

## Questions and Answers to the FY 2024 RFPs

**Question:** Where can I find the applicable Government regulations (**Section” B”**)

**Answer:** Section B begins on Page 4 (Supplies or Services and Offeror’s Prices); Section C defines the services and how the vendor must perform the service.

The applicable regulations are stated all through the document as they relate to the services requested and requirements for the agreement.

**Question:** 7021? 1202?

**Answer:** 7021 - This is an administrative cost related to acquiring the medication (7020).

1202 - As stated in the description for transportation. This is used when the USPO determines the individual cannot pay for transportation. When transportation is authorized by the officer and included on the program plan, it is the vendor’s responsibility to arrange/provide the transportation. Often bus passes are purchased to provide to the individuals. Cost cannot exceed the price of public transportation via the most direct route. If public transportation is not available, you would seek prior approval.

**Note:** The vendor may charge an **Administrative Fee (1201)** for **Defendant/Person under supervision 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 **Defendant/Person under supervision Transportation Expenses (1202)**.

For referrals authorizing 1201 and 1202; the vendor would invoice the government the cost of the transportation plus five (5) percent as described above.

**Question:** Regarding 2011 – how does the report get to the USPO?

**Answer:** Docs are transmitted via email, fax, or secure portal.

**Question:** What is the regimen for counseling regarding medically managed treatment?

**Answer:** Counseling dosage should be based on the needs of the individual and in consultation with the provider/vendor.

**Question:** How many providers in the area are needed?

**Answer:** Section B - defines how many vendors are needed.

**Question:** Do I start out completing the proposal using a word document?

**Answer:** Section L - Provides Instructions on how to complete the proposal, using the forms provided, attaching pages as needed, labeling all required documents included in the proposal.

**Question:** For the MMT agreement, regarding groups – can a CADC conduct groups under LCAS supervision?

**Answer:** For 2022-Manualized Group the statement of work C-5 describes the requirement regarding a trained facilitator and offers examples. For 2020-Group – the statement of work states “trained and certified/credentialed counselor.” If groups are in the scope of practice for CADC in North Carolina, the CADC can conduct groups. The Offeror is responsible for maintaining compliance with all applicable state laws and regulations.

**Question:** 4020 says that over \$100 needs prior approval. How difficult is that and how likely is it that will be granted?

**Answer:** The fee would likely be approved if the fee is determined to be reasonable and prior authorization was granted.

**Question:** The estimated monthly quantity of services – how rigid is that number? What if we go over?

**Answer:** Estimated Monthly Quantities (EMQs) are estimates only.

**Question:** We do not provide transportation. How will we handle reimbursement? If I read the scope of practice correctly, clients can use public transportation if they need to.

**Answer:** 1202 - As stated in the description for transportation. This is used when the USPO determines the individual cannot pay for transportation. When transportation is authorized by the officer and included on the program plan, it is the vendor’s responsibility to arrange/provide the transportation. Often bus passes are purchased to provide to the individuals. Cost cannot exceed the price of public transportation via the most direct route. If public transportation is not available, you would seek prior approval.

**Note:** The vendor may charge an **Administrative Fee (1201) for Defendant/Person under supervision 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 **Defendant/Person under supervision Transportation Expenses (1202)**.

For referrals authorizing 1201 and 1202; the vendor would invoice the government the cost of the transportation plus five (5) percent as described above.

**Question:** Attachment A Name of subcontractor-not necessary if we are not subbing out work? Just write none.

**Answer:** Each Offeror shall prepare and submit the Offeror’s Certification of Compliance Statement (Attachment A) for their agency/offer and complete additional Attachment A Forms for each subcontractor. If you are not subcontracting, you would prepare and submit Attachment A that certifies your agency will provide services in compliance with the requirements of the RFP. As required in Section L.1, Preparation of Certification of Compliance Statement, the Offeror shall complete the certification, as well as a certification for each proposed contractor.

**Question:** Is it accurate that we do not have to provide criminal background checks but certify that there is no one under investigation?

**Answer:** That is correct

**Question:** I do not see the credentials required for services provided, i.e., does the provider need to be a licensed therapy or can they be a state-certified counselor?

**Answer:** Under the Substance Use Counseling heading on C-6; it states “trained and certified/credentialed counselor”. Additionally, for 2022-Manualized Group the statement of work C-5 describes the requirement regarding a trained facilitator and offers examples. For the physical exam (4010) there is information under that heading on page C-7. The Offeror is responsible for maintaining compliance with all applicable state laws and regulations.