

Local Services FY 2023, 2024, 2025

Catchment Area – MIDDLE DISTRICT OF FLORIDA

Project code 1010:

- 1) If circumstances necessitate the collection of unobserved specimens, the vendor shall contact the USPO/USPSO or the contracting officer for approval.
- 2) For those clients receiving counseling services (project codes 2010, 2020, 2022, 2030, 6010, 6030, and 6015) random urine collection days cannot coincide with pre-set counseling appointments more than 50% of the time of each client.
- 3) In the operation of the automated phone notification system for random urine collection, clients shall be assigned the following colors which coincide with the number of specimens they should provide per month: white for six samples per month; green for five samples per month; red for four samples per month; purple for three samples per month; blue for two samples per month; yellow for one sample per month; and black for non-collection days.
- 4) The vendor shall maintain internet capability as well as a laser printer (at the expense of the vendor) to complete the chain of custody form on the Asterian website for the Middle District of Florida's web-based toxicology program.

Project Codes 1010, 2000, 2010, 2011, 2020, 2022, 2030, 5011, 6000, 6010, 6015, 6016, and 6030:

- 1) The vendor shall have urine collection, evaluation and counseling services available weekly to accommodate clients who work varied schedules. This is defined as being open four days per week, at least six hours per day. Three of the four days must be weekdays. The contracting officer or designee will confirm the vendor's primary location in the event the vendor has multiple locations in the catchment area.

Project Codes 2000, 2001, 2010, 2011, 2020, 2022, 2030, 5011, 5012, 5022, 5023, 5030, 6000, 6010, 6012, 6015, 6016, 6022, 6030, 6032, 6050, 6051, 6091, and 7013:

- 1) The vendor shall designate specific clinicians, therapists, doctors, or qualified practitioners to provide services to federal clients. The number of designated staff cannot exceed three per site location per agreement without a written request to and written permission from the contracting officer. The request can be by letter or email.
- 2) The vendor shall maintain an internet email address for administrative communication with the USPO/USPSO, contracting officer or designee. The vendor must monitor the email address at least every 48 hours, Monday through Friday, and respond to communication within two business days.
- 3) The vendor shall ensure that the approved clinicians, therapists, doctors, or qualified practitioners provide both a direct phone number and email so that the USPO/USPSO, contracting officer, or designee may communicate with said vendor staff. All communication made by the USPO/USPSO, contracting officers, or designee shall be responded to by the vendor staff within two business days (unless vendor staff was otherwise on approved leave).
- 4) The vendor shall notify the USPO/USPSO and the contracting officer in writing of any staff changes within 48 hours of knowledge of the change and provide documentation of any required licensing, certification, experience and education requirements, or changes thereof. The vendor shall submit an Offeror's Staff Qualifications form (Section L Attachment C) for each new staff member added under the agreement.

Project codes 5022 and 5023:

- 1) The polygraph examiner must, when asked by the officer, be able to provide the service within space and facilities by the USPO/USPSO at the locations of 1800 Second Street, Sarasota, Florida; 2110 First Street, Fort Myers, Florida; 300 N. Hogan Street, Jacksonville, Florida, 1970 Michigan Avenue, Cocoa, Florida; 207 NW Second Street, Ocala, Florida, and 401 W. Central Blvd, Orlando, Florida, on quarterly basis. Examiner must have mobile examination equipment available for testing. Examiners will be reimbursed for travel pursuant to project code 1401.

This requirement is not in lieu of the provisions set forth in the Request for Proposals which require the vendor (and any proposed subcontractors) to maintain an acceptable facility located within the defined catchment area.

Project Codes 5012, 6012, 6022, 6032, 6091, and 7013:

- 1) Therapists providing services must meet the Requirements to be a Qualified Practitioner for Completing Risk Assessments and Treatment of Sexual Offenders, Florida Administrative Code 64B4-7.0081.

Project Codes 2010, 6010, and 6015:

- 1) It is expected that the intervention/counseling will be a format utilizing Cognitive Behavioral Therapy (CBT). Treatment Planning and progress notes must incorporate and document CBT interventions.

Project Code 2001:

- 2) The required residential placement services will be for both males and females.

In addition to the local service requirements applicable for the entire Middle District of Florida, the following local services are required in the Ft. Myers/North Ft. Myers, Jacksonville, Orlando, Western Hillsborough County, and Winter Haven catchment areas:

Project Codes 2010, 2011, 2021, 2022, 2030, 5011, 6000, 6010, 6030, and 6015:

Project Code 2022:

- 1) In lieu of the provision set forth in the Blanket Purchase Agreement page C-13 which indicates, "The vendor shall ensure: (1A) The trained facilitator has successfully completed training for the specific manualized CBT program being utilized. The completion of such training shall be documented. A trained facilitator shall not be required to have clinical oversight," the following provision is applicable: The manualized CBT program shall be Moral Reconciliation Therapy (MRT). Vendors are not required to have staff trained in

MRT prior to award of the Blanket Purchase Agreement. The lowest priced, technically acceptable vendor will have the opportunity to become certified in MRT within 45 days post award (at the vendor's cost); however, the offeror's proposal must ensure the following:

- (1) Identified staff have successfully completed the training for MRT facilitators by November 15, 2022. The completion of such training shall be documented and provided to the Contracting Officer no later than November 15, 2022. A trained facilitator shall not be required to have clinical oversight.
- (2) MRT Groups commence no later than December 1, 2022.
- (3) The vendor shall provide the first MRT workbook to each enrolled participant. Costs of the workbook shall be incorporated into the vendor's bid for services. Subsequent replacement or lost workbooks shall be paid for by the person under supervision.

In addition to the local service requirements for the entire Middle District of Florida, the following local services are required in the Jacksonville, Orlando, Eastern Hillsborough County, and Western Hillsborough County.

Project Codes 2000, 2010, 2011, 2030, 5011, 6000, 6010, 6015, 6016, and 6030:

- 2) Services must be able to be provided fluently in both English and Spanish. The vendor is only required to have one bilingual therapist on staff to provide the services.