



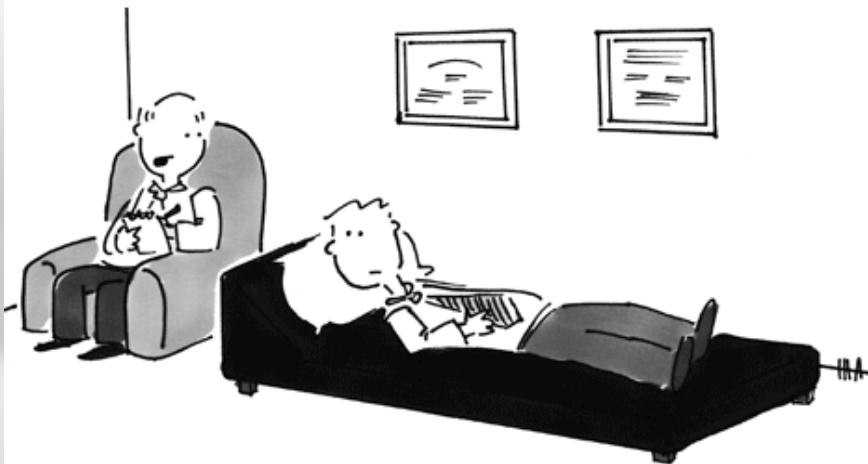
# WELCOME

*U.S. Probation - Treatment Services Vendor information Meeting FY 2021 July 6, 2022*

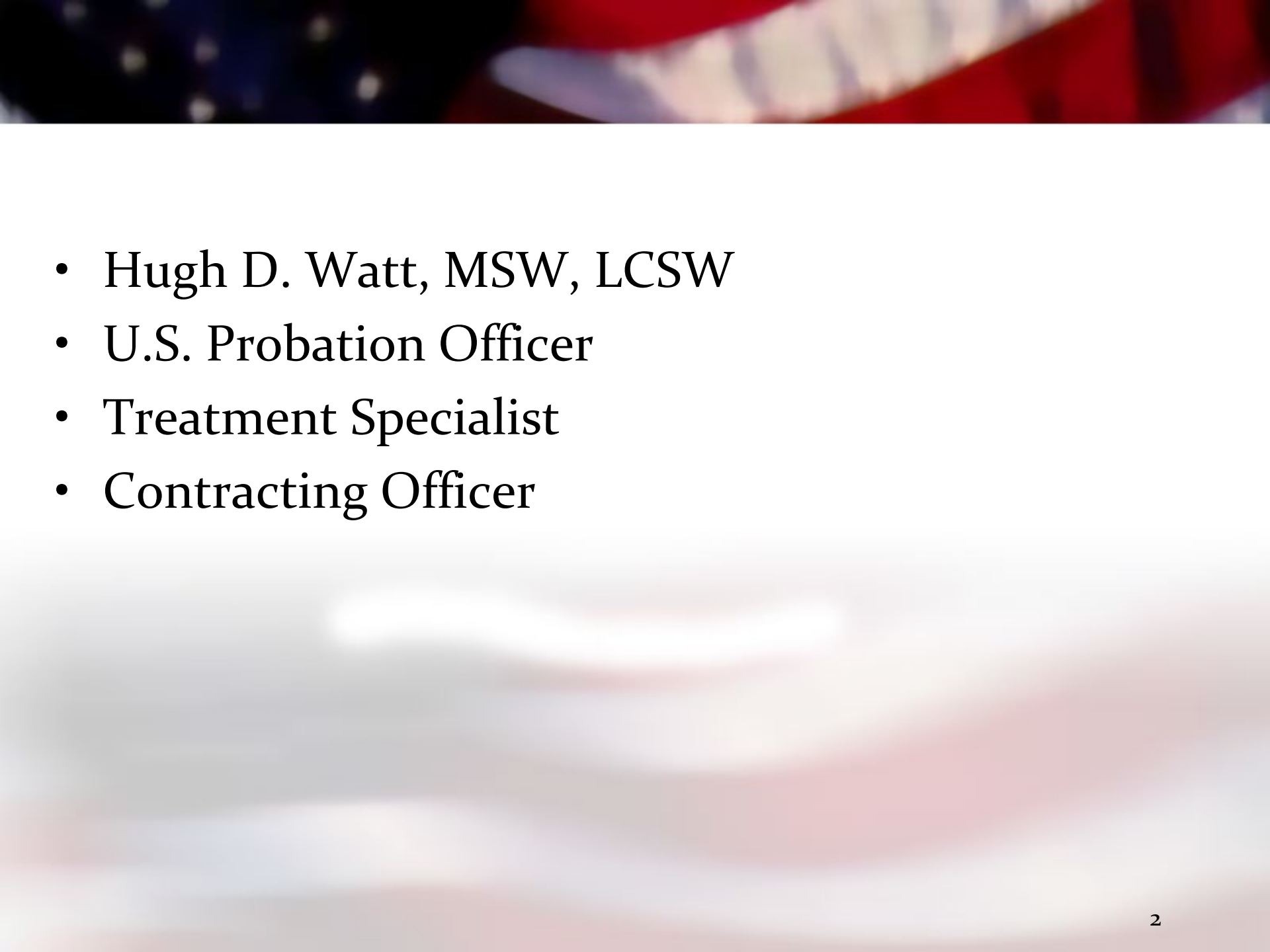
- The WebEx will begin 10:00 A.M. MDT (Utah).
- Please MUTE your telephones.

© MARK ANDERSON

WWW.ANDERTOONS.COM



"What do you say we blame your parents and knock off early?"

- 
- The background of the slide is a blurred image of the American flag, showing the stars and stripes in shades of red, white, and blue.
- Hugh D. Watt, MSW, LCSW
  - U.S. Probation Officer
  - Treatment Specialist
  - Contracting Officer



Increase number of completed bids.



Decrease rejected bids due to simple errors.  
Decrease confusion.



**We are in this together!**



# Agenda

- Introduction
- What we want and Why?
  - Contract Requirements- Nationwide
  - Local Needs





# BLANKET PURCHASE AGREEMENT

- Go to the public website [www.utp.uscourts.gov](http://www.utp.uscourts.gov)
  1. General Information
  2. Vendor Solicitations
  3. Sample Sections BPA Doc





# UNITED STATES PROBATION AND PRETRIAL SERVICES District of Utah

Georgette Leventis, Chief U.S. Probation Officer

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## Vendor Solicitations

### Urine Collections Solicitations

This is a Solicitation Notice for the District of Utah's Probation and Pretrial Office in July 2022.

The probation office will procure urine collection services in seven different locations. These services are for federal defendants and persons under supervision using a Blanket Purchase Agreement.

Interested treatment providers must respond timely to solicitation deadlines and clearly show that (1) they can provide services, (2) such services will be provided by certified, professionals with an operating location in each area requested, (3) prices of such shall be a low as or lower than those charged to the provider's most favored customer for comparable quantities under similar terms and conditions.

Requesting Bids July 1, 2022 - July 29, 2022----- Starting October 1, 2022

### Areas Needing Services

Ogden, UT

Urine Collections

Vernal, UT

Urine Collections

Salt Lake City East

Urine Collections

Salt Lake City West

Urine Collections

Orem, UT

Bids Posted	July 1, 2022
Virtual Vendor Information Meeting	July 6, 2022 10:00AM MDT
Vendor Questions Closed	July 22, 2022, 10:00AM MDT
Bids Due (Must Arrive in Office By)	July 29, 2022, 10:00AM MDT
Awards	September 1, 2022
Winning Vendor Training	TBD
Contract Start Date	October 1, 2022


All proposals will be submitted electronically. A complete submission with ALL supporting documents must be received by email no later than July 29, 2022, 10:00AM MDT

Submit to this email address: [TreatmentFY20@utp.uscourts.gov](mailto:TreatmentFY20@utp.uscourts.gov)

[Sample Sections BPA.pdf](#) (USE THIS SAMPLE TO HELP FILL OUT BIDS)



**Follow sample**



**Ask Questions**



# SAMPLE ONLY

SECTION A	SOLICITATION / OFFER / ACCEPTANCE	
1. Solicitation No. <b>1088-21-2TXD</b>	2. Date Issued 07/01/2020	3. Award No.
4. Issued By: Jeffrey H. Rosenlund U.S. Probation Office 351 S. West Temple, STE 5.400 Salt Lake City, UT 84101		5. Address Offer To (if other than Item 4): TreatmentFYutp.uscourts.gov

Verify correct contract

## SOLICITATION

6. Offers in original and 3 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:

Do NOT submit hard copy bids. All proposals will be submitted electronically in PDF format by email no later than **July 31, 2020, 11:00AM MST**. Submit to this email address: [TreatmentFY20@utp.uscourts.gov](mailto:TreatmentFY20@utp.uscourts.gov)

It is the responsibility of the vendor to verify your bid was received by the U.S. Probation Office. Late submissions that are blocked by firewalls will not be accepted after the due date.

until 11:00 AM local time 07/31/2020  
(hour) (date)

# DUE July 29, 2022; 10:00 am



# BLANKET PURCHASE AGREEMENT

## Strict **Pass** or **Fail**

1. On Time?
2. Signed?
3. All documents?
4. All check boxes?
5. All prices?
6. All subcontractors?
7. Location currently in catchment area?
8. Can vendor meet Local needs?
9. Read each section.



# BLANKET PURCHASE AGREEMENT

- **Blanket Purchase Agreement (BPA)**

- A BPA 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 referral from the U.S. Probation Office and the vendor’s acceptance of the referral.
- Referrals could be rotated among all the vendors in the same catchment area.
- Referrals are made in the form of a Treatment Services Program Plan (Prob. Form 45).



# BLANKET PURCHASE AGREEMENT

- **Questions?**
  - First, read the Common Vendor Questions



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## Vendor Solicitations

### **Urine Collections Solicitations**

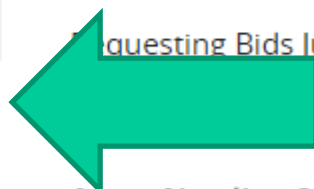
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The probation office will procure urine collection services in seven different locations. defendants and persons under supervision using a Blanket Purchase Agreement.

Interested treatment providers must respond timely to solicitation deadlines and clear services, (2) such services will be provided by certified, professionals with an operating (3) prices of such shall be a low as or lower than those charged to the provider's most quantities under similar terms and conditions.

Requesting Bids July 1, 2022 - July 29, 2022----- Starting October 1, 2022

**Areas Needing Services**





# BLANKET PURCHASE AGREEMENT

- **Questions?**
  - Second, read the updated Vendor Questions

# Submit Questions

Instructions – Urine Collections

**Bid Requests July 2022**

**Instructions for Request For Proposals (RFPs) to Urine Collection locations.**

*Thank you for your interest in providing urine collection services for males and females for*

files. Please do not submit proposals in binders or notebooks.

Any questions concerning this solicitation process should be e-mailed to [TreatmentFY20@utp.uscourts.gov](mailto:TreatmentFY20@utp.uscourts.gov) no later than 10:00 a.m. MDT, July 22, 2022. We will post questions and answers on this site.





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## Vendor Solicitations

### **Urine Collections Solicitations**

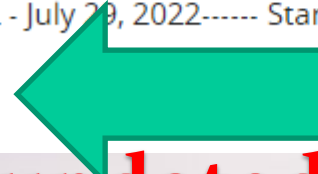
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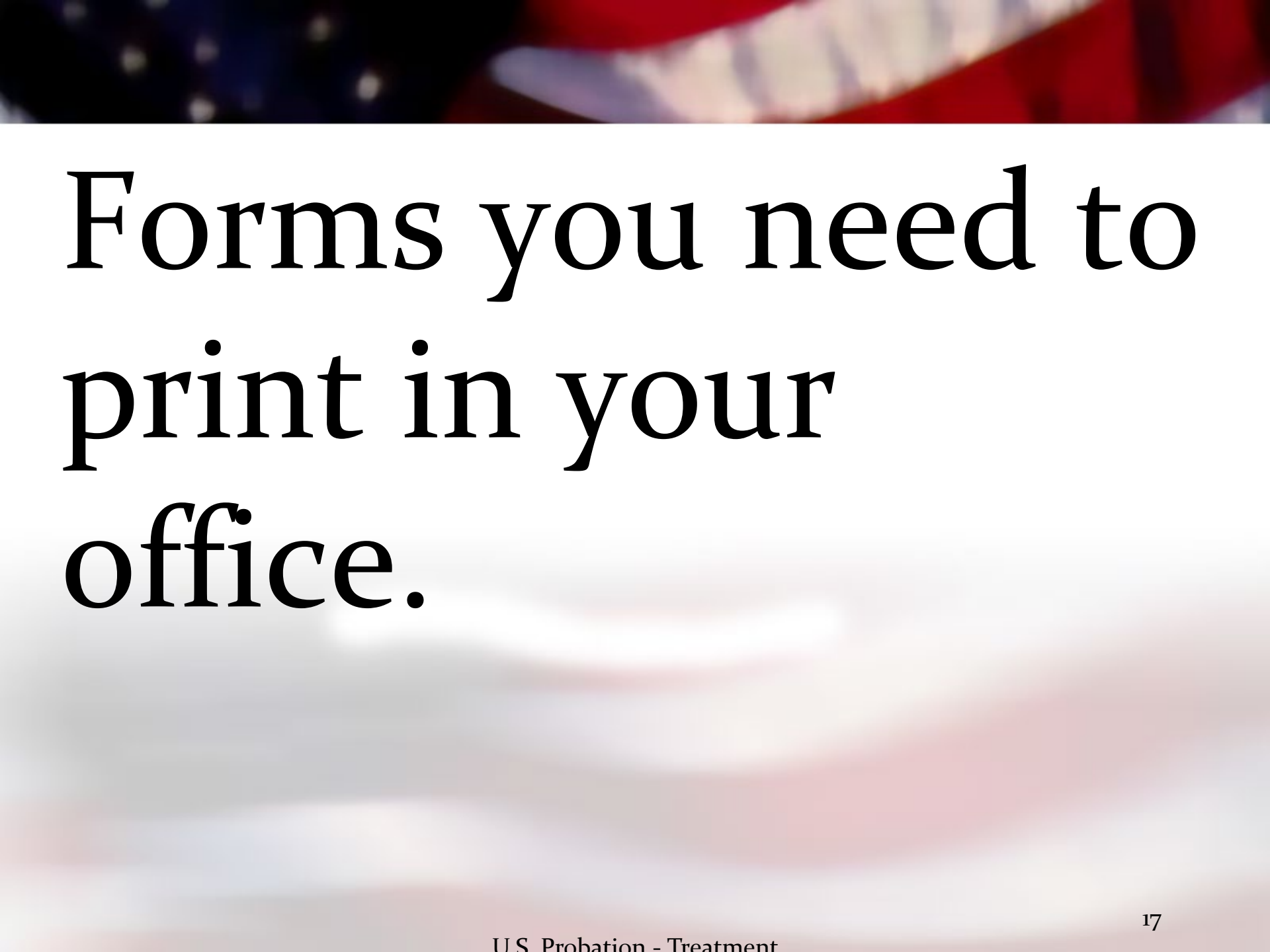
Requesting Bids July 1, 2022 - July 29, 2022----- Starting October 1, 2022

[Vendor Questions FY 2](#)



**Look for updated questions**



The background of the slide is a blurred image of the American flag, showing the stars and stripes in shades of red, white, and blue.

Forms you need to  
print in your  
office.

Prob. Form 45  
Today's Date: 6/17/22

# Form 45- Order

Initial

## TREATMENT SERVICES CONTRACT PROGRAM PLAN

### Client Identifying Information

Client: [REDACTED]  
Address: [REDACTED] on  
[REDACTED]  
207  
Salt Lake City UT 84116  
Officer: Petersen, Greg      Client Phone: [REDACTED]  
Officer Phone: 801-535-2778      DOB: [REDACTED]



### Provider Information

Provider: Judicial Supervision Services      Procurement No: 1088-2020-21UW  
Provider Location: JSS - SLC      Effective Date: 06/17/2022  
Attn: UA line after 8pm Test 10 am - 7pm weekly Sat 8:30      Termination Date:  
Location Address: 5047 S. Galleria Drive  
Assessments Walk-In before 6  
M-F  
Murray UT 84123  
Phone: 801-486-8143 Ext. 1  
Fax: 801-746-1548 UA Line



# Release

## 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



# Client monthly log

Vendor \_\_\_\_\_  
UNITED STATES PROBATION OFFICE  
URINE COLLECTION LOG

PACTS # & NAME: \_\_\_\_\_ Pretrial? \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_

Test Date/ Time	Verify CLIENT NAME- ID Client sign log	MEDS TAKEN	STAFF INITIAL	Copay	SPECIMEN ID NO Test Result / Admission
1 7:00 p.m. 12/2/20	John Doe, 012012	N/A	HDW	5.00	UT Negative
2 7:05 12/10/20	John, Doe 012012	NA	JTS	5.00	Pos. Meth UT Signed Admission
3 7:10 12/20/20	John Doe 012012	N/A	HDW	5.00	Pos. THC and Meth UT No Admission 02765957
					↑

UNITED STATES PROBATION AND PRETRIAL SERVICES  
DISTRICT OF UTAH

# Waiver

**JEFFREY H. ROSENLUND**  
CHIEF PROBATION OFFICER

**ERIC E. ANDERSON**  
DEPUTY CHIEF PROBATION OFFICER



351 S WEST TEMPLE, SUITE 5.400  
SALT LAKE CITY, UT 84101

OFFICE: 801.535.2700  
TOLL FREE: 866.222.2585  
FAX: 801.526.1136

## Copay Waiver Request from

Date of Request Click here to enter a date.  
\_\_\_\_\_ Type Agency Name

Defendant Name: \_\_\_\_\_  
First Last Pacts #:

Justification for this request:

A Copayment waiver is requested for:

- 60 Days** Approval End Date: \_\_\_\_\_
- 90 Days** Approval End Date: \_\_\_\_\_
- Fixed Rate of \$25 a month - Behavioral Health Court Disability**
- Fixed Rate of \$50 a month – Specialty Courts**

I certify I have discussed this request with the designated probation officer prior to this request.

# Admissions

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF UTAH  
PROBATION AND PRETRIAL SERVICES OFFICE

## ACKNOWLEDGMENT OF USE AND PRESUMPTIVE POSITIVE URINE SAMPLE

This is to acknowledge that I, \_\_\_\_\_

Acknowledge the use of \_\_\_\_\_ on or about \_\_\_\_\_  
(Substance) (date)

and will comply with sanctions authorized by the U.S. Court and the U.S. Probation and  
Pretrial Services Office.



**All Samples go to our Lab!**

**We provide shipping. You provide pick up days or drop off at Fedex nightly.**

**Collect Walk-In Tests Outside our system. Let us know the extra cost.**

**Not deducted from invoice but sent to our lab for tracking.**



# BLANKET PURCHASE AGREEMENT

- **Questions?**

- First, read the Common Vendor Questions
- Second, read the updated Vendor Questions
- Third, read the Bid.
- Fourth, read the example
- Fifth, submit written questions for everyone to see to question and answer, by July 22, 2022 10:00 a.m. MDT

**We Need a point of contact.**





# INVOICES

- **Invoice Due Date**

- Invoices must be submitted to the U.S. Probation Office by the 10<sup>th</sup> of each month. If the 10<sup>th</sup> of the month falls on a weekend or holiday, then invoices are due the next business day.
- Invoice must be signed and certified by an Authorized Official of the vendor. The Authorized Official is listed under Section K of your proposal.
- You must use our tracking logs and invoice templates.



# INVOICES SUPPORTING DOCUMENTATION

- **Sign-In/Out Logs should:**
  - Reflect the Client's **signature** upon arrival to submit a sample;
  - Document any co-payment received.
  - **IMPORTANT** : This information is used to certify the monthly invoice.
  - Turn in the nightly list of collections and missed tests.

# Local needs Section C.

Random Days  
Standard Hours  
Printing forms



- Update all new staff

**Attachment C**

**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 credentials (licenses and certification) by project code. Staff providing sex-offense specific services must certify that the evaluator adheres to the established ethics, standards and practices of the Association for the Treatment of Sexual Abusers (ATSA). The offeror shall complete the certification section below.

PC	NAME	TITLE	DUTIES	EDUCATION	EXPERIENCE	CREDENTIALS
----	------	-------	--------	-----------	------------	-------------

**CERTIFICATIONS**

(check all that apply)

I certify herein that no proposed staff members 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).





HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

REGISTER/UPDATE ENTITY

You can register your Entity (business or government agency) to do business with the Government. If you are interested in registering your Entity, you must first create a SAM User Account.

Register/Update Entity

Payments Direct Deposit  
NO Fee to sign up

fsd.gov

Federal Service Desk  
Support on U.S. Government contracts and grants systems



Federal Service Desk

Contact FSD

News and Announcements

Purpose

The purpose of the Federal Service Desk (FSD.gov) is to help visitors get the information and assistance they need for the systems (websites) that the FSD supports. *Note: There are NO fees associated with any FSD supported systems.*

Supported Systems

- System for Award Management (SAM)
- Catalog of Federal Domestic Assistance (CFDA)
- Electronic Subcontracting Reporting System (eSRS)
- Federal Business Opportunities (FBO)
- Federal Procurement Data System (FPDS-NG)
- FFATA Subaward Reporting System (FSRS)
- Wage Determinations OnLine (WDOL)

Live Chat

Web Form

Hours of Operation

Monday - Friday 8 a.m. to 8 p.m. ET

ALERT: SAM.GOV REGISTRATION IS FREE

There is NO FEE to register, or maintain your registration, in the System for Award Management (SAM.gov). If you receive an email from a company claiming to represent SAM.gov, be cautious. If you get an e-mail from a company offering to help you register in SAM.gov asking you to contact them and pay them money, be cautious. These messages are not from the Federal Government. It is FREE TO REGISTER in SAM.gov for any entity.

This Site

Other Sites

Supported Sites

Contact



- Reporting / Documentation
  - Daily reporting requirements
  - Monthly reporting (documents needed for invoice)
  - Quarterly reporting – Discharge Summary
  - Invoice procedure



**THE MONTHLY**



**NTE = NOT TO EXCEED!**

**Please keep track.**

**Let us know if you're getting close to exceeding.**



*That's all Folks!*