand such training. The vendor shall provide the documentation to the USPO/USPSO upon request.
- (2) The vendor shall ensure that all personnel handling urine specimens wear disposable gloves designed for protection against bio-hazards, and are familiar with standard precautions for handling bodily fluids.

d. General Urine Specimen Collection Procedures

- (1) The vendor shall ensure defendants/offenders:
 - (a) Remove jackets, coats and large pocket items before entering the collection area.
 - (b) Leave purse or other carried items outside the collection area, or in the control of the specimen collector.
 - (c) Rinse their hands in cold water and thoroughly dry them prior to voiding to remove any adulterant from under the fingernails or on the skin.
 - (d) Roll up long-sleeved shirts or blouses so the collector can examine defendant/offender's arms to detect tampering devices or adulterants.
- (2) The vendor shall ensure that the collectors:
 - (a) Verify the identity of the defendant/offender by means of a state driver's license, state identification or other acceptable form of photo identification.
 - (b) Collect specimens from only one donor at a time. Both the donor and the collector shall keep the specimen bottle/container in view at all times prior to it being sealed and labeled.

- (c) Complete a Chain of Custody or NIDT Collection Form (provided by the USPO/USPSO) before a defendant or offender voids following the chain of custody procedures, and then unless the vendor is using an NIDT that yielded a negative result, peel the Barcode label from the Chain of Custody form and place it on the bottle.
- (d) Collect a minimum of 30 milliliters of urine, to allow the laboratory to conduct the initial presumptive screen and confirmation tests. A specimen with less than 10 milliliters of urine is not acceptable for testing and shall not be submitted as the laboratory will not test it due to insufficient quantity.
- (e) Not flush urinals until the collection is completed and the defendant/offender has left the urinal area (coloring agent is not necessary).
- (f) Observe and document any indication (unusual color, odor) of specimen dilution and/or adulteration, or any unusual collection events or discrepancies.
- (g) Screw the top on the bottle or ensure the defendant/offender tightly screws the top on the bottle, and that the top is secure to the bottle and is not leaking.
- (h) Review the temperature of the specimen to determine if it is near body temperature, if applicable. The temperature of the specimen should be measured within 4 minutes of collection and should be within a range of 90 - 100 degrees.
- (i) Use a tamper evident sealing system (e.g. tape) across the top of the bottle cap and down the sides of the bottle, and initial the evidence tape. (This procedure is not mandatory for NIDTs when an instant negative result is obtained and no further testing will be done on that sample).
- (j) Sign the Specimen Collection Statement of the Chain of Custody Form. This is not mandatory for NIDTs when an instant negative result is obtained and no further testing will be done on that sample.
- (k) Have the defendant/ offender sign or initial the Chain of Custody Form. This is not mandatory for NIDTs when an instant negative result is obtained and no further testing will be done on that sample. The donor and collector shall not sign the certification area of the form until the collection process is completed.

e. Observed Urine Specimen Collection Procedures

The vendor shall:

- (1) Directly observe defendants/offenders voiding into a specimen collection container. Collectors observing the voiding process shall be the same gender as the defendant/offender providing the specimen (no exceptions).

- (2) The use of mirrors is acceptable if the mirrors aid the collector in viewing the voiding process. The USPO/USPSO must approve such use of mirrors.
- (3) Notify the USPO/USPSO within 24 hours if the defendant/offender fails to report for a drug test or does not provide a urine specimen that is suitable for testing (e.g. insufficient amount, stall, adulterated).

f. **Unobserved Urine Specimen Collection Procedures**

The vendor shall perform the following urine specimen collection procedures if circumstances prevent the observed collection of a specimen. The vendor shall ensure that collectors:

- (1) Take unobserved specimens **only** when the defendant/offender and the collector are not of the same gender or it is virtually impossible to collect an observed specimen
- (2) Clearly document on the Chain of Custody Form or NIDT Collection Form any unobserved collection.
- (3) When using NIDTs for unobserved collection of a specimen, ensure that an adulteration test is performed that at a minimum includes temperature, pH and specific gravity tests. Adulteration test panels are performed on all specimens sent to the national laboratory for testing.
- (4) Use a temperature strip to measure urine specimen temperatures which should range between 90 and 100 degrees Fahrenheit. The time from voiding to temperature measurement is critical and in no case shall exceed 4 minutes.
- (5) Obtain a second specimen from defendants/offenders whose urine specimen temperature is outside the range in (4) above.
- (6) Place a blue or green colored toilet bowl cleaner or coloring agent in the commode to deter dilution of the specimen with commode water.
- (7) Pour the coloring agent into the bowl when using commodes without holding tanks (e.g., commercial commodes).
- (8) Follow all general collection procedures in subsection d above.
- (9) Secure any source of water in the area where the collection occurs, by either shutting off the water or securing its access with tamper evident tape.
- (10) Remove and/or secure any agents that could be used in an attempt to adulterate the specimen, such as soaps, cleaners and deodorizers.

g. **Urine Specimen Mailing and Storage** (For specimens shipped or transferred to contract national drug testing laboratories or on-site instrumented drug testing laboratories).

The vendor shall ensure that:

- (1) Every specimen shipped or transferred to a testing facility is contained in a bottle or container specifically designed to withstand the rigors of transport. All bottles and containers shall be provided by the Government. NIDT cups/bottles may only be used for shipping with the advanced approval of OPPS. Vendors shall seek approval for each type of NIDT device intended for shipping.
- (2) The collector places the specimen and corresponding Chain of Custody Form or NIDT collection form in the approved shipping container and places such containers in the custody of an approved delivery service or courier;
- (3) The collector notifies the shipper/delivery service/courier that specimen(s) are ready to be delivered to the laboratory. This notification shall be given no later than the close of business on the day the specimens are collected.
- (4) Urine specimens are refrigerated if specimens are retained and not shipped the same day.
- (5) Refrigerated urine specimens are not retained **longer than** 48 hours before they are sent to the laboratory. If urine specimens are retained longer than 48 hours the specimens must be frozen.
- (6) Urine specimens are stored in a secure area or locked refrigerator/freezer with access limited only to collectors or other vendor authorized personnel. The refrigerator temperature shall not exceed 43 degrees Fahrenheit and its temperature should be periodically monitored and documented.

h. **"No Test" Policy**

The urinalysis laboratories under contract with the AOUSC **will only test** urine specimens if all of the following conditions are met.

- (1) The specimen bottle contains no less than 10 milliliters of urine.
- (2) The specimen security seal or tamper evident system (e.g. tape) is present and intact.
- (3) The specimen bar code label is present.
- (4) The specimen is accompanied by the Chain of Custody Form.
- (5) The specimen identifier (i.e., bar code number) on the bottle is identical to the number on the Chain of Custody Form.
- (6) The collector's signature is on the Chain of Custody Form.

When any of the above conditions are not met, No Test" will be stamped on the request report form and the reason for the no test will be checked or written in the space provided. Specimens that cannot be tested will be

discarded. The vendor shall ensure that **all** of the above conditions are present for specimens sent to the national drug testing laboratories for testing.

i. Random Urine Specimen Collection Procedures

The vendor shall provide random urine specimens collections in accordance with the following:

(1) Urine Collection Phases

The frequency of testing for defendants /offenders shall follow the Three Phase Program, which requires a minimum of three (3) random tests with less than 24 hours notice per month during Phase I; a minimum of two (2) such tests monthly during Phase II; and a minimum of one (1) such test monthly during Phase III. The length of the phases is determined by the USPO/USPSO and can range from 60 days to 6 months. If a defendant or offender tests positive, more frequent urine collections may be required.

(2) The vendor shall collect random urine specimens when the defendants/offenders have less than 24 hours prior notice that a urine specimen is to be submitted.

(3) The vendor shall not alter a randomly scheduled urine collection without the approval of the USPO/USPSO. The frequency of random urine collections shall be determined and authorized by the Program Plan (Probation Form 45).

(4) Upon request of the USPO/USPSO the vendor shall develop and operate an automated phone based notification system for random urine collections. The vendor shall obtain the approval of the USPO/USPSO for the design and operation of the phone-based system before putting it into use.

j. Urine Specimen Collection Records and Reports

(1) Urinalysis Log

The vendor shall maintain a log approved by the USPO/USPSO for all urinalysis specimens collected which shall indicate:

- (a) Defendant and/or offender's name and PACTS number.
- (b) Collection date
- (c) Specimen ID/Chain of custody (bar code) number.
- (d) Drugs or medications prescribed and date taken.
- (e) Collector's initials.
- (f) Special tests requested, and
- (g) Test results and date received /(if applicable/)

Note: Allowing anyone undergoing treatment to see the names or signatures of defendants/offenders violates federal confidentiality regulations regarding disclosure of drug or alcohol treatment records as well as the HIPPA privacy rule.

k. National Contract Urinalysis Laboratories

Urine specimens are analyzed under a separate contract with the AOUSC. The vendor shall notify the USPO/USPSO of positive specimen results reported from a national laboratory within 24 hours. Upon award, the USPO/USPSO shall notify the vendor that it uses a national contract testing laboratory and provide supplies and instructions for the shipping and handling of specimens.

1. Onsite Screening Urinalysis Laboratory

Urine specimens are analyzed by onsite laboratories at some locations in probation and/or pretrial services offices. Specimens sent to these facilities shall be processed in the same manner as listed above. Upon award, the USPO/USPSO shall notify the vendor that it uses an on-site testing laboratory and provide supplies and instructions for the shipping and handling of specimens.

*** 2. Substance Abuse Intake Assessment Report (2011)**

This is a comprehensive biopsychosocial intake assessment and report which shall be conducted by a state certified addictions counselor or a clinician who meets the standards of practice established by his/her state's regulatory board. The assessor shall identify the defendant(s)/offender(s) substance abuse severity, strengths, weaknesses, and readiness for treatment. Assessments shall be conducted face to face.

The vendor shall provide:

- (a) A comprehensive diagnostic interview for each defendant/offender, to include a structured diagnostic instrument such as the Substance Abuse Subtle Screening Inventory (SASSI), Addiction Severity Index (ASI), or Structured Clinical Interview for DSM-Substance Abuse Disorder Module (SCID-IV).
- (b) A typed report to the USPO/USPSO **within 10 calendar days** of the vendor's first face-to-face contact with the defendant/offender. At a minimum the assessment report shall address the following:
 - (1) Basic identifying information and sources of the information for the report;
 - (2) Diagnostic impression;
 - (3) A biopsychosocial profile of symptoms that are related to substance use disorders, and mental disorders, if applicable.
 - (4) The target treatment problem which will be the primary or central focus of the initial treatment plan;
 - (5) The defendant's/offender's substance use disorder as it relates to supervision; and
 - (6) A treatment recommendation as to the level of service appropriate to address the identified problems.

The comprehensive diagnostic interview report shall not be a synopsis and/or overview of the presentence report, pretrial services report or any other institutional progress reports provided by the USPO/USPSO to the vendor for

* **3. Cognitive Behavioral Interventions**

The goal, of Cognitive Behavioral Therapy (CBT) is to change the way defendants/offender's think, hence changing the way they behave. More specifically, CBT restructures a offender/defendant's thought patterns while simultaneously teaching pro-social skills. This type of intervention is effective in addressing criminogenic needs such as antisocial values, low self-control and substance abuse. Broadly, Cognitive Behavioral Therapy can be divided into two different types, *clinical and manualized*.

The vendor shall provide:

Clinical Cognitive Behavioral Group (2021) - led by a trained and certified counselor as defined on section 7, c. below. Treatment shall include the use of cognitive and behavioral techniques to change defendant/offender thought patterns while teaching pro-social skill building.

The vendor shall ensure that 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 abuse 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.

Manualized Cognitive Behavioral Group (2022) - led by a trained facilitator as defined below. The groups shall offer a structured approach to a specific component of an intervention plan and address the criminal thinking component of a defendant/offender. Examples of this type of group are Moral Reconciliation Therapy and Thinking for a Change, Problem Solving Skills in Action, Choices and Changes, The Change Companies.

The vendor shall ensure:

- (1) The trained facilitator has successfully completed training for the specific manualized CBT program being utilized. The completion of such training

shall be documented. A trained facilitator shall not be required to have clinical oversight.

For services provided under project codes 2021 and 2022, 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/offenders when counselors are not available
- (3) Ensure that treatment plans are present and include: (a) short and long-term goals for the defendant's/offender's; (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/offender'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: 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/offender (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/offender responded to treatment and treatment is no longer needed, or the defendant/offender failed to respond to treatment). Additionally, the discharge summary shall include recommendations for community-based aftercare that the defendant/offender can readily access. In all cases, the discharge status (i.e., successful discharge, unsuccessful discharge, interruption of treatment, etc.) shall be clearly stated.

4. Defendant/Offender Transportation

The vendor shall provide:

- a **Defendant/Offender Transportation Expenses (1202)** for defendant/offender transportation to and from treatment facilities:

- (1) For eligible defendants/offenders who the USPO/USPSO determines are unemployed or unable to pay transportation prices,
- (2) That the USPO/USPSO authorizes and approves, **and**
- (3) That does not exceed the price of public transportation via the most direct route.

Note: The vendor may charge an **Administrative Fee (1201)** for **Defendant/ Offender Transportation Expenses (1202)** which is a reasonable monthly fee to administer transportation expense funds, not exceeding five (5) percent of the monthly funds distributed under

5. Vendor Local Travel:

The vendor may invoice for:

- a. **Vendor's Local Travel by Vehicle (1401)** for vendor or staff travel to defendants'/offenders' homes or employment, medical appointments or for other contract-related travel authorized and approved by the USPO/USPSO and conforming with the following:
 - (1) At a rate established in the Judiciary Travel Regulations **and**
 - (2) Recorded on Probation Form 17, Daily Travel Log, and limited to reimbursement of mileage per judiciary travel regulations.
- b. **Vendor's Local Travel by Common Carrier (1402)**(airfare is not approved travel under this statement of work)for travel outlined above in **Vendor Local Travel by Vehicle (1401)**and conforming with the following:
 - (1) Reimbursement at actual price, **and**
 - (2) Recorded on Probation Form 17, Daily Travel Log.

6. Defendant/Offender Reimbursement and Co-Payment

The vendor shall:

- a. Collect any co-payment authorized on the Program Plan (Probation Form 45) and deduct any collected co-payment from the next invoice to be submitted to the government;
- b. Provide bills and receipts for co-payments to defendants/offenders. The vendor shall keep an individualized record of co-payment collection, make it available for the USPO/USPSO review, and have systems in place to both follow-up on collection of outstanding amounts and to resolve any discrepancies in the amount owed;
- c. Document within the Monthly Treatment Report and the Sign-In/Sign-Out Daily Log any co-payment received or whether the expected co-payment was not provided, as well as the amount of any outstanding balance;
- d. Inform the USPO/USPSO within 3 business days of a defendant's/offender's failure to make a total of 3 consecutive scheduled co-payments;
- e. Reimburse the Government as directed in Section G.

Note: The vendor may charge an **Administrative Fee (1501)** which is a reasonable monthly fee, to administer the collection of fees from defendants/offenders, not exceeding five (5) percent of the monthly funds collected.

7. Deliverables

- a. **Defendant/Offender Records and Conferences**

- (1) File Maintenance

The vendor shall:

- (a) Maintain a secure filing system of information on all defendants/offenders to whom the vendor provides services under this contract/agreement. The use of electronic files is not approved under this contract/agreement.
- (b) Segregate defendant/offender files from other vendor records. This will facilitate monitoring and promote defendant/offender confidentiality.
- (c) Keep a separate file for each defendant/offender.
- (d) Create a separate file when a defendant on pretrial services supervision is sentenced to probation supervision, but continued in treatment with the vendor. The vendor may copy any information relevant from the pretrial services file and transfer it into the probation file, except for information covered under the Pretrial Services Confidentiality Regulations. The vendor and its subcontractors is authorized to access criminal history information available in pretrial services or probation records that have been provided by the USPO/USPSO. This information is provided solely for the purpose of providing services under this contract. Any unauthorized re-disclosure of this information may result in termination of this contract and the imposition of civil penalties.
- (e) Identify any records that disclose the identity of a defendant/offender as **CONFIDENTIAL**.
- (f) Keep all defendant/offender records for three years after the final payment is received for Government inspection and review, **except for the following:**
 - (1) Appeals under subsection 4. Disputes, in Section I, or
 - (2) Litigation or settlement of claims arising out of the performance of this agreement, which records shall be maintained until final disposition of such appeals, litigation, or claims.
- (g) At the expiration of the performance period of this agreement, the vendor shall provide the USPO/USPSO or designee a copy of all defendant/offender records that have not been previously furnished, including copies of chronological notes.

b. Disclosure

The vendor shall:

- (1) Protect **CONFIDENTIAL** records from disclosure except in accordance with item number b. (2), (3), (4) and (5) below.
- (2) Obtain defendant's/offender's authorization to disclose confidential health information to the USPO/USPSO. If the vendor is unable to obtain this disclosure, the vendor shall notify the USPO/USPSO immediately.

- (3) Disclose defendant/offender records upon request of the USPO/USPSO or designee to the USPO/USPSO or designee.
- (4) Make its staff available to the USPO/USPSO to discuss treatment of a defendant/offender.
- (5) Disclose defendant/offender records only in accordance with 42 C.F.R. Part 2, and 45 C.F.R. § 160.201 to 205, Part 164 (even if the vendor is not otherwise subject to 45 C.F.R. § 160.201 to 205, and Part 164). The vendor shall disclose records only after advising the USPO/USPSO of the request and any exceptions to the disclosure of, or an individual's right of access to, treatment or protected health information that might apply.
- (6) Not disclose "pretrial services information" concerning pretrial services clients. "Pretrial services information," as defined by the "Pretrial Services Confidentiality Regulations," is "any information, whether recorded or not, that is obtained or developed by a pretrial services officer (or a probation officer performing pretrial services duties) in the course of performing pretrial services." Pretrial Services Confidentiality Regulations, §2.A. Generally, any information developed by an officer performing pretrial services that is shared with the vendor will be confidential pretrial services information. Only a judicial officer or a Chief USPO/USPSO may authorize disclosure of pretrial services information to a third party pursuant to the Pretrial Services Confidentiality Regulations. Any doubts about whether a potential disclosure concerns pretrial services information must be resolved by consultation with the USPO/USPSO.
- (7) The vendor and its subcontractors is authorized to access criminal history information available in pretrial services or probation records that have been provided by the USPO/USPSO. This information is provided solely for the purpose of providing services under this contract. Any unauthorized re-disclosure of this information may result in termination of this contract and the imposition of civil penalties.
- (8) Ensure that all persons having access to or custody of defendant/offender records follow the disclosure and confidentiality requirements of this agreement and federal law.
- (9) Notify USPO/USPSO immediately upon receipt of legal process requiring disclosure of defendant/offender records.

Note: The Government agrees to provide any necessary consent forms that federal, state or local law requires.

c. File Content

The vendor's file on each defendant/offender shall contain the following records:

- (1) **Chronological Notes that:**
 - (a) Record all contacts (e.g., face-to-face, telephone) with the

defendant/offender including collateral contacts with family members, employers, USPO/USPSO and others. Records shall document all notifications of absences and any apparent conduct violating a condition of supervision occurs.

- (b) Are in accordance with the professional standards of the individual disciplines and with the respective state law on health care records.
- (c) Document the goals of treatment, the methods used, the defendant's/offender's observed progress, or lack thereof, toward reaching the goals in the treatment records. Specific achievements, failed assignments, rule violations and consequences given should be recorded.
- (d) Accurately reflect the defendant's/offender's treatment progress, sessions
Accurately reflect the defendant's/offender's treatment progress, sessions
- (e) Are current and available for review by the USPO/USPSO or designee and by the Office of Probation and Pretrial Services (OPPS) at the Administrative Office.
- (f) Chronological notes shall be legible, and be dated and signed by the practitioner.

(2) **Program Plan** (Probation Form 45) that:

- (a) Identifies vendor services to be provided to the defendant/offender and billed to the Government under the terms of the agreement, and any co-payments due by the defendant.
- (b) USPO/USPSO prepares during or immediately after the case staffing conference. The program plan authorizes the vendor to provide services (e.g., **Intake Assessment and Report (2011)**) to the defendant/offender.
- (c) USPO/USPSO shall amend the Program Plan (Probation Form 45) when changing the services the vendor shall perform, their frequency, or other administrative changes (e.g. co-payment amounts) and upon termination of services.

(3) **Amended Program Plan (Probation Form 45)** (if applicable) that USPO/USPSO prepares:

- (a) During or immediately following the case staffing conference, or any other changed circumstance if service delivery changes from existing Program Plan (Probation Form 45).
- (b) To obtain additional services for a defendant/offender during the agreement or to change the frequency of a defendant/offender's urine collection
- (c) To document any other changes in co-payments, frequency of treatment, etc.

- (d) To terminate services.
- (4) **Monthly Treatment Report (Probation Form 46)** that:
 - (a) Is submitted along with the monthly invoice and the Daily log for the month for which the vendor is invoicing, except for clients who are receiving urinalysis services only (PC 1010, 1011).
 - (b) Summarizes defendant/offender's activities during the month, lists attendance dates, and accompanies the monthly invoice.
 - (c) Documents defendant/offender progress (e.g., adjustment, responsiveness, significant problems, employment).
 - (d) Reflects changes in the Program Plan (Probation Form 45).
 - (e) Records urine collection and test results, if applicable.
 - (f) Shall be typed if requested by the USPO/USPSO.
- (5) **Authorization to Release Confidential Information** (Probation Forms 11B or 11E and/or 11 PSA Form 6B and/or 6D) that:
 - (a) The defendant/offender and USPO/USPSO sign prior to the defendant's first appointment with the treatment provider.
 - (b) The vendor shall obtain the defendant's/offender's signature before releasing any information regarding the defendant/offender or the defendant's/offender's treatment and progress to the USPO/ USPO.
- (6) **Daily Travel Log** (Probation Form 17) (if applicable) that:
 - (a) Vendor shall submit Probation Form 17 with the monthly invoice for **Vendor's Local Travel** by vendor or staff.
 - (1) By **Vehicle (1401)**(at the rate in the Judiciary Travel Regulations), or
 - (2) By **Common Carrier (1402)** (at the rate in the Judiciary Travel Regulations)
- (7) **Sign-In, Sign-Out Daily Log** (if applicable) that:
 - (a) Along with the monthly invoice, is submitted for the month for which the vendor is invoicing.
 - (b) USPO/USPSO or designee uses to certify the monthly invoice.
 - (c) USPO/USPSO shall review for approval any vendor Daily Log form that differs from the USPO/USPSO sample form.
 - (d) Defendant/offender shall sign-in upon arrival and sign-out when leaving/exiting the vendor's facility

- (e) Documents any defendant/offender co-payment, and
- (f) Vendor shall ensure that a defendant/offender signing or initialing an entry in the Daily Log cannot see the names or signatures of other defendants/offenders.

NOTE: Allowing anyone undergoing treatment to see the names or signatures of other defendants/offenders violates federal confidentiality regulations regarding treatment records.

(8) Urinalysis Log (If applicable) (Attachment J.9) that:

- (a) Along with the monthly invoice, is submitted for the month for which the vendor is invoicing.
- (b) The Urinalysis Log shall record all collected urinalysis specimens and indicate:
 - (1) Defendant's/offender's name or identifying number
 - (2) Collection date
 - (3) Drugs or medication taken
 - (4) Collector's initials
 - (5) Test results and date received (if applicable)
 - (6) Drugs or medication taken, and
 - (7) Special test requested.
- (c) Shall record any unusual occurrences in the collection process, and in the specific gravity and temperature readings.
- (d) The vendor shall submit for USPO/USPSO approval any vendor Daily Urinalysis Log form that differs from the sample form provided in attachment J.9.
- (e) The vendor shall ensure that a defendant/offender signing or initialing an entry in the Urinalysis Log cannot see the names or signatures of other defendants/offenders.

NOTE: Allowing anyone undergoing treatment to see the names or signatures of other defendants/offenders violates federal confidentiality regulations regarding treatment records.

d. Case Staffing Conference

Upon USPO/USPSO referral of a defendant/offender to the vendor, the vendor shall:

- (1) Participate in a 3-way meeting with the USPO/USPSO defendant/offender and vendor for an initial case staffing.
- (2) Meet at least quarterly face-to-face or via telephone conference with the USPO/USPSO to discuss the defendant's/offender's progress in treatment.
- (3) Consult and meet as requested by m the USPO/USPSO.

NOTE: The price of case staffing conferences and consultations are included in the prices in Section B.

e. **Vendor Reports (Substance Abuse and Mental Health Reports)**

The vendor shall:

- (1) Provide a report on the defendant's/offender's treatment progress upon USPO/USPSO's request. Reports shall include specific/measurable goals and objectives with target completion dates that are periodically reviewed.
- (2) Provide a written recommendation in the report as to whether or not a defendant's/offender's treatment shall be continued or terminated.
- (3) If the vendor recommends treatment termination, the vendor shall provide a reason for this recommendation in the written report (i.e., whether the defendant/offender responded to treatment and no longer needs aftercare, or whether the defendant/offender failed to respond to treatment).
- (4) Provide a written quarterly profile on all (one report on all or one report on each) defendants/offenders discharged from the program each quarter (see Attachment J.1).

f. **Vendor Testimony**

The vendor shall:

- (1) Appear or testify in legal proceedings convened by the federal court or Parole Commission only
 - (a) Upon request of the federal court, United States Probation and Pretrial Services Offices, United States Attorney's Offices, or United States Parole Commission, or
 - (b) In response to a subpoena.
- (2) Provide testimony including but not limited to a defendant's/ offender's: attendance record; drug test results; general adjustment to program rules; type and dosage of medication; response to treatment; test results; and treatment programs.
- (3) Receive reimbursement for subpoenaed testimony through the Department of Justice based on its witness fee and expense schedule.

- (4) Receive necessary consent/release forms required under federal, state or local law from the Government.
- (5) Not create, prepare, offer, or provide any opinions or reports, whether written or verbal that are not required by this statement of work and the treatment program unless such action is approved in writing by the Chief US Probation Officer or Chief US Pretrial Services Officer.

g. Emergency Contact Procedures

The vendor shall establish emergency (24 hours/ 7 days a week) contact procedures (i.e. crisis intervention, schedule changes, local hotlines, and/or situations requiring immediate attention), for times when counselors are not available.

8. Notifying USPO/USPSO of Defendant/Offender Behavior

The vendor shall:

- a. Notify the USPO/USPSO within 24 hours or as specified in writing by the Contracting Officer of defendant/offender behavior including but not limited to:
 - (1) Positive drug or alcohol test results.
 - (2) Attempts to adulterate a urine specimen and/or compromise any drug detection methodology to determine illicit drug usage.
 - (3) Failure to produce a urine specimen for testing (i.e., stall: withholding a specimen or failure to produce a specimen of sufficient quantity for testing).
 - (4) Failure to appear as directed for urine collection, evaluation, counseling session or alcohol test (i.e., no-show).
 - (5) Failure to follow vendor staff direction.
 - (6) Apparent failure to comply with release conditions of supervision.
 - (7) Any behavior that might increase the risk of the defendant/offender to the community.

Note: Vendor shall report any information from any source regarding a defendant's/offender's apparent failure to comply with conditions of supervision.

9. Staff Requirements and Restrictions

The vendor shall ensure that:

- a. After award, persons currently under pretrial services, probation, parole, mandatory release, or supervised release (federal, state or local) shall not perform services under this contract/agreement nor have access to defendant/offender files.

- b. After award, persons charged with or under investigation for a criminal offense shall not perform services under this agreement nor have access to defendant/offender files unless approved in writing by the Contracting Officer after consultation with OPPS and PMD.
- c. After award, persons convicted of any sexual offense (including but not limited to, child pornography offenses, child exploitation, sexual abuse, rape or sexual assault) required under federal, state, or local law to register on the Sexual Offender registry shall not perform services under this agreement or contract nor shall they have access to defendant/offender files unless approved in writing by the Contracting Officer after consultation with OPPS and PMD.
- d. After award, persons with any restrictions on their licenses, certifications or practice (or those who voluntarily agree to such a restriction) based on negotiations or proceedings with any licensing authority, shall not perform services under this agreement or contract nor shall they have access to defendant/offender files unless approved in writing by the Contracting Officer after consultation with OPPS and PMD.
- e. The vendors and its employees shall:
 - (1) Avoid compromising relationships with defendants/offenders and probation or pretrial services staff, and
 - (2) Not employ, contract with, or pay any defendant/offender or defendant's/offender's firm or business to do any work for the vendor either at the vendors facilities or personally for any of the vendor's employees during the period of this agreement.
 - (3) Report any such improprieties or the appearance thereof immediately to the USPO/USPSO or designee.
 - (4) Report to the USPO/USPSO any investigations, pending charges, arrests and/or convictions related to a criminal offense any restrictions on staff licenses or certifications, whether imposed or voluntary, by staff performing services under this agreement within 48 hours of obtaining knowledge.
- f. 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.
- g. Failure to comply with the above terms and conditions could result in termination

10. Facility Requirements:

The vendor shall ensure that its facility(ies) has adequate access for defendants/offenders with physical disabilities.

11. The vendor shall comply with all applicable state, federal and Local laws and regulations

when performing Services required under this contract or agreement. Failure to do so may result in immediate termination, and subject the vendor to civil and/or criminal penalties.

12. Local Services

NOTE: Insert statement of work and project codes for local services. On the required service line an asterisk (*) shall be used to denote which project code in Section B will be amended in the local services section. The local services section shall be used for districts to further define a specific need. **Additional codes shall not be created under any circumstances without written approval from Office of Probation and Pretrial Services (OPPS) at the Administrative Office of the United States Courts. All local needs shall be approved, in writing, by OPPS.**

1010 Urine Collection Testing & Reporting

1. The vendor shall establish and operate a code-a-phone system for random urine collections in the Spanish and English language for the handling of multiple calls simultaneously, with 24-hour access. 2. The vendor shall submit a tentative monthly testing schedule to USPO/USPSOs seven (7) days prior to the start of the respective month, to be approved by USPO/USPSOs within 72 hours. 3. The vendor shall ensure female categories for testing are called a minimum of twice weekly. 4. The vendor shall ensure male categories for testing are called a minimum of three times weekly. 5. The vendor shall provide urine collection and testing services from 6 a.m. to 8 p.m. on weekdays, and one Saturday per month from 12 noon to 8 p.m. 6. The vendor shall be available telephonically 8 a.m. to 5 p.m. Monday through Friday to schedule appointments. 7. The vendor shall provide a faxed notice to USPO/USPSO within 24 hours of the defendant/offender failing to show for urine testing (FTA) or failing to provide a sufficient urine specimen (stall). 8. The vendor shall differentiate in faxed notice and Monthly Treatment Report (Form 46), between a FTA and stall. 9. The vendor shall provide a faxed notice to USPO/USPSO within 24 hours of any unusual occurrence involving the defendant/offender during the collection process. Unusual occurrence is defined as follows: odor of alcohol; under the influence of alcohol and/or drugs; aggressive/threatening behavior, attempted use of device; or tampering with specimen. 10. The vendor shall be responsible for all probation-approved urine testing supplies, except for Chain of Custody forms. 11. The vendor shall be responsible for the delivery of urine specimens to the local lab located at US Pretrial Office in San Diego.

2011 Intake Assessment and Report

1. The vendor shall ensure the counselors can provide services in Spanish and English. 2. The vendor shall provide a faxed notice to USPO/USPSO within 24 hours of the defendant/offender having rescheduled treatment without prior approval of USPO/USPSO. 3. The vendor shall be available telephonically during 8 a.m. to 5 p.m. Monday through Friday to schedule appointments.

2022 Manualized Group

1. The vendor shall ensure the group format be open enrollment so that participants may

commence at any time in the program. 2. The vendor shall ensure the group is conducted separately in Spanish and English. 3. The vendor shall ensure the provision of counseling services between 9 a.m. and 9 p.m. on weekdays, consisting of one or more morning and one or more evening groups. 4. The vendor shall be available telephonically during 8 a.m. to 5 p.m. Monday through Friday to schedule appointments. 5. The vendor shall provide a faxed notice to USPO/USPSO within 24 hours of the defendant/offender having rescheduled treatment without prior approval of USPO/USPSO. 6. The vendor shall ensure that USPO/USPSOs are able to communicate with counselors by leaving telephone messages via the use of voicemail and/or answering machines.

SECTION D - PACKAGING AND MARKING

NOT APPLICABLE

SECTION E - INSPECTION AND ACCEPTANCE

E.1 Vendors Performance (Mandatory Requirement)

The vendor and/or team vendor shall:

- (A) Maintain a physical facility that meets all applicable federal, state and local regulations (e.g., building codes).
- (B) Not endanger the health and safety of employees, clients and the community.
- (C) Provide physical facilities that preserve both the integrity of the confidential relationship and the personal dignity of the client.

E.2 Clause B-5 Clauses Incorporated by Reference (OCT 2006)

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clauses may be accessed electronically at this/these address(es): <http://www.uscourts.gov/>

The JP3 clauses listed below are applicable to Agreements and Contracts at any value.

JP3 Clause 2-5A	Inspection of Products	(JAN 2003)
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JP3 Clause 2-5B	Inspection of Services	(AUG 2004)
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SECTION F - DELIVERIES OR PERFORMANCE

F.1 Provision of Services to Federal Offenders and Defendants (Mandatory Requirement)

- a. In an effort to protect the community by providing outpatient treatment, the vendor shall have the capability to immediately place Federal clients in outpatient or urine surveillance without regard to any placement backlog or waiting lists.
- b. Recognizing the problems of limited bed space, vendors shall place referrals for residential placements in the first available bed space.
- c. The vendor shall not unilaterally refuse services to any defendant or offender referred by the Government, except where the defendant or offender poses an apparent danger to the vendor's staff or other clients. The vendor shall not refuse service without approval of the Government.
- d. Termination of clients from treatment, based upon a violation of the vendor's program rules and regulations shall not be made without the approval of the Government. When necessary, the vendor may take appropriate and immediate action to protect staff and clients.

F.2 Minimum Standards

- a. The vendor shall maintain the mandatory standards set forth in Sections C, E, F and G of this Request for Proposals (RFP).
- b. A vendor's noncompliance with the mandatory standards shall be the basis for termination of the Agreement with the vendor.

SECTION G - AGREEMENT ADMINISTRATION DATA

G.1 Contact Point for Assistance

- a. Contact the person listed in block 7 on the form **Solicitation/Offer/Acceptance**, in Section A, p. 1 of the Request For Proposals (RFP).

G.2 Fiscal Records (Mandatory Requirement)

The vendor shall:

- a. Maintain its fiscal records according to generally accepted accounting principles.
- b. Keep and identify all financial records, that disclose the identity of any defendant/offender as **CONFIDENTIAL**.
- c. Keep all defendant/offender records associated with the agreement for three (3) years after the final payment date under the agreement, for Government inspection and review, except that the vendor shall keep defendant/offender records relating to Litigation or settlement of claims arising out of the performance of this agreement, until final disposition of such appeals, litigation, or claims.

G.3 Invoices (Mandatory Requirement)

The vendor shall:

- a. Submit an original and three (3) copies of the invoices with the **Monthly Treatment Report, Daily Log, Urinalysis Log and Daily Travel Log** (if applicable) to the address listed in block 7 of the **Solicitation/Offer/Acceptance** in SECTION A, p.1 of the RFP.
- b. Submit invoices monthly to arrive no later than the tenth (10th) day of the month for services provided during the preceding month.
- c. Use the two-part Administrative Office invoice, or a probation office local invoice form, approved by the Administrative Office, indicating:
 - (1) Individual defendant/offender names and identifying numbers, and
 - (2) Charges for each service, identified by its project code, as described in **SECTION C -STATEMENT OF WORK**, of this document.

NOTE: The Administrative Office encourages computer generated billing and will accept a vendor's invoice form that contains the same information as the Administrative Office invoice.

- d. Submit with the invoice a certification by an authorized official of the vendor that the invoice:
- (1) Is correct and accurate to the best of his/her knowledge, and
 - (2) Includes only charges for services actually provided to defendant(s)/offender(s).
- e. The vendor shall submit separate invoices for services provided to pretrial services defendants and Bureau of Prisons inmates to the appropriate pretrial services or Bureau of Prisons office.
- f. The vendor may include the "No-Show" factor in the unit price charged for the following services: The vendor shall not include a charge for a "No-Show" as a separate item.

(1) PC 1010	(12) PC 5012	(23) PC 6022
(2) PC 2010	(13) PC 5020	(24) PC 6028
(3) PC 2011	(14) PC 5021	(25) PC 6030
(4) PC 2020	(15) PC 5022	(26) PC 6032
(5) PC 2030	(16) PC 5023	(27) PC 6090
(6) PC 2040	(17) PC 5025	(28) PC 7091
(7) PC 2080	(18) PC 5030	(29) PC 2000
(8) PC 2090	(19) PC 6010	(30) PC 6000
(9) PC 4010	(20) PC 6012	(31) PC 7013
(10) PC 5010	(21) PC 6020	(32) PC 7023
(11) PC 5010	(22) PC 6021	

NOTE: A "No-Show" occurs when a defendant/offender does not show (and does not cancel with at least 24 hours advance notice) for a prescheduled individual service provided customarily by a physician or other professional staff member.

- g. The vendor shall charge for a session longer or shorter than the prescribed unit time (when the unit price is based on a prescribed unit of time) by adjusting the charge up or down in fifteen minute increments.

- h. The vendor shall include on the monthly invoice the item number and the fractional part of the session for which the vendor is billing the Government.

- i. **Example:**

Assume that the rate of service is \$10.00 per half hour.

<u>Time Spent (in minutes)</u>	Charge
0 - 15	\$ 5.00
16 - 30	\$10.00
31 - 45	\$15.00
46 - 60	\$20.00

- j. The vendor shall include the cost of written reports and conferences with the USPO/PSO in the prices for client services unless the Program Plan authorizes them as part of a specific service (e.g., Intake Assessment and Report (2011), Psychological Evaluation and Report (5010)).
- k. The vendor shall include the cost of telephone contacts with clients in the unit price for the services and shall not bill separately for these calls.

G.4 Reimbursements or Copayments (Mandatory Requirement)

- a. The vendor shall not request or accept payment either directly or indirectly from the defendant/offender for services under this agreement unless the USPO/PSO authorizes in writing partial or total payment by the defendant/offender for prescheduled individual services customarily provided by a physician or professional staff member.
 - (1) The USPO/PSO shall evaluate the defendant/offender's financial status (e.g., employment) before authorizing defendant/offender payments to the vendor and shall notify the defendant/offender and vendor of the authorized defendant/offender payments in the program plan.
- b. The vendor shall not submit invoices to the Government for services under this agreement where the vendor already has submitted invoices, or received payment for the same services from other sources.
- c. If the vendor has received any payments from insurance programs or other sources (e.g., state or local public assistance programs) for services for which the vendor has received payment from the Government under this agreement, the vendor shall reimburse the Government for these services.
 - (1) The USPO/PSO may order reimbursement in the form of deductions from subsequent invoices according to USPO/PSO instruction and the terms and conditions of this solicitation document.

- (2) According to The Sentencing Act of 1987 (Public Law 100-182) 18 USC 3672, the vendor may be required to reimburse the Director of the Administrative Office of the U. S. Courts in lieu of deducting payments from subsequent invoices.

SECTION H - SPECIAL AGREEMENT REQUIREMENTS

H.1 JP3 Clause 7-25, Indemnification (AUG 2004)

- (a) The contractor assumes full responsibility for and shall indemnify the judiciary against any and all losses or damage of whatsoever kind and nature to any and all judiciary property, including any equipment, products, accessories, or parts furnished, while in its custody and care for storage, repairs, or service to be performed under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the contractor, any subcontractor, or any employee, agent or representative of the contractor or subcontractor.
- (b) If due to the fault, negligent acts (whether of commission or omission) and/or dishonesty of the contractor or its employees, any judiciary-owned or controlled property is lost or damaged as a result of the contractor's performance of this contract, the contractor shall be responsible to the judiciary for such loss or damage, and the judiciary, at its option, may, in lieu of requiring reimbursement therefor, require the contractor to replace at its own expense, all property lost or damaged.
- (c) **Hold Harmless and Indemnification Agreement** The contractor shall save and hold harmless and indemnify the judiciary against any and all liability claims and cost of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any contractor property or property owned by a third party occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation, or performance of work under the terms of this contract, resulting in whole or in part from the acts or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or subcontractor.
- (d) The contractor shall indemnify and hold the judiciary, its employees, and others acting on its behalf harmless against any and all loss, liability, or damage arising out of the negligence, failure to act, fraud, embezzlement, or other misconduct by the contractor, its employees, subcontractors, agents, or representatives of the contractor or subcontractor.
- (e) *Judiciary's Right of Recovery* Nothing in the above paragraphs will be considered to preclude the judiciary from receiving the benefits of any insurance/bonds the contractor may carry which provides for the indemnification of any loss or destruction of, or damages to, property in the custody and care of the contractor where such loss, destruction or damage is to judiciary property. The contractor shall do nothing to prejudice the judiciary's right to recover against third parties for any loss, destruction of, or damage to, judiciary property, and upon the request of the contracting officer will, at the judiciary's expense, furnish to the judiciary all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the judiciary) in obtaining recovery.

- (f) *Judiciary Liability* The judiciary will not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is due to negligence on the part of the judiciary and is recoverable under the Federal Torts Claims Act, or pursuant to other statutory authority applicable to the judiciary.

H.2 DRUG-FREE WORKPLACE - JAN 2003

- (a) Definitions. As used in this clause,

"**Controlled Substance**" means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11-1308.15.

"**Conviction**" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"**Criminal drug statute**" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"**Drug-free workplace**" means a site for the performance of work done in connection with a specific contract at which the employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"**Employee**" means an employee of a Contractor directly engaged in the performance of work under a Government contract. "Directly Engaged" is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

"**Individual**" means an offeror/contractor that has no more than one employee including the offeror/contractor.

- (b) The Contractor, if other than an individual, shall--within 30 calendar days after award (unless a longer period is agreed to in writing for contracts of 30 calendar days or more performance duration), or as soon as possible for contracts of less than 30 calendar days performance duration--
- (1) Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such

prohibition;

- (2) Establish an ongoing drug-free awareness program to inform such employees about-
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The Contractor's policy of maintaining a drug-free workplace;
 - iii Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv The penalties that may be imposed upon employees from drug abuse violations occurring in the workplace;
- (3) Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (b)(1) of this clause;
- (4) Notify such employees in writing in the statement required by subparagraph (b)(1) of this clause, that as a condition of continued employment on the contract resulting from this solicitation, the employee will-
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction;
- (5) Notify the contracting officer within ten (10) days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 days after receiving notice under subparagraph (a)(4)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination; or
 - (ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by

a Federal, State, or local health, law enforcement, or other appropriate agency.

- (7) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (b)(1) through (b)(6) of this provision.
- (c) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from the contract.
- (d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (b) and (c) of this clause may, render the Contractor subject to suspension of contract payments, termination of the contract for default, and suspension of debarment.

SECTION I - REQUIRED CLAUSES

I.1 JP3 Clause 7-30, Public Use of the Name of the Federal Judiciary - (JAN 2003)

- (a) The contractor shall not refer to the judiciary, or to any court or other organizational entities existing thereunder (hereinafter referred to as "the judiciary"), in advertising, news releases, brochures, catalogs, television and radio advertising, letters of reference, web sites, or any other media used generally by the vendor in its commercial marketing initiatives, in such a way that it represents or implies that the judiciary prefers or endorses the products or services offered by the contractor. This provision will not be construed as limiting the contractor's ability to refer to the judiciary as one of its customers.
- (b) No public release of information pertaining to this contract will be made without prior judiciary written approval, as appropriate, and then only with written approval of the contracting officer.

I.2 Subcontracting

Services that the vendor proposes to refer to other service providers shall be considered subcontracting. The vendor (prime contractor) may subcontract the provision of treatment services to other service providers (subcontractors). 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. The Contracting Officer will respond promptly with written approval or disapproval. The prime contractor shall not refer defendants/offenders to any other vendor that has not been approved by the Contracting Officer in writing. The government reserves the right to revoke approval of any subcontractor at any time that does not meet the requirements of this contract/agreement.

The prime contractor is responsible to the judiciary for overall performance of the services required under this contract/agreement. If any services are subcontracted, the prime contractor shall ensure that the subcontractor is complying with the requirements of this contract/agreement, including the qualifications of any personnel providing services; the possession and maintenance of all appropriate state and local licenses in compliance with state and local regulations; and the appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes. The prime contractor shall ensure that subcontractors are not debarred, suspended, or ineligible to perform under federal contracts.

A subcontractor has no contractual rights, known as privity of contract, against the judiciary. However, the subcontractor may have rights against the prime contractor.

Upon contract termination, the contractor must, except as otherwise directed by the CO, terminate all subcontracts to the extent that they relate to performance of the work terminated.

I.3 Clause 2-90D, Option to Extend the Term of the Contract - (JAN 2003)

- (a) The judiciary may extend the term of this contract by written notice to the contractor within 30 calendar days prior to the then current expiration date of this contract; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the judiciary to an extension.
- (b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

I.4 Clause 2-90C, Option to Extend Services (JAN 2003)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor within 30 calendar days prior to the then current expiration date of this contract [insert the period of time within which the contracting officer may exercise the option].

1.5 Clause B-5 Clauses Incorporated by Reference (OCT 2006)

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clauses may be accessed electronically at this/these address(es): <http://www.uscourts.gov/>

The JP3 clauses listed below are applicable to Agreements and Contracts at any value.

JP3 Clause 1-15	Disclosure of Contractor Information to the Public	AUG 2004
JP3 Clause 3-25	Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2003

JP3 Clause 3-160	Service Contract Act of 1965, As amended	JAN 2003
JP3 Clause 3-205	Protest After Award	JAN 2003
JP3 Clause 3-210	Protests	JAN 2004
JP3 Clause 7-35	Disclosure or Use of Information	AUG 2004
JP3 Clause 7-70	Judiciary Property Furnished "As Is"	AUG 2003
JP3 Clause 7-115	Examination of Records	JAN 2003
JP3 Clause 7-85	Availability of Funds	JAN 2003
JP3 Clause 7-135	Payments	JAN 2003
JP3 Clause 7-140	Discounts for Prompt Payment	JAN 2003
JP3 Clause 7-150	Extras	JAN 2003
JP3 Clause 7-175	Assignment of Claims	JAN 2003
JP3 Clause 7-185	Changes	JAN 2003
JP3 Clause 7-215	Notification of Ownership Changes	JAN 2003
JP3 Clause 7-223	Termination for the Convenience of the Judiciary (Short Form))	AUG 2004
JP3 Clause 7-230	Termination for Default (Fixed Price - Products and Services)	JAN 2003
JP3 Clause 7-235	Disputes	JAN 2003

IN ADDITION TO THE JP3 CLAUSES LISTED ABOVE, IF THIS AGREEMENT IS IN EXCESS OF \$100,000, THE CONTRACTOR AGREES TO COMPLY WITH THE FOLLOWING JP3 CLAUSE, INCORPORATED BY REFERENCE.

JP3 Clause 1-10	Gratuities or Gifts	JAN 2003
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SECTION J - LIST OF ATTACHMENTS

- J.1 PROGRAM DISCHARGE SUMMARY PROFILE
- J.2 PROGRAM PLAN (PROBATION FORM 45)
- J.3 TRANSITIONAL SERVICES PROGRAM PLAN (BP-S530.074)
- J.4 MONTHLY TREATMENT REPORT (PROBATION FORM 46)
- J.5 AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION
(PROBATION FORM 11 B)
- J.6 DAILY LOG
- J.7 DAILY TRAVEL RECORD (PROBATION FORM 17)
- J.8 INVOICE
- J.9 URINALYSIS LOG
- J.10 DEPARTMENT OF LABOR WAGE DETERMINATION
(As required by the Service Contract Act, when applicable.)

Program Discharge Summary Profile

1. Number of defendants/offenders in program during the past 12 months.
2. Number of defendants/offenders discharged from program during the past 12 month period.
3. Number of defendants/offenders that were discharged due to successful completion of program requirements during the past 12 month period.
4. Number of defendants/offenders that were discharged due to failure to complete program requirements during the past 12 month period.
5. Other types of discharge, please explain in short narrative paragraph below:

PROB. 45
(Rev.6/97)

____ Initial Plan
____ Amended Plan

TREATMENT SERVICES PROGRAM PLAN

Client: _____
Agency: _____
Officer: _____
BPA No: _____

Pretrial Client: Yes ☐ No ☐
Counselor: _____
Date: _____
PACTS No: _____

SERVICES TO BE PROVIDED

URINE COLLECTION, TESTING AND REPORTING

____ (1010) Collection Only
____ Phase I ____ Phase II ____ Phase III

INTAKE

____ (2011) Intake Assessment and Report

SUBSTANCE ABUSE COUNSELING

____ (2010) Individual
____ Session/week/month
____ (2020) Group
____ Session/week/month
____ (2030) Family
____ Session/week/month
____ (2040) Group Family
____ Session/week/month
____ (2080) Intensive O/P
____ Session/week/month

PHYSICAL EXAMINATION

____ (4010) Physical Exam
____ (4020) Lab Studies (Blood/Urine)

PSYCHOLOGICAL/PSYCHIATRIC WORK UP/EVALUATION AND REPORT

____ (5010) Psychological Evaluation/Report
____ (5020) Psychological Testing and Report
____ (5030) Psychiatric Evaluation/Report

MENTAL HEALTH

____ (6010) Individual Counseling
____ Session/week/month
____ (6020) Group Counseling
____ Session/week/month
____ (6030) Family Counseling
____ Session/week/month
____ (6040) Psychotropic Meds
____ (6050) Admin. of Meds
____ (6060) Clinical Consultation

OUTPATIENT DETOXIFICATION/ ANTAGONIST TREATMENT

____ (7010) Physician's Exam
____ (7020) Medication
____ (7030) Lab Studies

INPATIENT DETOXIFICATION

____ (8010) Detoxification
____ (8020) Physician's Exam
____ (8030) Medication
____ (8040) Lab. Studies
____ (8050) Non-Medical Detox.

METHADONE MAINTENANCE

____ (9010) Physician's Exam
____ (9020) Medication
____ (9030) Lab. Studies

RESIDENTIAL PLACEMENT

____ (1001) Therapeutic Comm.
____ (2001) SHort-Term Residential
____ (1101) Temporary Housing

EMERGENCY TRANSPORTATION

____ (1201) Administration Fee
____ (1202) Transportation Expenses

EMERGENCY FINANCIAL ASSISTANCE

____ (1301) Administrative Fee
____ (1302) Direct Assistance

CONTRACTOR'S LOCAL TRAVEL

____ (1401) By Contractor's Vehicle
____ (1402) By Common Carrier

CLIENT PAYMENTS TO CONTRACTOR

Amount to be paid \$ _____ per _____

For Services _____

____ (1501) Administration Fee

OTHER SERVICES/LOCAL SERVICES

Attach pages as needed

INSTRUCTIONS TO CONTRACTOR REGARDING CLIENT NEEDS AND GOALS OF TREATMENT

OFFICER

REFERRAL AGENT

CLIENT

ORIGINAL

YELLOW COPY-OFFICER

PINK-COUNSELOR

GOLDENROD-CLIENT

8P-S530.074

TRANSITIONAL SERVICES PROGRAM PLAN

DCFRM

JAN 95

(Piggyback)

U.S. DEPARTMENT OF JUSTICE**FEDERAL BUREAU OF PRISONS**

Inmate _____

Agency _____

Reg. # _____

TSM _____

Date _____

Expiration Date* _____

SERVICES TO BE PROVIDED

SERVICES	FREQUENCY
_____ Urine Collections (1010)	_____ per mo.
_____ Assessment (2011)	Maximum of one
_____ Individual Counseling (2010)	_____ per wk.
_____ Group Counseling (2020)	_____ per wk.
_____ Family Counseling (2030)	_____ per wk.
_____ Transportation Costs	Actual Cost Item
_____ By Contractor's Vehicle (1401)	
_____ By Common Carrier (1402)	

Special Instructions to Contractor Regarding Inmate's Treatment**TRANSITIONAL SERVICES MANAGER'S AUTHORIZATION**

Printed Name

Signature

Original - Treatment Provider

Copies - CCC

- USPO

*Services authorized into the next fiscal year are dependent upon renewal or reissuance of a contractual agreement.

(This form may be replicated via WP)

**UNITED STATES PROBATION SYSTEM
AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION
DRUG ABUSE PROGRAMS**

I, _____, the undersigned,
(Name of Client)
hereby authorize _____ to release confidential
(Name of Program)
information in its records, possession, or knowledge, of whatever nature may now exist or come to exist to the United
States Probation Office of the _____ District of _____.
(Name of Court) (State)

The confidential information to be released will include: date of entrance to program, attendance records; urine testing results; type, frequency and effectiveness of therapy (including psychotherapy notes); general adjustment to program rules; type and dosage of medication; response to treatment; test results (psychological, vocational, etc.), date of and reason for withdrawal from program; and prognosis.

The information which I now authorize for release is to be used in connection with my participation in the
aforementioned program which has been made a condition of my _____.
(pretrial release, post trial release, probation, or parole).

I understand that the probation office may use the information hereby obtained only in connection with its official duties, including total or partial disclosure of such, to the District Court and/or United States Parole Commission when necessary for the purpose of discharging its supervisory duties over me.

I understand that this authorization is valid until my release from supervision, at which time this authorization to use or disclose this information expires. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the program's privacy contact at:

(Name and Address of Program)

I understand that if I revoke this authorization to release confidential information, I will thereby revoke my authorization to further disclosure of such information. I also understand that revoking this authorization before I satisfy the condition of my supervision that requires me to participate in the program will be reported to the court. My revocation of authorization under such circumstances could be considered a violation of a condition of my post-conviction supervision.

(Signature of Parent or Guardian if Client is a Minor)

(Signature of Client)

(Date Signed)

(Signature of Client)

(Name & Title of Witness)

(Date Signed)

Month/Year

[illegible]

DISTRICT:

[illegible]

PAGE _____ OF _____

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS TREATMENT SERVICES INVOICE

(PART A)

1. Judicial District	_____	3. P.O./B.P.A. #	_____
2. Vendor	_____	4. Service Delivery	<u>FROM</u> _____ <u>TO</u> _____
a. Address	_____	5. Total #	
	_____	Individuals	
	_____	Served	_____
b. Telephone	_____		

Vendor's Certification: I certify that all expenditures and requests for reimbursement in this voucher are accurate and correct to the best of my knowledge and include only charges for services actually rendered to clients under the terms of the agreement and for which no other compensation has been received from sources other than the United States District Court.

Authorized Administrator

[illegible]

Date _____

Page _____ of _____

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
TREATMENT SERVICES INVOICE**

(PART B)

Subtotal all costs for each client listed below:

1. CLIENT NAME	2. CLIENT NUMBER	3. DATES OF SERVICE	4. SERVICE RENDERED	5. QUANTITY (UNITS)	6. UNIT PRICE	7. COST

URINALYSIS LOG

[illegible]

STANDARD FORM 98 ELECTRONIC VERSION U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE		Rev. Feb. 1973 1. Notice No. 69315										
Procurement Type Request for Proposal Name of Organization Not Entered													
2. Estimated Solicitation Date 08/14/2009		3. Estimated Date Bids or Proposals to be Opened or Negotiations Begun 09/14/2009		4. Date Contract Performance to Begin 11/01/2009									
5. Places of Performance 1. San Diego, CA													
6. Services to be performed Other		Description of Services to be Performed Observe urine collection, storage, and reporting.											
7. Information about performance Services Now Performed by Contractors													
8a. Name and address of incumbent contractor Number of Contractors: 1 #1 Name: Mental Health Systems Address: 9465 Farnham Street City: San Diego State: CA Zip: 92123													
8b. Year and Sequence Number of any wage determinations in Incumbent's contracts Number of Wage Determinations: 1 <table border="1"> <thead> <tr> <th></th> <th>Year</th> <th>Sequence Number</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>1994</td> <td>2057</td> </tr> </tbody> </table>						Year	Sequence Number	#1	1994	2057			
	Year	Sequence Number											
#1	1994	2057											
8c. Name of union if services are being performed under collective bargaining agreements Number of Unions: 0													
9. Official Submitting Notice First Peter Name: Last Tancredi Name: Email: Peter_Tancredi@casp.uscourts.gov Phone: 619-557-7149 Ext: Fax: 619-615-5479 Date: 8/10/2009		10. Department, Agency, Bureau, or Division Other 11. Name and address of contact person Name: Beverly Cardenas Address: 101 W. Broadway, Ste. 700 City: San Diego State: CA Zip: 92101											
Standard Occupations Number of Standard Occupations: 2 <table border="1"> <thead> <tr> <th>12. Occupation</th> <th>13. Number of employees</th> <th>14. Hourly wage</th> </tr> </thead> <tbody> <tr> <td>Medical Assistant</td> <td>2</td> <td>14.29</td> </tr> <tr> <td>Medical Laboratory Technician</td> <td>2</td> <td>14.29</td> </tr> </tbody> </table>					12. Occupation	13. Number of employees	14. Hourly wage	Medical Assistant	2	14.29	Medical Laboratory Technician	2	14.29
12. Occupation	13. Number of employees	14. Hourly wage											
Medical Assistant	2	14.29											
Medical Laboratory Technician	2	14.29											
15. Comments Not Entered													

RESPONSE TO NOTICE

Your Request Number:

69315

has been submitted.

Click on the following wage determination link(s) to view the results of your search.

2005 - 2057**PRINT****SUBMIT ANOTHER SF98**For help with the SF-98 Form please contact the
Wage and Hour Division at (202) 515-2666.To check the status of your SF-98 request(s), please
contact the Wage and Hour Division at (202) 693-0073.

Representatives are available Monday through Friday from 8 AM until 5 PM EST

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U.S. Department of Labor, Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210
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REGISTER OF WAGE DETERMINATIONS UNDER THE
SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Shirley F. Ebbesen Director Division of Wage
Determinations

Wage Determination No.: 2005-2057
Revision No.: 9
Date of Last Revision: 05/26/2009

State: California

Area: California Counties of Imperial, San Diego

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15 .61
01012 - Accounting Clerk II		17 .52
01013 - Accounting Clerk III		19 .61
01020 - Administrative Assistant		24 .51
01040 - Court Reporter		18 .66
01051 - Data Entry Operator I		14 .19
01052 - Data Entry Operator II		15 .49
01060 - Dispatcher, Motor Vehicle		17 .93
01070 - Document Preparation Clerk		14 .16
01090 - Duplicating Machine Operator		14 .16
01111 - General Clerk I		13 .54
01112 - General Clerk II		15 .34
01113 - General Clerk III		17 .22
01120 - Housing Referral Assistant		20 .30
01141 - Messenger Courier		12 .23
01191 - Order Clerk I		13 .70
01192 - Order Clerk II		14 .95
01261 - Personnel Assistant (Employment) I		17 .65
01262 - Personnel Assistant (Employment) II		20 .67
01263 - Personnel Assistant (Employment) III		23 .10
01270 - Production Control Clerk		22 .27
01280 - Receptionist		12 .69
01290 - Rental Clerk		14 .91
01300 - Scheduler, Maintenance		15 .71
01311 - Secretary I		15 .71
01312 - Secretary II		17 .70
01313 - Secretary III		20 .30
01320 - Service Order Dispatcher		16 .47
01410 - Supply Technician		24 .51

01420 - Survey Worker	18 .66
01531 - Travel Clerk I	13 .22
01532 - Travel Clerk II	14 .45
01533 - Travel Clerk III	15 .87
01611 - Word Processor I	14 .68
01612 - Word Processor II	16 .48
01613 - Word Processor III	18 .97
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22 .21
05010 - Automotive Electrician	22 .37
05040 - Automotive Glass Installer	21 .55
05070 - Automotive Worker	21 .55
05110 - Mobile Equipment Servicer	19 .83
05130 - Motor Equipment Metal Mechanic	23 .16
05160 - Motor Equipment Metal Worker	21 .55
05190 - Motor Vehicle Mechanic	22 .75
05220 - Motor Vehicle Mechanic Helper	18 .60
05250 - Motor Vehicle Upholstery Worker	20 .75
05280 - Motor Vehicle Wrecker	21 .55
05310 - Painter, Automotive	22 .79
05340 - Radiator Repair Specialist	21 .55
05370 - Tire Repairer	15 .52
05400 - Transmission Repair Specialist	23 .16
07000 - Food Preparation And Service Occupations	
07010 - Baker	12 .04
07041 - Cook I	12 .22
07042 - Cook II	12 .92
07070 - Dishwasher	8 .93
07130 - Food Service Worker	10 .20
07210 - Meat Cutter	15 .71
07260 - Waiter/Waitress	9 .28
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18 .13
09040 - Furniture Handler	13 .02
09080 - Furniture Refinisher	18 .13
09090 - Furniture Refinisher Helper	15 .06
09110 - Furniture Repairer, Minor	16 .81
09130 - Upholsterer	18 .13
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11 .83
11060 - Elevator Operator	11 .83
11090 - Gardener	15 .62
11122 - Housekeeping Aide	12 .01
11150 - Janitor	12 .96

11210 - Laborer, Grounds Maintenance	12 .70
11240 - Maid or Houseman	8 .99
11260 - Pruner	13 .45
11270 - Tractor Operator	14 .66
11330 - Trail Maintenance Worker	12 .70
11360 - Window Cleaner	13 .66
12000 - Health Occupations	
12010 - Ambulance Driver	18 .34
12011 - Breath Alcohol Technician	18 .34
12012 - Certified Occupational Therapist Assistant	23 .46
12015 - Certified Physical Therapist Assistant	25 .04
12020 - Dental Assistant	17 .68
12025 - Dental Hygienist	40 .91
12030 - EKG Technician	26 .42
12035 - Electroneurodiagnostic Technologist	26 .42
12040 - Emergency Medical Technician	18 .34
12071 - Licensed Practical Nurse I	17 .72
12072 - Licensed Practical Nurse II	19 .82
12073 - Licensed Practical Nurse III	22 .09
12100 - Medical Assistant	13 .56
12130 - Medical Laboratory Technician	19 .35
12160 - Medical Record Clerk	15 .16
12190 - Medical Record Technician	15 .53
12195 - Medical Transcriptionist	17 .87
12210 - Nuclear Medicine Technologist	35 .36
12221 - Nursing Assistant I	10 .18
12222 - Nursing Assistant II	11 .45
12223 - Nursing Assistant III	12 .50
12224 - Nursing Assistant IV	14 .03
12235 - Optical Dispenser	19 .31
12236 - Optical Technician	15 .03
12250 - Pharmacy Technician	16 .71
12280 - Phlebotomist	14 .34
12305 - Radiologic Technologist	29 .82
12311 - Registered Nurse I	29 .75
12312 - Registered Nurse II	35 .92
12313 - Registered Nurse II, Specialist	35 .92
12314 - Registered Nurse III	42 .67
12315 - Registered Nurse III, Anesthetist	42 .67
12316 - Registered Nurse IV	51 .14
12317 - Scheduler (Drug and Alcohol Testing)	24 .55
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19 .01
13012 - Exhibits Specialist II	23 .55
13013 - Exhibits Specialist III	28 .80

13041 - Illustrator I	19 .64
13042 - Illustrator II	24 .32
13043 - Illustrator III	29 .75
13047 - Librarian	28 .56
13050 - Library Aide/Clerk	13 .29
13054 - Library Information Technology Systems Administrator	25 .79
13058 - Library Technician	17 .26
13061 - Media Specialist I	18 .61
13062 - Media Specialist II	20 .82
13063 - Media Specialist III	23 .20
13071 - Photographer I	15 .75
13072 - Photographer II	18 .44
13073 - Photographer III	21 .48
13074 - Photographer IV	27 .17
13075 - Photographer V	32 .87
13110 - Video Teleconference Technician	17 .71

14000 - Information Technology Occupations

14041 - Computer Operator I	17 .02
14042 - Computer Operator II	19 .04
14043 - Computer Operator III	21 .22
14044 - Computer Operator IV	23 .58
14045 - Computer Operator V	26 .11
14071 - Computer Programmer I	(see 1) 25 .81
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	17 .02
14160 - Personal Computer Support Technician	23 .58

15000 - Instructional Occupations

15010 - Aircrew Training Devices Instructor (Non-Rated)	29 .03
15020 - Aircrew Training Devices Instructor (Rated)	35 .13
15030 - Air Crew Training Devices Instructor (Pilot)	41 .69
15050 - Computer Based Training Specialist / Instructor	30 .38
15060 - Educational Technologist	27 .88
15070 - Flight Instructor (Pilot)	41 .69
15080 - Graphic Artist	22 .34
15090 - Technical Instructor	26 .13
15095 - Technical Instructor/Course Developer	31 .96
15110 - Test Proctor	21 .83
15120 - Tutor	21 .83

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations

16010 - Assembler	9 .58
16030 - Counter Attendant	9 .58
16040 - Dry Cleaner	11 .77
16070 - Finisher, Flatwork, Machine	9 .58
16090 - Presser, Hand	9 .58
16110 - Presser, Machine, Drycleaning	9 .58
16130 - Presser, Machine, Shirts	9 .58
16160 - Presser, Machine, Wearing Apparel, Laundry	9 .58
16190 - Sewing Machine Operator	12 .54
16220 - Tailor	13 .26
16250 - Washer, Machine	10 .27
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18 .13
19040 - Tool And Die Maker	22 .25
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18 .88
21030 - Material Coordinator	22 .27
21040 - Material Expediter	22 .27
21050 - Material Handling Laborer	13 .07
21071 - Order Filler	13 .94
21080 - Production Line Worker (Food Processing)	18 .88
21110 - Shipping Packer	14 .04
21130 - Shipping/Receiving Clerk	14 .04
21140 - Store Worker I	12 .22
21150 - Stock Clerk	16 .05
21210 - Tools And Parts Attendant	18 .88
21410 - Warehouse Specialist	18 .88
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26 .52
23021 - Aircraft Mechanic I	25 .55
23022 - Aircraft Mechanic II	26 .52
23023 - Aircraft Mechanic III	27 .54
23040 - Aircraft Mechanic Helper	18 .88
23050 - Aircraft, Painter	22 .46
23060 - Aircraft Servicer	21 .08
23080 - Aircraft Worker	21 .88
23110 - Appliance Mechanic	20 .66
23120 - Bicycle Repairer	15 .52
23125 - Cable Splicer	23 .73
23130 - Carpenter, Maintenance	22 .28
23140 - Carpet Layer	18 .15
23160 - Electrician, Maintenance	23 .07
23181 - Electronics Technician Maintenance I	20 .91
23182 - Electronics Technician Maintenance II	23 .12

23183 - Electronics Technician Maintenance III	27 .60
23260 - Fabric Worker	19 .73
23290 - Fire Alarm System Mechanic	21 .36
23310 - Fire Extinguisher Repairer	18 .48
23311 - Fuel Distribution System Mechanic	26 .24
23312 - Fuel Distribution System Operator	21 .35
23370 - General Maintenance Worker	19 .20
23380 - Ground Support Equipment Mechanic	25 .55
23381 - Ground Support Equipment Servicer	21 .08
23382 - Ground Support Equipment Worker	21 .88
23391 - Gunsmith I	18 .48
23392 - Gunsmith II	21 .03
23393 - Gunsmith III	23 .58
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23 .15
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24 .02
23430 - Heavy Equipment Mechanic	28 .04
23440 - Heavy Equipment Operator	28 .86
23460 - Instrument Mechanic	24 .17
23465 - Laboratory/Shelter Mechanic	22 .31
23470 - Laborer	11 .68
23510 - Locksmith	19 .05
23530 - Machinery Maintenance Mechanic	22 .42
23550 - Machinist, Maintenance	20 .86
23580 - Maintenance Trades Helper	15 .06
23591 - Metrology Technician I	24 .17
23592 - Metrology Technician II	25 .25
23593 - Metrology Technician III	30 .26
23640 - Millwright	29 .26
23710 - Office Appliance Repairer	19 .76
23760 - Painter, Maintenance	19 .94
23790 - Pipefitter, Maintenance	24 .45
23810 - Plumber, Maintenance	23 .63
23820 - Pneudraulic Systems Mechanic	23 .58
23850 - Rigger	20 .97
23870 - Scale Mechanic	21 .03
23890 - Sheet-Metal Worker, Maintenance	22 .12
23910 - Small Engine Mechanic	19 .20
23931 - Telecommunications Mechanic I	24 .62
23932 - Telecommunications Mechanic II	26 .97
23950 - Telephone Lineman	26 .11
23960 - Welder, Combination, Maintenance	21 .65
23965 - Well Driller	24 .05
23970 - Woodcraft Worker	23 .58
23980 - Woodworker	16 .91
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10 .79

24580 - Child Care Center Clerk		18 .13
24610 - Chore Aide		10 .20
24620 - Family Readiness And Support Services Coordinator		15 .56
24630 - Homemaker		18 .88
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender		25 .58
25040 - Sewage Plant Operator		26 .02
25070 - Stationary Engineer		25 .58
25190 - Ventilation Equipment Tender		18 .66
25210 - Water Treatment Plant Operator		26 .02
27000 - Protective Service Occupations		
27004 - Alarm Monitor		23 .07
27007 - Baggage Inspector		12 .60
27008 - Corrections Officer		27 .03
27010 - Court Security Officer		28 .99
27030 - Detection Dog Handler		23 .51
27040 - Detention Officer		27 .03
27070 - Firefighter		25 .06
27101 - Guard I		12 .60
27102 - Guard II		23 .51
27131 - Police Officer I		32 .94
27132 - Police Officer II		36 .60
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		15 .20
28042 - Carnival Equipment Repairer		16 .19
28043 - Carnival Equipment Worker		10 .89
28210 - Gate Attendant/Gate Tender		14 .20
28310 - Lifeguard		13 .00
28350 - Park Attendant (Aide)		15 .80
28510 - Recreation Aide/Health Facility Attendant		11 .52
28515 - Recreation Specialist		19 .56
28630 - Sports Official		12 .58
28690 - Swimming Pool Operator		17 .11
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		27 .27
29020 - Hatch Tender		27 .27
29030 - Line Handler		27 .27
29041 - Stevedore I		26 .16
29042 - Stevedore II		29 .77
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	38 .11
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	26 .28
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	28 .94

30021 - Archeological Technician I	20 .59
30022 - Archeological Technician II	22 .54
30023 - Archeological Technician III	27 .91
30030 - Cartographic Technician	27 .91
30040 - Civil Engineering Technician	25 .89
30061 - Drafter/CAD Operator I	20 .14
30062 - Drafter/CAD Operator II	22 .54
30063 - Drafter/CAD Operator III	25 .12
30064 - Drafter/CAD Operator IV	30 .91
30081 - Engineering Technician I	18 .14
30082 - Engineering Technician II	20 .36
30083 - Engineering Technician III	22 .87
30084 - Engineering Technician IV	28 .34
30085 - Engineering Technician V	34 .67
30086 - Engineering Technician VI	41 .94
30090 - Environmental Technician	22 .65
30210 - Laboratory Technician	21 .48
30240 - Mathematical Technician	25 .26
30361 - Paralegal/Legal Assistant I	20 .88
30362 - Paralegal/Legal Assistant II	25 .85
30363 - Paralegal/Legal Assistant III	31 .62
30364 - Paralegal/Legal Assistant IV	38 .25
30390 - Photo-Optics Technician	27 .91
30461 - Technical Writer I	22 .90
30462 - Technical Writer II	28 .01
30463 - Technical Writer III	33 .88
30491 - Unexploded Ordnance (UXO) Technician I	24 .22
30492 - Unexploded Ordnance (UXO) Technician II	29 .30
30493 - Unexploded Ordnance (UXO) Technician III	35 .12
30494 - Unexploded (UXO) Safety Escort	24 .22
30495 - Unexploded (UXO) Sweep Personnel	24 .22
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 25 .12
30621 - Weather Observer, Senior	(see 2) 27 .91
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13 .06
31030 - Bus Driver	15 .96
31043 - Driver Courier	12 .35
31260 - Parking and Lot Attendant	10 .07
31290 - Shuttle Bus Driver	13 .75
31310 - Taxi Driver	11 .29
31361 - Truckdriver, Light	13 .33
31362 - Truckdriver, Medium	18 .11
31363 - Truckdriver, Heavy	20 .27
31364 - Truckdriver, Tractor-Trailer	20 .27

99000 - Miscellaneous Occupations

99030 - Cashier	12 .02
99050 - Desk Clerk	10 .32
99095 - Embalmer	21 .58
99251 - Laboratory Animal Caretaker I	12 .61
99252 - Laboratory Animal Caretaker II	13 .23
99310 - Mortician	23 .74
99410 - Pest Controller	13 .70
99510 - Photofinishing Worker	15 .31
99710 - Recycling Laborer	18 .04
99711 - Recycling Specialist	21 .91
99730 - Refuse Collector	18 .04
99810 - Sales Clerk	13 .00
99820 - School Crossing Guard	11 .77
99830 - Survey Party Chief	28 .85
99831 - Surveying Aide	18 .84
99832 - Surveying Technician	26 .23
99840 - Vending Machine Attendant	14 .19
99841 - Vending Machine Repairer	16 .89
99842 - Vending Machine Repairer Helper	14 .09

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of

employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER
STATEMENTS OF OFFERORS OR QUOTERS**

K.1 JP3 Provision 3-130, Authorized Negotiators - (Jan 2003)

The offeror represents that the following persons are authorized to negotiate on its behalf with the judiciary in connection with this solicitation (*offeror lists names, titles, and telephone numbers of the authorized negotiators*).

Name: _____
Titles: _____
Telephone: _____
Fax: _____
Email: _____

K.2 JP3 Provision 3-5, Taxpayer Identification - (Jan 2003)

(a) *Definitions*

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

- (b) All offerors shall submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):*

☐ TIN has been applied for.

☐ TIN is not required, because: _____

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does Not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

☐ sole proprietorship;

☐ partnership;

☐ corporate entity (not tax-exempt);

☐ corporate entity (tax-exempt);

☐ government entity (federal, state or local);

☐ foreign government;

☐ international organization per-26 CFR 1.6049-4;

☐ other _____

(f) *Common parent*

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent

Name _____

TIN _____

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS

L.1. GENERAL INSTRUCTIONS FOR PROPOSALS

A. Request for Proposals

This Request for Proposal consists of Sections A through M.

Section A - Solicitation/Offer/Acceptance Form, AO 367

In Section A, page 1 is the **Solicitation/Offer/Acceptance**. The offeror must fill out the following blocks on the form:

- (1) Block 8, as instructed on the form.
- (2) Block 9, discount for prompt payment.
- (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 13A, signature of offeror,
- (8) Block 13B, date signed.

NOTE: **The signature of the original and additional copies must contain original signatures of the offeror in this block.**

Section B - Submission of Prices

(1) Services

This solicitation covers only those service items for which the Government has inserted an "X" next to the Project Code in Section B. The offeror must provide a response to every requested service item.

(2) Prices

The prices submitted must reflect the requirements of the Statement of Work for project code requested as well as all terms and conditions of the contract that relate to that service item.

(3) Acceptable Responses

(a) Unit Price

Sliding price scales will not be accepted by the Government. The price will reflect the unit as defined in Section B and the Statement of Work for each project code.

(b) **"N/C" = No Charge**

For any item that the offeror will provide without charge or without additional charge, the offeror shall insert "N/C" in the Unit Price column of Section B.

(c) **Subcontracting**

For service items that the offeror will be subcontracting, the offeror shall insert the letter "S" following the price inserted in the Unit Price column. Services referred to another vendor shall be considered subcontracting and shall require the "S" designation.

(d) **Prices and "No Shows"**

A "No Show" occurs when a client does not appear for a scheduled service that is rendered on an individual basis, and the client fails to cancel the appointment at least 24 hours in advance. Offerors may factor the price of client "No Shows" for prescheduled appointments into the unit prices for the project codes listed in G.3. **It is estimated that clients fail to appear for prescheduled individual services approximately 5% of the time, although specific services may experience a higher rate of "no shows".**

(4) **Estimated Monthly Quantity**

The figures provided in the Estimated Monthly Quantity column of Section B are estimates of the frequency that the services will be required. These figures are estimates only and the government is not bound to meet these estimates.

Sections C, D, E, F, G, H, and I

By incorporating the provisions set forth in Section C, D, E, F, G, H, and I of the solicitation document into the Proposal, the Offeror is agreeing to comply with these requirements and provisions.

Section K - Representations, Certifications, and Other Statements of Offeror

The Offeror must check or complete all applicable boxes or blocks in the paragraphs under Section K of the Solicitation Document and resubmit the full section as that of the Proposal.

The Offeror's Statements, Qualifications, and References contained in Attachments A through D to this solicitation document shall be completed and submitted as follows:

Preparation of Narrative Statement - AOUSC 1997 (Attachment A)

1. 1. Each offeror shall prepare and submit as part of its offer a **NARRATIVE STATEMENT** in which the offeror describes how it will provide the mandatory requirements stated in Sections C, E, F and G. If the offeror is proposing subcontractor(s) to perform any services, the offeror shall identify the proposed subcontractor and describe in the narrative statement how the subcontractor will provide services and meet the requirements of the RFP. It is imperative that this section be completed in such detail so as to determine that the offeror has met the mandatory requirements. A general statement that the offeror will comply with RFP requirements is not sufficient. In the **NARRATIVE STATEMENT** the offeror shall:
 - a. describe, **service by service**, how the offeror will provide each of the services requested in Section B and described in Section C, including local services, of this document.
 - b. describe in such detail to determine that the offeror will comply with mandatory requirements of Sections E and F of this document.
 - c. describe the offeror's billing procedures and maintenance of fiscal records in such detail to determine that the offeror has complied with the mandatory requirements of Section G of this solicitation document.
 - d. identify and describe all emergency contact procedures for clients, e.g., crisis intervention, scheduling changes, and/or situations requiring immediate attention.
 - e. describe the offeror's treatment philosophy and approach to providing services.

Preparation of Background Statement (Attachment B)

1. Each offeror shall prepare and submit as part of its offer a separate **BACKGROUND STATEMENT** (see Attachment B to this solicitation) in which the offeror describes its experience in providing the requested contract services. If the offeror is proposing any subcontractors to perform services, the offeror also shall comply with the requirements in paragraphs 2 a. through d. pertaining to proposed subcontractors.
2. In the **BACKGROUND STATEMENT** the offeror shall:

- a. provide copies of all monitoring reports for the previous 18 months from federal, state and local agencies. If a monitoring report for the previous 18 months is not available, a federal, state, and/or local certificate or letter indicating the vendor has a satisfactory or higher rating is acceptable. To be considered technically acceptable a vendor must have received ratings of satisfactory or higher. Monitoring reports for proposed subcontractors are not required; however, onsite evaluations will be individually performed for all subcontractors.
 - b. state expressly each location at which the offeror and any proposed subcontractors intend to provide services in response to this solicitation. Describe the physical facility(s) (interior and exterior) at which services will be provided. The description shall be in such detail to determine that the offeror has complied with the mandatory requirements of Section E of this solicitation document.
 - c. include copies of all building, state, and local licenses and inspection reports for the preceding 18 months, and/or state certifications where appropriate. Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have appropriate state and local licenses and certifications and are in compliance with state and local regulations.
 - d. include copies of compliance with all federal, state and local fire, safety and health codes. Offerors are not required to provide copies of the aforementioned documentation for proposed subcontractors; however, the offeror is responsible for ensuring that proposed subcontractors have appropriate documentation demonstrating compliance with all federal, state and local fire, safety and health codes.
3. By submitting the **BACKGROUND STATEMENT** the offeror warrants that all information contained therein is correct and accurately reflects the offeror's ability to perform.

Preparation of Staff Qualifications - (Attachment C)

The offeror shall prepare and submit the **OFFEROR'S STAFF QUALIFICATION FORM** (see Attachment C) for all staff performing services under any resultant contract, and identify therein any staff members that are under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state, or local). Attachment C shall also be prepared for all proposed subcontractor staff performing services.

Offerors providing sex-offense specific evaluations must certify on the Offeror's Staff Qualification Form (Attachment C) that the evaluator adheres to the established ethics, standards and practices of the Association for the Treatment of Sexual Abusers (ATSA).

Preparation of Offeror's References - (Attachment D)

The offeror shall provide three references (Federal State, or local government agencies and/or private organizations), using Attachment D, for whom the offeror has provided treatment and other services identified in this RFP within the past 3 years. Provide the name and address for each reference, as well as a contact person and phone number. The government reserves the right to contact any reference and consider the information provided as part of its responsibility determination.

Sections L - Instructions, Conditions and Notices to Offerors, and M - Evaluation Criteria

Sections K, L and M contain information and instructions and do not become part of any resultant agreement.

By submission of a signed proposal, the offeror is agreeing to comply with all terms and conditions of this agreement.

L.2 JP3 Provision 3-100, Instructions to Offerors - (JAN 2003)

- (a) *Definitions* As used in this provision:
- "Discussions" are negotiations that occur after establishment of the competitive range that may, at the contracting officer's discretion, result in the offeror being allowed to revise its offer.
- In writing, "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.
- "Offer modification" is a change made to an offer before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.
- "Offer revision" is a change to an offer made after the solicitation closing date, at the request of or as allowed by a contracting officer as the result of negotiations.
- "Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period will include the next working day.
- (b) *Amendments to solicitations* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

- (c) *Submission, modification, revision, and withdrawal of offers*
- (1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, offers and modifications to offers shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers shall ensure that the offer is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.
- (2) The first page of the offer shall show:
- (i) the solicitation number;
 - (ii) the name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);
 - (iii) a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;
 - (iv) names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the judiciary in connection with this solicitation; and
 - (v) name, title, and signature of person authorized to sign the offer. Offers 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) *Submission, modification, revision, and withdrawal of offers*
- (i) Offerors are responsible for submitting offers, and any modifications or revisions, so as to reach the judiciary office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated judiciary office on the date that offer or revision is due.
 - (ii) (A) Any offer, modification, or revision received at the judiciary office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the contracting officer determines it's in the judiciary's best interest, the contracting officer determines that accepting the late offer would not unduly delay the procurement, and:
 - (1) if it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the judiciary infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or
 - (2) there is acceptable evidence to establish that it was received at the judiciary installation designated for receipt of offers and was under the judiciary's control prior to the time set for receipt of offers; or

- (3) it is the only offer received.
 - (ii) (B) However, a late modification of an otherwise successful offer that makes its terms more favorable to the judiciary, will be considered at any time it is received and may be accepted.
 - (iii) Acceptable evidence to establish the time of receipt at the judiciary installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of judiciary personnel.
 - (iv) If an emergency or unanticipated event interrupts normal judiciary processes so that offers cannot be received at the office designated for receipt of offers by the exact time specified in the solicitation, and urgent judiciary requirements preclude amendment of the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal judiciary processes resume.
 - (v) Offers may be withdrawn by written notice received at any time before award. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the JP3 Provision, "Facsimile Offers." Offers may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award.
- (4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.
- (5) Offerors shall submit offers in response to this solicitation in English and in U.S. dollars.
- (6) Offerors may submit modifications to their offers at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
- (7) Offerors may submit revised offers only if requested or allowed by the contracting officer.
- (8) Offers may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the contracting officer.
- (d) *Offer expiration date* Offers in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

- (e) *Restriction on disclosure and use of data* Offerors that include in their offers data that they do not want disclosed to the public for any purpose, or used by the judiciary except for evaluation purposes, shall:

- (1) mark the title page with the following legend:

This offer includes data that shall not be disclosed outside the judiciary and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this offer. If, however, a contract is awarded to this offeror as a result of-or in connection with-the submission of this data, the judiciary shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the judiciary's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

- (2) mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this offer.

- (f) *Contract award*

- (1) The judiciary intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose offer(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
- (2) The judiciary may reject any or all offers if such action is in the judiciary's interest.
- (3) The judiciary may waive informalities and minor irregularities in offers received.
- (4) The judiciary intends to evaluate offers and award a contract without discussions with offerors (except clarifications). Therefore, the offeror's initial offer shall contain the offeror's best terms from a price or price and technical standpoint. The judiciary reserves the right to conduct discussions if the contracting officer later determines them to be necessary. If the contracting officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the contracting officer may limit the number of offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers.
- (5) The judiciary reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit price or prices offered, unless the offeror specifies otherwise in the offer.
- (6) The judiciary reserves the right to make multiple awards if, after considering the additional administrative prices, it is in the judiciary's best interest to do so.

- (7) Exchanges with offerors after receipt of an offer do not constitute a rejection or counteroffer by the judiciary.
- (8) The judiciary may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of price or price analysis techniques. An offer may be rejected if the contracting officer determines that the lack of balance poses an unacceptable risk to the judiciary.
- (9) If a price realism analysis is performed, price realism may be considered by the source selection authority in evaluating performance or schedule risk.
- (10) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time specified in the offer shall result in a binding contract without further action by either party.
- (11) The judiciary may disclose the following information in postaward debriefings to other offerors:
 - (i) the overall evaluated price or price and technical rating of the successful offeror;
 - (ii) the overall ranking of all offerors, when any ranking was developed by the judiciary during source selection;
 - (iii) a summary of the rationale for award; and
 - (iv) for procurements of commercial items, the make and model of the item to be delivered by the successful offeror.

L.3 Government Furnished Property - (JAN 2003)

No material, labor, or facilities will be furnished by the Government unless otherwise provided for in this solicitation.

The Chief Probation Officer or Chief Pretrial Services Officer may furnish Governmentowned telephone answering equipment, fax machines, and/or onsite drug-detection devices called non-instrumented drug tests to a contractor if such equipment will improve the frequency of urine collection in the district. The equipment shall be used only for a random urine collection program.

OFFEROR'S NARRATIVE STATEMENT

As required in Section L.1 , Preparation of Narrative Statement, the offeror shall prepare a Narrative Statement below (attach pages as needed labeled as subsets of this Attachment number). Offeror should include a completed Program Discharge Summary Profile (Attachment J.1).

OFFEROR'S BACKGROUND STATEMENT

As required in Section L.1, Preparation of the Background Statement, the offeror shall prepare a Background Statement below (attach pages as needed labeled as subsets of this Attachment number).

OFFEROR'S STAFF QUALIFICATIONS

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 licenses and certification and identifying any staff members that are under pretrial services, probation or supervised release supervision. Staff providing sex-offense specific evaluations must certify that the evaluator adheres to the established ethics, standards and practices of the Association for the Treatment of Sexual Abusers (ATSA). If resumes are submitted they should reflect the duties and responsibilities with the offeror. The offeror shall identify herein any staff members under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state, or local).

<u>NAME</u>	<u>TITLE</u>	<u>DUTIES</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>	<u>CERTIFICATION</u>
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OFFEROR'S REFERENCES

As required in Section L.1, The Offeror shall provide the name and address for each reference including a contact person and the telephone number.

SECTION M - EVALUATION CRITERIA

M.1 Basis for Award

Selection of a vendors with whom the Probation/Pretrial Services Office will establish BPA's will be based on technical acceptability and the lowest cost to the Government. A vendor shall be determined to be technically acceptable if they can fulfill the mandatory requirements found in Sections C, E, F, and G of the Request for Proposals (RFP). If the solicitation document identifies that BPA's will be established with a specified number of vendors, the selection of technically acceptable vendors shall be based on price. For example, if a solicitation document identifies that 4-to-6 vendors are needed to provide services and 10 vendors are determined to be technically acceptable, awards will be made to no more than 6 of the lowest priced vendors.

M.2 Evaluation of Proposals

1. To be acceptable and eligible for evaluation, proposals shall be prepared in accordance with the instructions given in Sections B and L of this solicitation document.
2. An offeror shall be determined to be Technically Acceptable if they meet all the mandatory requirements found in Sections C, E, F and G of the RFP. All proposals shall be evaluated to ensure that all mandatory requirements set forth in Sections C, E, F and G of the RFP have been met. By submission of a proposal offeror accepts all the terms and conditions of the RFP.

Proposals that do not meet all the requirements of the RFP will receive no further consideration. Proposals that take exception to the terms and conditions will be determined technically unacceptable and the offeror will be so advised.

3. Proposals will be evaluated to be considered Technically Acceptable using the following Pass/Fail Criteria. To determine that the offeror has met the following criteria, each proposal shall be evaluated to determine that every individual requirement has been met.

M.3 Pass-Fail Criteria

The following criteria address the offeror's agreement to perform and comply with all the mandatory service requirements set forth in the Request For Proposals. Offerors who do not meet these requirements will be deemed to be technically unacceptable and will receive no further consideration. The offeror(s) will be so advised.

The review of the criteria shall be based on the Offeror's Technical Proposal, which

contains the Offeror's Narrative Statement, Offeror's Background Statement, and the Offerors Staff Qualifications. Each of these statements shall contain the offeror's agreement to comply with the mandatory requirements.

MINIMUM MANDATORY REQUIREMENTS:

- | | | |
|-----|---|--------|
| (a) | The Offeror provided a statement, service by service, of how the offeror will provide the mandatory requirements of Sections C, E, F, and G of the RFP which reflect an understanding of the services required. | YES/NO |
| (b) | Offeror meets the mandatory requirements of Section C including Local Services (if applicable). | YES/NO |
| (c) | The Offeror has certified compliance with the mandatory requirements in Sections E, F and G. | YES/NO |

PAST PERFORMANCE

- | | | |
|-----|---|--------|
| (a) | Did the Offeror provide copies of all federal, state and local monitoring reports, letters, and/or federal, state, and local certificates for the previous 18 months? | YES/NO |
| (b) | Monitoring reports, letters, and/or certificates are rated at least "satisfactory" or "pass" regarding performance. | YES/NO |
| | If any Monitoring Reports were rated less than "satisfactory," deficiencies have been corrected prior to submission of the proposal. | YES/NO |
| (c) | Did the Offeror provide a description of their Treatment Philosophy? | YES/NO |

SITE(S) AT WHICH SERVICES ARE PROVIDED:

- | | | |
|-----|---|--------|
| (a) | Offeror's site(s) at which services will be provided is located in catchment area | YES/NO |
| (b) | Offeror has current required state and/or local operating license(s) | YES/NO |
| (c) | Offeror is in compliance with all applicable fire, safety, and health codes. | YES/NO |
| (d) | Offeror treatment facility(s) preserves confidentiality of client services | YES/NO |
| (e) | Did the offeror identify and describe emergency contact procedures for clients? | YES/NO |

STAFF QUALIFICATIONS:

- | | | |
|-----|--|--------|
| (a) | Offeror meets all minimum staff requirements listed in Section C of the RFP. | YES/NO |
| (b) | The Offeror's Staff Qualifications Statement reflected no staff member providing services under this Agreement are under pretrial, probation, parole, or supervised release supervision. | YES/NO |

ON-SITE VISITS:

On site visits will be conducted for those offeror's whose proposals are determined technically acceptable based on the above stated criteria and meet the lowest price requirement. On sites will be conducted to verify the offeror's written proposal.

- | | | |
|-----|---|--------|
| (a) | Offeror's facility meets requirements listed in Statement of Work | YES/NO |
| (b) | Services provided as presented in the Offeror's proposal. | YES/NO |

M.4 Evaluation of Price

The Government will determine Life of Agreement cost for required services by using the following formula:

- (a) Determining Life of Agreement Costs.--Multiply the Estimate Monthly Quantity (EMQ) by 12 months to get a Yearly Quantity. Multiply that figure by the Unit Price offered to arrive at the Life of Agreement cost for that service item. Yearly costs of services items are totaled to arrive at Life of Agreement Cost for each offeror.
- (b) Service items that are offered at "N/C" or No Charge, will be evaluated in the Life of Agreement comparison by entering \$0.00 for the unit price.
- (c) Service items that are reimbursable at actual costs or at a travel regulation rate are not considered in the cost comparison.
- (d) Service items not marked as required services will not be evaluated or considered.
- (e) Life of Agreement Costs (LAC) shall be rank ordered to show the lowest LAC.

M.5 JP3 Provision 2-85A Evaluation Inclusive of Options (JAN 2003)

- (a) The judiciary will evaluate offers for purposes of award by adding the total price for all options to the total price for the basic requirement. Evaluation of options does not obligate the judiciary to exercise the option(s).
- (b) Any offer that is materially unbalanced as to prices for basic and option quantities may be rejected. An unbalanced offer is one that is based on prices significantly less than cost for some work and prices that are significantly overstated for other work

M.6 JP3 Clause 3-70 Determination of Responsibility (JAN 2003)

A determination of responsibility will be made on the apparent successful offeror prior to contract award. If the prospective contractor is found non-responsible, that offeror will be rejected and will receive no further consideration for award. In the event a contractor is rejected based on a determination of non-responsibility, a determination will be made on the next apparent successful offeror.