

## Hew BPA Questions and Answers

The following are questions received in past solicitation cycles. Thereafter, questions will post with a specific date as received from the offerors and responded to by the U.S. Probation Office. Offerors should consult this list of questions/answers prior to submitting their proposals. All questions must be submitted via e-mail ([Dudley\\_Fabio@vip.uscourts.gov](mailto:Dudley_Fabio@vip.uscourts.gov)) by Monday, November 4, 2024, at 12:00 PM, and all questions will be posted/answered by Wednesday, November 6, at 5:00 PM, with final proposals due by Friday, November 8, 2024, at 12:00 PM..

Q: Where can I find the Request for Proposals (RFP's) that are open for bid?

A: All available RFP's are posted to [www.vip.uscourts.gov](http://www.vip.uscourts.gov) under Probation, Treatment Services. The RFPs are listed by service types and catchment areas. Specific project codes are listed within each RFP.

Q: This is my first time submitting an RFP. Where do I start?

A: It is important to start by reading the entire solicitation document. Section B indicates the specific project codes for each agreement. Note, the vendor must be capable of providing or subcontracting all required services. Section C is the actual Statement of Work that provides specifics for each of the project codes, as well as other information regarding the deliverable, non-compliance, staff requirements/restrictions, etc. Section C also include any local services which provide further descriptors/requirements to specified project codes (there are indicated by an \* in Section B next to the project code). The offeror must be able to comply with the local service requirements.

Most importantly, SECTION L provides the offeror instructions for the proposals, and the offeror should pay careful attention to the instructions and requirements for proposal submission. Section M includes the Evaluation Factors for Award.

Q: I am unable to provide all the project code services listed. Am I disqualified to submit a proposal?

A: A vendor must be capable of providing all services identified in Section "B," including local services identified at the end of Section C, and within the geographic area identified in Section "B." However, in accordance with Section I, a vendor can team with another agency in an effort to ensure the ability to provide all services requested in the Statement of Work

NOTE: In Section L, Submission of Prices, "The offeror must provide a response to every requested service item," and Section L A (3)(c) requires the vendor to insert the letter "S" following the price inserted in Section B for all subcontracted services.

Q: I am interested in providing services under multiple BPAs. Do I need to submit a separate proposal, or can I indicate the BPAs of interest in a cover letter?

A: The vendor must submit a completed RFP for each BPA in which the vendor is interested. Each RFP references a specific catchment area. If the vendor has a site in more than one catchment area, the vendor must respond and submit a completed RFP packet for each appropriate corresponding BPA number in which that vendor is interested in providing services. Submission of proposals should be specific to the particular BPA.

Q: Since I am uncertain as to whether I will be awarded the agreement, do I need to have operational space at the time I submit the proposal, or can I enter a lease post award?

A: Yes. According to Section M - Evaluation Factors for Award, on-sites will be conducted for those offeror's whose proposals are determined technically acceptable based on the criteria and meet the lowest price requirement. Therefore, the offeror must have a site within the catchment area at the time of proposal submission.

Q: What is the Department of Labor Wage determination?

A: The Department of Labor Wage determination only applies to those BPAs that include project code 1010 or 1012 in Section B. Additional information regarding the wage determination can be found under the Service Contract Act of 1965, as amended June 2012.

- Q: Will an IRS Form 1099 now be provided verifying income at the end of an approved year?
- A: The Clerk's Office will send a 1099-MISC to vendors who are eligible to receive them. The expense must fall in the BOC range 2500-2599 (they provide some kind of contract service) and the Clerk's Office is required to send them only to those vendors who were paid \$600 or more. It also depends on the information provided on the W-9 or AO213 forms. If the vendor indicates on the forms that they are a corporation, then they are claiming to be exempt from a 1099 and the Clerk's Office would not send one.
- Q: Is there a location where we can look at past proposals as an example to make sure we are completing correctly?
- A: No, there are no examples to post. Section L of the solicitation document sets forth the instructions on completing a proposal.
- Q: Does the vendor receive reimbursement for materials/workbooks provided to defendants/persons under supervision?
- A: There is no reimbursement for vendor provided materials/workbooks. The cost of these materials/workbooks should be incorporated into the unit cost.
- Q: Under Project Code 1202 – Transportation Expenses – in cases where public transportation is not available, is it the vendor's responsibility to arrange the transportation after getting prior approval?
- A: When transportation is authorized by the officer and included on the program plan, it is the vendor's responsibility to provide the transportation expense. Where there is public transportation available, this often include the purchase of daily or monthly bus passes to provide the approved individuals. If public transportation is unavailable, or as otherwise authorized on the program plan, this may include providing gas cards or reimbursement for mileage (amount specified by the probation officer) to the person under supervision. Through the invoice, the vendor is reimbursed the actual cost for 1202, plus a 5% administrative fee under 1201.
- Q: What is the expected start date of the new agreement?
- A: January 1, 2025.