



# U.S. Probation and Pretrial Services

DISTRICT OF MINNESOTA



# Agenda

- ▶ Introductions of Staff

  - Kito Bess, Chief U.S. Probation Officer for the District of MN

  - Steve Blanding, Senior U.S. Probation Officer

  - Kiah Smith, Senior U.S. Probation Officer

  - Zach Zwahl, Senior U.S. Probation Officer

  - Trista Buttera, Senior U.S. Probation Officer

  - Kelly Moser, Senior U.S. Probation Officer

  - Kristina Gebhart, Senior U.S. Probation Officer

  - Brian James, Senior U.S. Probation Officer

  - El Shepherd, Senior U.S. Probation Officer

  - Sam Casselton, Contracting Officer

  - Dawn Heiber, Probation Services Assistant

- ▶ Powerpoint presentation

- ▶ Questions?

- ▶ Meeting minutes and the powerpoint slides will be posted at [www.mnp.uscourts.gov/Vendors](http://www.mnp.uscourts.gov/Vendors) by 4:30 p.m. on June 17, 2022



# Acquisition of Treatment Services and Transitional Housing Agreements – *Assessment Phase*

- ▶ Assess current client needs (must have an identified need to order to procure for services)
- ▶ Design catchment areas
  - ▶ Geographic area in the which the vendor must be located and provide services
  - ▶ Area could be a zipcode, city, county, or multiple
- ▶ Identify vendors to be sent a request for proposal
- ▶ Interested vendors submit letter of interest to Sam Casselton
- ▶ During week of June 28<sup>th</sup>, solicitation packets will be mailed to identified vendors. Packets also will be posted to <https://www.mnp.uscourts.gov/solicitation>



# Treatment Services and Transitional Housing Blanket Purchase Agreement - *Assessment Phase*

- ▶ Request for Proposal Packets include:
  - ▶ Date and time the request for proposal is due (approximately 4 weeks)
  - ▶ Catchment area for providing services
  - ▶ Statement of Work (Section C)- lists all expectations for the vendor including file maintenance and reports, disclosure of information, staff restrictions
  - ▶ Project codes for needed services (description of each project code included in the Statement of Work)
  - ▶ Required staff qualifications for each project code (description included in the Statement of Work)
  - ▶ Local needs, if applicable (end of Section C)
  - ▶ Terms and conditions
  - ▶ Vendor questions must be submitted in writing by the deadline listed in the cover letter. All questions and answers will be posted at [www.mnp.uscourts.gov/Vendors](http://www.mnp.uscourts.gov/Vendors)



# Treatment Services and Transitional Housing Blanket Purchase Agreement - *Evaluation Phase*

- ▶ Mandatory Requirements with Pass/Fail Criteria
  - ▶ Submitted by date and time required
  - ▶ Vendor signed/dated submission
  - ▶ Provided all requested documentation
  - ▶ Project code price listed for all project codes/years (30-minute units)
  - ▶ Ability to provide services for all project codes noted in solicitation
  - ▶ Services are able to be provided on October 1<sup>st</sup>
  - ▶ Provide two copies of proposal, if requested
- ▶ Vendor site available to provide services within catchment area
- ▶ Staff Qualifications (staff must meet the requirements for noted project codes)
- ▶ Past performance may be taken into account



# Treatment Services and Transitional Housing Blanket Purchase Agreement - *Award Phase*

- ▶ On-site evaluation conducted for technically acceptable, lowest price vendor
- ▶ If offeror's facility meets all solicitation requirements, responsibility determination will be conducted:
  - ▶ References contacted
  - ▶ Verify vendor is a legal business in State of MN
  - ▶ Review list of parties excluded from federal procurement programs
- ▶ Lowest Priced, Technically Acceptable vendor awarded agreement
- ▶ Selected vendors will be mailed award packets during mid September
- ▶ Vendor invoice documentation is emailed by District Court during October. Invoices are due by the 10<sup>th</sup> of each month. Payments are issued by the U.S. Department of the Treasury through direct deposit.



# Good To Know

- ▶ Agreements begin October 1, 2022, and end September 30, 2023. Option year 1 and 2 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
- ▶ To judiciously use public funds and assist as many clients as possible, we ask that alternative funding sources be explored and we are the funding source of last resort (i.e. consolidated funding, insurance).
- ▶ Vendor monitoring visits are conducted in the Fall and Spring each year to review the facility and client files. We encourage evidence-based practices by vendors, and outcome measures may be requested.



# Current Needs

- ▶ Sex Offender Treatment

- ▶ Identified Catchment areas (subject to change)

- City of Minneapolis

- City St Paul

- McLeod County

- Stearns County

- ▶ Mental Health Treatment

- ▶ Identified Catchment areas (subject to change)

- Ramsey County

- Olmsted County



# Current Needs

- ▶ Mental Health Treatment, Re-Entry Court Participants
  - ▶ Identified Catchment areas (subject to change)
    - Ramsey County
    - Hennepin County
- ▶ Manualized Cognitive Behavioral Group
  - ▶ Identified Catchment areas (subject to change)
    - Ramsey County
    - Beltrami County
- ▶ Short-term co-occurring residential treatment for juveniles only
  - ▶ Identified Catchment areas (subject to change)
    - State of Minnesota



# Current Needs

- ▶ Residential Reentry Centers (provisional shelter for pretrial defendants and material witnesses)
  - ▶ Identified Catchment areas (subject to change)
    - City of Duluth
    - City of St Paul
    - Ramsey County
    - Hennepin County
- ▶ Substance Abuse Treatment and/or Testing
  - ▶ Identified Catchment areas (subject to change)
    - St. Louis County
    - Beltrami County
    - Ramsey County
    - Hennepin County



# Summary

- ▶ Meeting minutes and the powerpoint slides will be posted at [www.mnp.uscourts.gov/Vendors](http://www.mnp.uscourts.gov/Vendors) by 4:30 p.m. by June 17, 2022
- ▶ All request for proposals can be downloaded at [www.mnp.uscourts.gov/Vendors](http://www.mnp.uscourts.gov/Vendors) after the mailing
- ▶ Questions?