

Minutes: Presolicitation Offerors' Conference  
June 13, 2019  
U.S. Probation and Pretrial Services, District of Minnesota

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

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- 1) Introduction of staff present by Lisa Martinetto, Contracting Officer and Senior U.S. Probation Officer
- 2) PowerPoint presentation of solicitation cycle by Lisa Martinetto

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

Currently assessing client needs and designing catchment areas (which may be a zip code, city, county).

Vendors must be located in the catchment area. The area will be listed in the solicitation.

Request for Proposal packets will be mailed to vendors the week of July 8, 2019. The packet will list the date and time that it needs to be returned. It can be mailed or hand delivered. It will list project codes and descriptions are available in the attached Statement of Work. The Statement of Work also lists the 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.

Any questions must be submitted in writing by the date and time listed in the cover letter. All questions and answers will be posted for all vendors on the website ([www.mnp.uscourts.gov/Vendors](http://www.mnp.uscourts.gov/Vendors)).

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

Vendor must be able to provide all project codes.

Services need to be available on October 1, 2019.

Vendor site for providing services must be in noted catchment area.

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

Onsite evaluation will be conducted for technically acceptable vendor.

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

Technically acceptable, lowest bid will be awarded the agreement.

Vender award packets will be mailed the middle of September 2019.

Agreements will be from October 1, 2019, through September 30, 2020. Two additional optional years are available if client needs are identified.

### **Good To Know**

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

Funding is dependent on Congress.

We conduct vendor monitoring twice a year.

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

### **Current Needs for Agreements**

#### Sex Offender Treatment:

Minneapolis, St. Paul, McLeod County, Stearns County, and Olmstead County

#### Mental Health Treatment:

Ramsey County

#### Manualized Cognitive Behavioral Group:

Metro area (catchment area pending)

#### Residential Reentry Center for pretrial clients and material witnesses:

St. Paul, Duluth, and Minneapolis

#### Substance Abuse Testing and Treatment (may be separate agreements or combined depending on the location):

Duluth, St. Cloud, Ramsey County, Hennepin County, and Anoka County

### **3) Questions/Answers from Vendors Present:**

Question No. 1: What drug testing collections will be solicited?

Answer: Depending on the catchment area, we will solicit for urine testing, sweat patch testing, and breathalyzers. The agreement will list exactly what testing modules we are seeking.

Question No. 2: Does the service center need to be in the catchment area?

Answer: Yes, it does. If the catchment area says Ramsey County, the services will need to be provided in Ramsey County.

Question No. 3: Is there a limit to the number of awards?

Answer: The contract will note the number of agreements we are seeking within a particular catchment area. For instance, if the request for proposal lists award to one or two vendors, we will award to one or two technically acceptable vendors.

Question No. 4: Will the request for proposals be provided in paper form or on a thumb drive?

Answer: Paper. It will come in the mail. Please read the documentation closely. If you had an agreement in the past, do not assume the requirements are the same. It does change occasionally, so please read it carefully.

Question No. 5: Will substance abuse treatment and testing be on the same agreement?

Answer: Possibly, but they will likely be on separate agreements depending on the catchment areas.

#### **4) Closing Summary**

If you have any questions or would like to be sent a particular Request for Proposal, please contact Senior U.S. Probation Officer Lisa Martinetto prior to the week of July 8, 2019.

All Request for Proposals will be available for download on the website after the mailing occurs. If you know others who may be interested, please feel free to provide them the information.