



## MEMORANDUM

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**To:**

**FROM:** Angelo DeFeo, Senior U.S. Probation Officer

**RE:** Response to RFP Inquiries

**DATE:** July 29, 2015

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Below you will find the responses to your inquiries regarding Solicitation No.: 0863-2016-0005.

- 1) **Who currently holds this contract for services or is it a new service?**  
Not applicable
- 2) **If this is an existing service, how many current agencies are conducting these services?**  
One agency. This solicitation is for Polk County only.
- 3) **How many counselors do you anticipating an agency to need to full fill this contract?**  
This is up to the discretion of the agency. As long as the services requested are being fulfilled in a timely manner.
- 4) **What is the highest amount of clients served in one month over the last contract term?**  
Not applicable. Please see estimated monthly quantities under the RFP.
- 5) **What is the lowest amount of clients served in one month over the last contract term?**  
Not applicable. See question 4.
- 6) **Can we obtain a geographical breakdown of client referrals/service needs per county served?**  
See RFP.
- 7) **Since the geographical area of the Southern District is 47 counties, if we do not have an existing office space in one of the areas we would like to serve, how much time would we have to secure office space and begin providing services after the contract**

**initiation?**

The agency would need to bid for each solicitation separately. This solicitation is only for Polk County, Iowa.

**8) What areas of the state are the highest served through this contract in the past?**

Not applicable.

**9) What is the administrative fee cap for this contract?**

Vendors may incorporate their administrative costs into their overall bid for services. Additional administrative fees can be collected as a percentage of co-payments collected, as it relates to the costs associated with processing said payments.

**10) Can you please further explain how the defendant copayment system works and what we could expect as an agency from that? Do all defendants have to pay a copay?**

Co-payment amounts vary based on individual circumstances and are determined at the discretion of the U.S. Probation Officer.

**11) If a client that is referred to us through this contract also wants/needs mental health therapy can they be referred on to our therapist if they choose or do they have to go to a different provider who is contracted with US Probation Services?**

This contract is for substance abuse testing and treatment only.

**12) What other agencies have submitted questions for this solicitation?**

Not applicable

**13) Do you have a preferred price range for a price cap for the services you are requesting be conducted through this contract?**

No.