A picture containing object, food, rug, cup

Description automatically generated

Minutes: Presolicitation Offerors' Conference held on June 4, 2024, via Zoom

Time: 10:00 a.m. to 10:30 a.m.

**Please note that the RFP posting date and deadlines have changed since the meeting was held. All dates have been pushed back one week. The dates shown below are different from what was discussed in the solicitation meeting but are now correct.**

1. Introduction of Samuel Casselton
2. NCPO and BPA descriptions. Solicitation is just for BPAs
3. PowerPoint presentation of solicitation cycle by Samuel Casselton

**Assessment Phase (see PowerPoint slides for additional information)**

Currently assessing client needs

Designing catchment areas (geographic area which may be a zip code, city, county, or multiple). Vendors must be in the catchment area. The area will be listed in the solicitation.

Identify vendors to be sent Request for Proposal. Interested vendors can submit a letter of interest to Samuel Casselton.

Request for Proposal packets will be emailed to vendors during the week of July 8, 2024. Packets also to be posted to <https://www.mnp.uscourts.gov/solicitation>. The packet will list the date and time that it needs to be returned. Proposals need to be emailed to [treatment\_solicitations@mnp.uscourts.gov](mailto:treatment_solicitations@mnp.uscourts.gov), no paper copies. It will list project codes and descriptions in the attached Statement of Work. The Statement of Work also lists expectations for the vendor, including facility requirements, file maintenance, and staff restrictions. The required staff qualifications for each project code are also listed in the Statement of Work.

The packets will be due August 9, 2024.

Any questions must be submitted in writing no later than 12:00 p.m. Central Standard Time on July 19, 2024. All questions and answers will be posted to all vendors on the website ([www.mnp.uscourts.gov/vendors](http://www.mnp.uscourts.gov/vendors)) by 5:00p.m. on July 23, 2024.

**Evaluation Phase (see PowerPoint slides for additional information)**

There is a list of mandatory requirements.

Vendor site available to provide services within catchment area.

Staff qualifications (staff must meet the requirements for noted project codes).

Past performance may be considered.

**Award Phase (see PowerPoint slides for additional information)**

Onsite evaluations will be conducted for technically acceptable, lowest price vendor.

If facility meets all solicitation requirements, responsibility determination will be conducted.

Lowest priced, technically acceptable vendor will be awarded agreement.

Selected vendors will be mailed award packets mid-September 2024.

Vendor invoice documentation will be emailed mid-October 2024 and invoices are due the 10th of each month.

**Good to Know**

Agreements will be from October 1, 2024, through September 30, 2025. Option year 1 through 4 possible if client need is identified.

We cannot guarantee the number of referrals or when referrals will be received.

Funding is dependent upon Congress providing us a budget.

We ask that alternative funding sources be explored. We are the funding source of last resort (consolidated funding, insurance, etc.)

After awards, we do vendor monitoring visits once a year to review the facility and client files.

We encourage evidence-based practices and may ask for outcome measures.

**New for FY2025**

4 possible option years instead of 2

Telemed included on most treatment project codes

Monitoring and documentation requirement changes

**Current needs**

List of current needs is posted on our website. It may change but this is best assessment at the moment.

Meeting minutes and the PowerPoint will be posted at [www.mnp.uscourts.gov/Vendors by June 7](http://www.mnp.uscourts.gov/Vendors%20by%20June%207), 2024.

All request for proposals can be downloaded at [www.mnp.uscourts.gov/Vendors after](http://www.mnp.uscourts.gov/Vendors%20after%20July%20?) July 8, 2024.

**Questions/Answers from Vendors Present:**

**Question:**

If the powerpoint will be sent out.

**Answer:**

Yes, Sam can send out powerpoint.

**Question:**

Regarding MH services, is this inclusive of co-occurring SUD services.

**Answer:**

Substance Abuse Treatment for Re-entry Court Participants has now been added to the solicitation notification.

**Question:**

Do we send letter of intent to the same email that the proposals will go to?

**Answer:**

Yes, please, that would be great. Either send to treatment solicitations email address or Sam’s email as it stated Sam’s email address in PowerPoint presentation.