SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

NOTE: OFFEROR T COMPLETE BLOCKS 12, 17, 23, 24, AND 30.

1. REQUISITION NUMBER	PAGE 1 OF
OBI260041	112

2. CONTRACT NUMBER	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
			9594CS26Q0057	7/31/2026

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER *(No collect calls)*	8. OFFER DUE DATE/ LOCAL TIME
	RoShawn Washington	202-442-1719	8/14/2026 03:00PM EDT

9. ISSUED BY CODE	10. THIS ACQUISITION IS	
Court Services and Offender Supervision Agency Office of Procurement 800 North Capitol Street, NW 6th Floor Washington, DC 20002	☒ SMALL BUSINESS ☐ HUBZONE SMALL BUSINESS ☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB) ☐ WOMEN-OWNED SMALL BUSINESS (WOSB) ☐ ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) ☐ 8(A)	☐ UNRESTRICTED OR ☐ SET ASIDE: 100 % FOR: NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 621330 SIZE STANDARD: $9M

11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)	13b. RATING 14. METHOD OF SOLICITATION
☒ SEE SCHEDULE		☐	☒ REQUEST FOR QUOTE (RFQ) ☐ INVITATION FOR BID (IFB) ☐ REQUEST FOR PROPOSAL (RFP)

15. DELIVER TO CODE	16. ADMINISTERED BY CODE
See Section F.3 Place of Performance	See Block 9

17a. CONTRACTOR/ OFFEROR CODE / FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE
Offerors as Identified TELEPHONE NUMBER	Court Services and Offender Supervision Agency Office of Financial Management 800 North Capitol Street, NW Washington, DC 20002

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☒ SEE ADDENDUM

19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Psychotherapy and Counseling Services See Sections B thru M via Attachment *(Use Reverse and/or Attach Additional Sheets as Necessary)*				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT *(For Government Use Only)*

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA (Note: FAR 52.212-4 and 52.212-3 are not incorporated) ☒ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☒ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

☐ 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)*	31c. DATE SIGNED
		Elijah Anderson	

Continuation of SF1449

Listing of Incorporated Purchase Requisitions

Purchase Requisition Numbers and accounting data to be incorporated at the purchase award.

See Attachment J-12 for Pricing Tables

SECTION B – SERVICES AND PRICES

B.1 The Total Firm Fixed Price of this contract is $ TBD at Award.

B.2 Contract Type. A firm-fixed-unit-price purchase order establishes fixed-prices for services but does not establish the quantity, quantities are estimated. ***The Government does not guarantee the quantities identified will be met.*** The Contractor shall provide all services required for all contract line items included in this award in accordance with Section C, Statement of Work (SOW).

B.3 Upon delivery and acceptance of the item(s) specified in the DELIVERABLES in SECTION F and described in SECTION C of this contract, the Government shall pay to the Contractor the total fixed price.

B.4 North American Industry Classification System (NAICS) and Small Business Size Standard. The NAICS Code for this acquisition is 621330 – Office of Mental Health Practitioners (except Physicians), and the small business size standard is $9.0 M.

B.5 Small business set aside. This requirement is a small business set-aside, with the above-mentioned NAICS code and size standard. In response to this RFQ, the entity must show as a small business status under www.sam.gov certification to be eligible for award.

B.6 Services. Contractors shall provide services in accordance with the Section C SOW.

B.7 Contract Line-Item Number (CLIN) Breakdown. The tables below are a breakdown of all the services to be performed under the CLIN for each period of performance, i.e., CLIN 0001, 10001, and so on.

B.8 Purchase Order Funding. The Contractor is not authorized to exceed the obligated amount on this order. Per Section F.1, this order has a base period of twelve months and four 12-month option periods.

B.9 Purchase Order Ceiling (Not-to-Exceed) Amount. This purchase order sets a ceiling price. The ceiling represents the total dollar amount that may be incurred and expended for all efforts on this purchase order, including the base and all option periods. The ceiling price is the "Total Purchase Order NTE Amount (Base Period and Option Periods)" identified above. ***Notwithstanding the purchase order's stated ceiling price***, the

Government's liability to the Contractor ***is limited to the total obligated (funded) amount on the purchase order***. ***The Contractor shall not perform work under this purchase order that will cause it to exceed the total obligated amount on the purchase order.***

SECTION C –STATEMENT OF WORK

CSOSA PSYCHOTHERAPY AND COUNSELING SERVICES

C.1.0 INTRODUCTION/BACKGROUND

The Court Services and Offender Supervision Agency (CSOSA) was established under Section 11232 of the National Capital Revitalization and Self-Government Improvement Act of 1997 to effectuate the reorganization and transition of functions relating to pretrial services, parole, adult probation, and supervision in the District of Columbia to a Federal Executive Branch agency. CSOSA's mission is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community through the supervision of all probationers, parolees and supervised releases held under the authority of any United States or District of Columbia statute, or any other lawful authority entrusted to the district.

Within CSOSA, the Office of Behavioral Intervention (OBI) serves as the central hub for delivering evidence-based interventions for Supervisees in differing stages of change at various field locations. OBI offers a comprehensive range of in-person psychotherapy and counseling services designed for individuals with trauma, victimization, a history of substance use, and mental health needs. These services are structured to provide both clinical and therapeutic support that helps supervisees understand their experiences, build coping skills, and make meaningful changes in their lives. coordinates and delivers comprehensive treatment designed to address one or more criminogenic risks and needs that pose challenges to Supervisees' successful re-entry into the community and compliance with release conditions.

C.2.0 OBJECTIVES

The objective is to obtain Psychotherapeutic Services, specifically, evidence-based Trauma, Violence & Victimization, Psychotherapy, and Therapeutic Relationship Group Therapy sessions; with Individual Psychotherapy sessions as requested or needed basis.

The Contractor shall be capable of performing all tasks listed in the SOW at all CSOSA designated facilities and remotely via a telehealth system, if necessary. Telehealth is the use of electronic information and telecommunications technologies to support and promote long-distance clinical health care, patient and professional health-related education, public health and health administration. The Contractor shall provide proof of a Health Information Portability and Accountability Act (HIPAA) compliant telehealth platform (**See Deliverable Table in Section F**) for delivery of all tasks, within ten (10) of contract award to the Contracting Officer's Representative (COR).

C.3.0 SCOPE/REQUIREMENT C.3.1 The Referral, Authorization Process

C.3.1.1 Referral, Authorization. CSOSA will grant the Contractor access to the CSOSA case management system. The COR shall provide a Vendor Referral Letter (VRL) as authorization for the Contractor to contact each Supervisee to receive any of the treatment services listed as tasks. The referral authorization shall contain the following:

C.3.1.2 Vendor Referral Letter (VRL). The COR shall provide a VRL (**see Attachment J-1**) to the Contractor with a minimum of twenty-four hours prior to each admission. The VRL shall contain the following:

1. Client name**.**
2. Supervisee CSOSA identification number
3. Admission date.
4. Projected discharge date.
5. The maximum dollar amount authorized for the placement duration.
6. The COR's name and e-mail/contact information.
7. The Supervisee's Community Supervision Officer's (CSO) email/contact information; and

C.3.1.3 Clinical Assessment and Additional Documentation. The referral package shall contain clinical assessments (current or prior), or a summary of presenting issues. Along with the VRL, the referral package shall contain (1) Authorization for Release of Information and Waiver: General Third-Party Disclosure (**see Attachment J-2)**; and (2) Release of Information: Privacy Act Waiver **(see Attachment J-3).**

C.3.1.4 If the contractor is unable to reach the CSO/Supervisory CSO (SCSO) to schedule or reschedule an appointment, the Contractor shall contact the COR via email, copying all parties affected. If after three consecutive business days, no response is received, the referral will be closed.

C.3.1.5 Duration. The contractor can request additional services. The length of the service may be extended by the COR in consultation with the Contractor, the Program Office, and the Community Supervision Officer (CSO). An updated VRL will be provided to the Contractor by the COR to cover any placement extension.

C.3.2 Key Personnel Requirements/Qualifications.

C.3.2.1 Psychologist Qualifications. The Psychologist shall possess:

- **a.** A PhD. or PsyD or equivalent in Behavioral Health from an accredited graduate program in Behavioral Health.
- **b.** A full, current, and unrestricted license to practice in Behavioral Health in the District of Columbia, or a state, territory, or Commonwealth of the United States.
- **c.** At least three years, within the last seven years of verifiable work experience as a Behavioral Health Clinician.
- **d.** At least three years, within the last seven years of verifiable work experience presenting findings, preparing reports for adults in forensics setting. Experience working with Supervisees is preferred; and

C.3.2.2 Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC). The LCSW or LPC shall possess:

a. A master's degree from a graduate program in Clinical Social Work Council accredited by the Social Work Education (CSWE) Commission on Accreditation (COA); or LPC graduate program in Counseling accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP).
b. A full, current, and unrestricted license to practice Clinical Social Work or Counseling y at the master's degree level in the District of Columbia, or a state, territory, or Commonwealth of the United States.
c. At least three years, within the last seven years of verifiable work experience as a Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor
d. At least three years, within the last seven years of verifiable work experience presenting findings, preparing reports for adults in forensics setting. Experience working with Supervisees is preferred.

C.3.3 Schedule. The Contractor shall provide the necessary staff and labor to facilitate group and individual therapy sessions for Supervisees. The staff shall be available to provide on-site or virtual group psychotherapeutic services, to include 60 minutes for group facilitation or individual therapy and 30 minutes for administrative/documentation tasks, twice per week. Upon request, the Contractor shall provide the necessary staff and labor to facilitate case consultations when clinically indicated for up to 60 minutes per session. All services may occur any time, during the hours of 9:00 am – 7:00 pm, Monday through Friday. An agreed upon staffing schedule will be developed between CSOSA and the Contractor at the post-award meeting.

Session/Activity	Length of Service (Hours)	Frequency	Total Hours per Week
Psychotherapy Group Session	1.5	2 sessions/week	3
Trauma Group Sessions	1.5	2 sessions/week	3
Violence & Victimization Group Sessions	1.5	2 sessions/week	3
Relational Group Therapy Sessions	1.5	2 sessions/week	3
Individual Psychotherapy	1.5	Upon Request	
Case Consultation	1.0	Upon Request	
Total	**9**		**12**

C.3.3.1 The Contractor shall ensure that each group session has clearly defined topics, goals and objectives that are designed to assist Supervisees with developing more adaptive strategies to improve their thinking and behavior. Group topics shall be in the categories of psychodynamic, cognitive behavior therapy, humanistic and integrated psychotherapy. (For example, group services shall focus on helping participants disclose their innermost conflicts of being victims of violence, grief and loss, trauma, low self-esteem, substance abuse, mental illness, and the impact it has on their emotional adjustment).

C.3.3.2 For each type of group, CSOSA anticipates scheduling two group sessions per week at assigned CSOSA locations. Combined, the total number of group sessions scheduled per year may not exceed 416 sessions. Each group session will include between one and 12 participants and shall be conducted in accordance with the agreed upon schedule. The Contractor staff conducting each session shall arrive [or log-on if Telehealth] no later than fifteen minutes prior to the scheduled session. For all virtual group and individual therapy sessions, the Contractor's telehealth system shall allow participants to log in at least 5 minutes before the start of each session.

C.3.3.3 At the beginning of each group session the Contractor shall provide a sign-in sheet for all supervisee to sign. A copy of all group sign-in sheets shall be submitted to the COR. Sign-in sheets may be hand delivered, or may be submitted via electronic mail, in accordance with Security and Privacy - Personally Identifiable Information (PII), Personal Health Information (PHI), or Sensitive Information Storage and Handling regulations (**see section H.1.10**) pertaining to the use of electronic media for the transmission of sensitive of supervisee information.

C.3.3.4 During the 60-minute group session, the Contractor shall conduct the requested psychotherapy group sessions and shall enter the completed treatment progress notes in the CSOSA case management tracking system no later than one business day following the delivery of the group/individual intervention service.

C.3.3.5 At a minimum, the following information must be included in the CSOSA case management system module:

- **a.** Supervisees' Identification Information (Name, CSOSA ID, etc.).
- **b.** Group Topic, Goals, Objectives
- **c.** Group Session Date and Time.
- **d.** Confirmation of the group participation and/attendance.
- **e.** Summary of the Group Experience.
- **f.** Narrative Summary of any significant information relevant to the supervisee's participation in the group. The summary shall include information related to the supervisee(s) contribution to the group topic and/or information that may pose a threat to the safety of the supervisee or others.

C.3.4 Description of Services Psychotherapy group/individual services must be provided by a trained and licensed Behavioral Health Clinician that uses evidenced based interventions to change behavior and dysfunctional thinking. This psychotherapy must be intense, cognitive behavioral interventions designed to reduce the likelihood of reoffending.

C.3.4.1 Psychotherapy Group Services Requirements. The Contractor shall facilitate direct evidence-based psychotherapy group sessions using a cognitive-behavioral evidence-based curriculum that possesses demonstrated effectiveness in achieving the following:

Through the use of psychological techniques this group will encourage Supervisees to communicate their innermost conflicts and problems. Through the disclosure process the psychotherapy group will explore why Supervisees commit crimes, relationships between Supervisees in an institutional setting, increase awareness of processes of Supervisees' psychological growth and development, increase emotional regulation, as well as challenges involved in re-entering the community.

C.3.4.2 Trauma Therapy Performance Requirements. The Contractor shall facilitate evidence-based trauma therapy groups, and individual trauma therapy sessions, when referred, for all Supervisees and present findings. Trauma therapy using cognitive-behavioral evidence-based curriculum that demonstrates effectiveness in achieving the following:

This group should focus on the forms of trauma and abuse, the connection between trauma and substance abuse, the impact of trauma, and the process of healing from trauma. Since some of the residents served may suffer from Post-Traumatic Stress Disorder (PTSD), this group session will help residents develop the appropriate coping skills that address traumatic events.

C.3.4.3 Violence and Victimization Group Therapy Session Performance Requirement. The Contractor shall facilitate violence and victimization groups using a cognitive-behavioral evidence-based curriculum that possesses demonstrated effectiveness in achieving the following:

This group focuses on the forms of abuse and assault (physical, sexual, and mental) that Supervisees experience, how substance abuse leads to a Supervisees' victimization and identifying the perpetrators of these acts. The treatment model will combine mental health and advocacy. It will also address the impact of violence and victimization of the Supervisees' recovery process, reduce exposure to intimate partner violence, as well as reduce violence and re-victimization risk for Supervisees exposed to intimate partner violence.

C.3.4.4 Relational Group Therapy Performance Requirement. The Contractor shall facilitate relational therapy groups. The Contractor shall facilitate relational therapy groups using a cognitive-behavioral evidence-based curriculum that possesses demonstrated effectiveness in achieving the following:

Due to the stigma often attributed to Supervisees who abuse drugs, this group will focus on the factors that diminish a Supervisees' self-worth and image. This group will help Supervisees understand how interactions with others, and the messages received from others, have shaped their self-concept and affected their self-esteem. The group will use cognitive restructuring to help Supervisees increase their self-awareness, improve their self-esteem and shape the choices a supervisee makes throughout her recovery. The group will also focus on helping Supervisees to identify unhealthy relationships and co-dependent behaviors, grieve and reconcile loss, and create supportive and mutually satisfying relationships.

C.3.4.5 Individual Psychotherapy Session. Individual psychotherapy shall be requested by the COR for Supervisees who may benefit from individual psychotherapy in addition to group therapy, to improve their capacity to respond positively to group therapy. The Contractor, upon concluding individual therapy session(s), shall record each encounter in the CSOSA case management system.

C.3.4.6 Case Consultation. The Contractor shall participate in multi-disciplinary staffing with CSOs, clinical personnel, supervisory personnel, and community providers (as appropriate), on an as needed basis as directed by the COR. Case consultations will be scheduled for 30 minutes per Supervisee. The COR will issue a referral authorization for each case consultation. In case consultation referral authorizations, the COR will identify whether consultations may take place in person, or via telephone or web conferencing. The COR will also designate the Contractor personnel requested to attend, generally the clinician who provided direct treatment or intervention services to the Supervisee. The COR will schedule the consultation date and time in conjunction with the Contractor. Upon request, the Contractor shall provide the necessary staff and labor to facilitate case consultations when clinically indicated for up to 60 minutes per session.

C.3.5 General Administrative Requirements

C.3.5.1 No Show/Missed Appointment. If the Supervisee is a no-show (i.e., fails to report for the scheduled treatment service), the Contractor shall email the COR, Behavioral Health Administrator (BHA), Behavioral Health Coordinator (BHC), CSO and SCSO within 24 hours, or the next business day (**See DT-2 of Deliverable Table)**. All appointments and no-show notifications shall include the date and time for the appointment, and if the Supervisee is to be re-scheduled for another appointment. The rescheduled appointment shall take place no later than five (5) business days following the initial scheduled appointment. The Contractor is required to send e-mail notifications for no show/missed appointments on the same day as the scheduled appointment. In the referral authorization, the COR will provide the Contractor the e-mail addresses for all required recipients.

Supervisees are only allowed to miss one appointment before closure of their referral occurs unless the excuse is unforeseen and documentation is provided. The following are examples of unforeseen situations. The list below is not all inclusive.

- Urgent Care or Emergency Room Visit
- Hospitalization
- Incarceration
- Court Hearings
- Family Emergency or Deaths
- Natural Disasters

C.3.5.2 Telehealth Appointments. The Contractor shall schedule and coordinate all telehealth appointments for Supervisees in the referral process in section C.3.1.1. The Contractor must verify that each Supervisee has a valid email address recorded in the

case management system prior to scheduling any telehealth appointment. If a Supervisee does not have an email address on record, the Contractor shall schedule all appointments **in person** and ensure that the Supervisee receives all necessary appointment details during the in-person interaction. The Contractor shall maintain clear and complete documentation of all appointment scheduling activities.

C.3.5.3 Individual Supervisee Same-Day Cancellations. There may be circumstances that the Supervisee on short notice is unable to attend or met a scheduled appointment. In this case, the Supervisee or their CSO would notify the Contractor of the need for an urgent cancellation. The Contractor shall not be reimbursed for these types of cancellations.

C.3.5.4 Scheduling and Group Cancellation. The COR shall provide the Contractor with a schedule of group sessions, designating the group type, days of the week, times, and locations. The Contractor shall deliver the groups on-time, as scheduled, and may only invoice CSOSA for group sessions delivered. The Contractor shall not change or cancel group sessions without the express written direction from the COR. No less than twenty-four hours in advance, the COR shall provide written notice, via e-mail, to the Contractor to cancel a group session, or change the scheduled day, time, or location of a group session. The Contractor shall not be reimbursed for these types of cancellations.

C.3.5.5. Psychological Emergencies or Urgent Situations Involving Supervisees. If the Supervisee is demonstrating signs of or expressing wishes to engage in self-harm or to harm others, the contractor shall take the appropriate level of action to address the situation. This involves immediately evaluating (via clinical interviewing) the seriousness, specificity, and imminence of the threat, seeking legal or risk management advice via the COR, and ensuring the safety of the Supervisee, the public, or potential victim(s). The latter may include contacting 9-1-1 or the DC Department of Behavioral Health's Crisis Response Team to come to the CSOSA-designated site and evaluate the person's need for involuntary commitment.

C.**3.5.6 Supervisee Treatment File Maintenance, File Entries.** The Contractor is required to document a Supervisee's individual and group encounters in a Supervisee Treatment File in accordance with the requirements identified in this requirement. Supervisee Treatment File material shall be organized chronologically and should be consistently organized in accordance with standard case management practices. Because CSOSA may provide more than one referral authorization for an individual Supervisee, the Contractor may add information from each referral authorization to a Supervisee Treatment File already existing in the Contractor's records (or electronic health record system). The Contractor shall ensure that Contractor staff maintain complete confidentiality of all Supervisee Treatment Files. The Supervisee Treatment File shall, at a minimum, include:

- **a.** Referral Authorization Package.
- **b.** All referral information provided by CSOSA.
- **c.** CSOSA Consent for the Release of Sensitive Information Form signed and dated.
- **d.** Treatment Progress Reports.
- **e.** Treatment Plan signed by the Supervisee and the Contractor.

f. Weekly Progress Notes.
g. Monthly Progress Reports.
h. Clinical Material (if provided).
i. Discharge Report.
j. Sign-in Sheets.

C.3.5.6.1 Treatment File Storage and Removal. The Contractor shall ensure that all Supervisee Treatment Files are stored in a secured manner and location within the Contractor's facility (or electronic health record system). To ensure proper tracking of Supervisee Treatment Files, the Contractor shall establish a file tracking protocol to ensure that all Supervisee Treatment Files are retrievable upon the COR's request and organized in a manner to ensure accountability of the files and proper disposition upon the Supervisee's discharge.

C.3.5.6.2 Disposition of Treatment Files The Contractor is required to retain treatment files for all Supervisees. At the conclusion of the base period and each subsequent option period, the Contractor shall return any closed treatment files to CSOSA. Additionally, upon total contractual completion, the Contractor shall provide to CSOSA all remaining treatment files no later than 60 days after total contract completion. The Contractor is required to retain all remaining Supervisee's treatment files in accordance with professional requirements for state and federal national regulatory standards.

C.3.5.6.3 Closed Supervisee Treatment Files. When the COR notifies the Contractor, and Supervisee will no longer be receiving services from the Contractor, the Supervisee treatment file is considered closed. The Contractor shall close the Supervisee's treatment file and return an electronic version to the COR within three business days of the Supervisee's completion of, or departure from, the program. In returning closed treatment files to CSOSA, each file shall be clearly marked with the Supervisee's last name, first name, CSOSA ID and the date of close-out.

C.3.5.7 Administrative Discharge. In some instances, Supervisee behavior or other issues may develop that preclude the Supervisee from benefiting from the intervention. If the Contractor indicates that a Supervisee may not be able to complete individual or group sessions, the Contractor may request a staffing through the COR. If CSOSA personnel indicate that a Supervisee may not be able to compete individual or group sessions, the COR may request a staffing to decide if an administrative discharge is appropriate. The staff should include a review of the Supervisee's progress and include the CSO or SCSO prior to the Supervisee's administrative discharge, to motivate and encourage the Supervisee to full compliance, and to ensure that all reasonable treatment considerations have been exhausted. Upon making a decision to discharge a Supervisee administratively, the COR will notify the Contractor that the referral authorization is terminated.

C.3.5.8 Discharge Procedures. No later than five days after the date of completion of individual psychotherapy or group treatment, the Contractor must develop a written

discharge report (**See DT-3 of Deliverable Table)** and submit it to the COR and CSO electronically as well as load it into the Supervisee's CSOSA case management system Document Library. The discharge report must contain the following information, with a copy filed in the Supervisee's treatment file:

a. Supervisee's name.
b. The referral date.
c. The discharge date.
d. The number of sessions required and attended.
e. Reason for discharge.
f. Supervisee level of risk at time of discharge.
g. A summary of the overall individual therapy or group experience.
h. The name and telephone number of a person that can be contacted should the CSO require additional information.

C.3.5.9 Coverage. The Contractor shall ensure that appropriate coverage is provided to facilitate the groups in accordance with the schedule. Specifically, the Contractor shall provide a Psychologist, Licensed Clinical Social Worker, or Licensed Professional Counselor who are available to provide services in the absence of the provider. A roster showing such Coverage (**See DT-4 of Deliverable Table)** for scheduled meetings shall be provided to the COR within 10 days after award. If the Contractor is unable to provide the requisite coverage based upon the agreed schedule, the Contractor shall notify the COR or Contracting Officer if the COR is not available via email 24 hours in advance of each occurrence.

C.3.5.10 Certification and Accreditation Requirements. The Contractor shall comply with standards defined by the American Correctional Association (Adult Community Supervisorial Services, 4th edition), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the American Society of Addiction Medicine (ASAM).

C.3.5.10.1 The Contractor's personnel shall maintain current certification in cardiopulmonary resuscitation (CPR). The Contractor's personnel shall submit their certificate annually to the CO and COR (**See DT-5 of Deliverable Table)**.

C.3.5.10.2 The Contractor and Contractor's staff shall maintain current licensure and certification required to perform the services outlined within the requirement. The Contractor shall provide copies of the required licenses and certifications for all Key Personnel The failure to maintain current licensure and/or certification shall result in the immediate removal of unqualified personnel and may result in suspension of Contractor services until appropriate licensure or certification is obtained. Licenses and certification shall provide within 10 days after award.

C.3.5.11 Drug Testing. Due to the mission of the CSOSA DESIGNATED FACILITY, the Contractor must comply with all conditions of the Drug-Free Workplace Act of 1988.

C.3.5.12 Emergency Reporting. The Contractor shall immediately notify the COR with an email of any actions, events or deeds that appear to pose a safety concern, or an imminent danger affected by Supervisees or Contractors staff.

C.3.5.12.1 The types of events that are deemed an imminent danger are: building/physical plant concerns, discovery of weapons or items that may be used as such, as well as, the supervisee's suicidal ideations/ actions, verbal or physical threats, physical altercations, or any other action that suggests that the supervisee poses a threat to self or others.

C.3.5.12.2 In the event the COR is not available, the Contractor shall notify the Contracting Officer.

C.3.5.13 Unforeseen Closures, Work Stoppage and Government Closures. Uncontrollable or unforeseeable circumstances such as, acts of God or the public enemy, acts of the Government in its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, inclement weather, or special Federal or ceremonial events may cause the Government to close. Under such circumstances, CSOSA will not pay for sessions not conducted.

C.4.0 DELIVERABLE/REPORTING

Unless otherwise indicated in the Deliverable Table (**See Section F.1)**, the Contractor shall submit all reports and deliverables via secure and encrypted email to the COR and identified individuals. The Contractor shall maintain electronic copies of all reports in the Supervisee's electronic file. The Contractor shall upload all treatment-related reports to the Supervisee's "Document Library" in CSOSA case management system, as indicated in Deliverable Table.

C.4.1 Appointment Verification Email. The Contractor shall submit e-mail verification to the COR, Behavioral Health Administrator (BHA) and Behavioral Health Coordinator (BHC) and the Supervisee's CSO (contact information) of the Supervisee's attendance (attended or did not attend), appointment date and time, and Supervisee's identification information, for each individual appointment session (**See DT-6 of Deliverable Table)**. For each individual therapy session, the Contractor shall record the Supervisee's attendance or non-attendance in the electronic Supervisee file.

C.4.2 Treatment Progress Report. By the target date identified in the referral authorization, the Contractor shall submit a Treatment Progress Report for any type of treatment to the COR, Behavioral Health Administrator (BHA) and Behavioral Health Coordinator (BHC) and the Supervisee's CSO, designated in the referral authorization (**See DT-7 of Deliverable Table)**. The Contractor will upload the Treatment Progress Report to the Supervisee's "Document Library" in CSOSA case management system.

C.4.3 Treatment Plan. By the Supervisee's third visit with the Contractor, the Contractor shall develop a treatment plan addressing the Supervisee's presenting problem pursuant to the CSO's referral reason or identified in the Supervisee's Clinical Report of Findings **(See DT-8 of Deliverable Table)**. The supervisee's treatment plan shall be developed in

collaboration with the Supervisee and include at a minimum, the Supervisee's diagnosis, goal (in the Supervisee's own words), objectives and measurable action steps to achieve the objectives/goal(s), treatment strategies and modality, and frequency of visits. Both the Contractor and Supervisee shall sign and date the treatment plan at the time it's developed. The Contractor shall upload the treatment plan to the Supervisee's "Document Library" in CSOSA case management system and submit to the COR, Behavioral Health Administrator (BHA) and Behavioral Health Coordinator (BHC) and the Supervisee's CSO

C.4.4 Group Attendance Verification Report. The Contractor shall maintain an attendance sheet for each group session provided. The attendance sheet shall list the group date, time, type, each Supervisee expected to attend the group, and each Supervisee's actual attendance (yes or no). The Contactor shall provide a copy of the attendance sheet for each session for the COR, Behavioral Health Administrator (BHA) and Behavioral Health Coordinator (BHC) and the Supervisee's CSO by the target completion date (**See DT-9 of Deliverable Table)**. E-mail notifications are required on the same day as the scheduled appointment. E-mail addresses for required recipients will be provided in the referral authorization. For each group session, the Contractor shall record the Supervisee's attendance or non-attendance in the electronic Supervisee file.

C.4.5. No Show/Missed Appointment Report. The Contractor shall submit a No Show/Missed Appointment Report (**see Attachment J-4)** as verification to the COR, the Supervisee's CSO, Behavioral Health Administrator (BHA)and Behavioral Health Coordinator (BHC) of the Supervisees' no-show (i.e. fail to report for the scheduled Treatment sessions) by the target completion date (**See DT-10 of Deliverable Table)**. The report should include:

- **a.** Reporting Month
- **b.** Program / Department
- **c.** Prepared By
- **d.** Date Prepared
- **e.** Total Scheduled Treatment sessions
- **f.** Total Completed Treatment Sessions
- **g.** Total Missed Treatment Sessions (No-Shows)
- **h.** Same-Day Cancellations
- **i.** Overall No-Show Rate
- **j.** Appointment Attendance Overview
- **k.** No-Show Analysis
- **l.** Follow-Up Actions Taken
- **m.** Review and Approval

The Contractor shall provide all deliverables and reporting as outlined in the Deliverable Table (**Section F.1**). In accordance with the format specified in the Deliverable Table, the Contractor shall submit all deliverables and reporting to the COR and identified individuals.

C.4.6 Monthly Program Activity Report. The Monthly Program Activity Report **[see Attachment J-6) (See DT-11 of Deliverable Table)** serves as a tool for monitoring program utilization, participant engagement, treatment outcomes, delivery activities, and overall contract performance. The report shall include information regarding referrals received, scheduled placements, admissions, no-shows, discharges, and active cases for both Group Therapy and Individual Therapy services. In addition, the contractor must also provide details of all case consultations conducted during the reporting period, including the reason for the consultation and the outcome. A copy of the Monthly Program Activity Report shall accompany monthly billing invoices and submitted in accordance the attached Deliverable Table (**Section F.1**).

C.4.7. Quality Assurance Protocol (QAP). The Contractor shall develop and provide to the COR and CO, within ten (10) days of award, with a QAP that identifies what actions, processes, procedures, inspections, reviews, responsibility assignments the Contractor will utilize to ensure that the Contractor's performance complies with all the requirement requirements (**See DT-12 of Deliverable Table)**. The CO shall have ten (10) business days to review the QAP and provide the Contractor with any requested or required changes. The Contractor will then have five (5) business days to incorporate the CO's required/requested changes and return a final QAP to the CO. The Contractor's QAP shall be reviewed and updated as required, but no less than annually.

C.4.8. Translation Services/Special Language Requirements. The Contractor shall provide comprehensive American Sign Language interpretation, Foreign Language interpretation, Video Remote Interpreting (VRI), and document translation services to CSOSA to ensure effective communication with individuals who are deaf or hard-of-hearing or who have limited English proficiency when accessing covered government programs or services **(See DT-13 of Deliverable Table)**. These services are required when Supervisees attend appointments the Government determined necessary.

The Contractor shall establish and maintain a written agreement with a qualified interpreter service provider to ensure provision of language assistance services as needed throughout the contract period. This agreement must be carried out and received by the Government within 15 days of award. The interpreter service agreement shall ensure:

- **a.** Availability of qualified interpreters for all languages identified as necessary to serve the target population
- **b.** Response to time standards for both scheduled and emergency interpretation needs
- **c.** Compliance with all applicable federal regulations, including Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency)
- **d.** Quality assurance standards for interpreter qualifications, including demonstrated proficiency in both English and the target language
- **e.** Confidentiality protection consists of applicable privacy laws and regulations. The Contractor shall provide proof of this agreement to the Contracting Officer's Representative (COR) upon request and shall maintain documentation of interpreter service utilization throughout the contract period.

C.4.8.1. General Requirements. In the event the Contractor is required to provide assessment/evaluation services to a Supervisee needing a translator, COR will notify the Contractor. The Contractor shall maintain a sufficient pool of qualified personnel to meet the Government's anticipated needs. Upon the COR's request, the Contractor shall provide Interpretation Services. The Contractor shall adhere to all applicable federal, state, and local laws and regulations, including Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and nondiscrimination laws. All interpretation services shall be performed by interpreters who are: Certified or licensed as required by applicable Federal and state law; demonstrate proficiency in the relevant languages, as validated by the Government or through recognized testing/certification programs; and maintain professional standards and confidentiality requirements. The Contractor shall provide, at a minimum, 24-hour notice of any Contractor initiated schedule changes to accommodate for the translator services. All interpretation services shall be performed by interpreters who are: Certified or licensed as required by applicable Federal and state law; demonstrate proficiency in the relevant languages, as validated by the Government or through recognized testing/certification programs; and maintain professional standards and confidentiality requirements.

C.4.8.2. American Sign Language (ASL) Interpretation Services. Upon the COR's request, the Contractor shall provide qualified and certified ASL interpreters to facilitate communication between hearing and deaf or hard-of-hearing individuals. Interpreters shall be proficient in both spoken English and ASL, ensuring accurate and clear interpretation. Interpreters shall adhere to a code of ethics and maintain confidentiality. Services may be required for scheduled assessment/evaluation appointments or meetings.

C.4.8.3. Foreign Language Interpretation Services. Upon the COR's request, the Contractor shall provide qualified and certified interpreters for various foreign languages, who are proficient in both English and the target foreign language, with the ability to interpret accurately and effectively. Interpreters shall be knowledgeable in the cultural nuances of both the source and target languages to ensure culturally appropriate communication. Interpreters shall utilize appropriate interpretation techniques, such as consecutive and simultaneous interpretation, depending on the requirement.

C.4.8.4. Video Remote Interpreting (VRI) Services. Where the COR deems appropriate, the Contractor shall provide VRI services as an alternative to on-site interpretation. VRI services shall be accessible and user-friendly, utilizing secure and reliable technology platforms. Interpreters providing VRI services shall meet the same qualification standards as on-site interpreters.

C.4.8.5. Document Translation Services. The Contractor shall submit monthly a Translation Services report to identify interpretation activities using the Translation Services/Special Language Monthly Report form **(See Attachment J-6)**. The

Translation Services report must include but is not limited to listing the translated documents, forms, reports, presentations, and other materials (e.g. testing instruments). The Contractor shall adhere to established terminology glossaries and style guides provided by the Government.

C.4.9. Audit Reports. Audit results reports belong to CSOSA but may be shared with the Contractor at CSOSA's discretion. If deficiencies are observed during an audit, the CO shall issue to the Contractor a Corrective Action Report (CAR) within five (5) business days of being provided with deficiency information (**See DT-15 of Deliverable Table)**. The CAR shall identify the specific deficiency(ies) and the CO and COR proof of remediation, in writing, for each deficiency identified in the CAR. The Contractor may be subject to further CSOSA audits to ensure that the corrective action taken is sufficient to prevent the recurrence of the deficiency(ies).

C.4.9.1. Scope of Audit. CSOSA expects 100% Contractor compliance within the terms of this requirement. The scope of the audit shall include, but is not limited to, this SOW and other applicable sections of this requirement; criteria identified in Contractor's QAP; standards issued by any accrediting body; standards issued by any licensing or certifying body for personnel, programming or facilities; Contractor's policies; and all applicable laws and regulations.

C.4.9.2. Timing of Audits. Audits may be announced or unannounced and occur at CSOSA's discretion and shall take place during Contractor's normal business hours. CSOSA and its representatives shall take reasonable steps to avoid disrupting the business of the Contractor during an audit.

C.4.9.3. Frequency of Audits. Audits shall occur at least once a year at CSOSA’s discretion. CSOSA retains the right to conduct audits more frequently if a Major Unusual Incident occurs (e.g., violence or death) or concerns about performance of the requirement or the quality of the provided goods or services arise (e.g., not being performed or are not meeting CSOSA's standards and expectations. CSOSA also retains the right to forgo an audit at its discretion and as consistent with the Agency's policies and practices, or any applicable laws or regulations. Notwithstanding the foregoing, CSOSA and its representatives shall have the right to audit the Contractor at any time without notice and in addition to any annual audit, if there are concerns about fraud, waste, abuse, or mismanagement under the requirement.

C.4.10 Post-Award Meeting. The COR will schedule a post-award meeting between the Contractor and CSOSA within ten business days following requirement award (**See DT-16 of Deliverable Table)**. The purpose of this meeting will be to review the performance requirements of the requirement, agree on the roles and responsibilities of CSOSA and the Contractor under the requirement, and any other issues either party may want to discuss. The Contractor shall prepare a meeting report that details who attended the meeting, what discussions took place, and what agreements were reached. A copy of the report shall be provided to the COR within ten business days following the meeting.

In addition, a copy of the CSOSA Designated Facility Safety and Security policy (**see Ref C.8.1 CSOSA Facilities Security)** will be provided to the Contractor during the post award meeting.

C.5.0 OTHER CONSIDERATIONS/SPECIAL REQUIREMENTS

C.5.1 Personnel, Books and Records. The Contractor shall keep full, true and accurate books, records, accounts and information (including electronic data) concerning services provided pursuant to this requirement. Contractor shall comply with all reasonable requests of CSOSA or its representatives, and provide access to all personnel, books, records, accounts and information (in whatever form, including electronic data) necessary for the audit, which may include, but not be limited to:

- **a.** Supervisee's treatment files.
- **b.** Notes and Reports (e.g., progress notes and discharge summaries).
- **c.** Handbooks, manuals, policies and guidance for staff and Supervisees.
- **d.** Detailed copy of programming activities and calendar.
- **e.** Outline of all services offered.
- **f.** Staff position descriptions.
- **g.** Organizational charts.
- **h.** Resumes, credentials, licenses and certifications of personnel.
- **i.** Agreements with external vendors or subcontractors for services provided pursuant to the requirement.
- **j.** Proof of accreditation and compliance with industry standards (e.g., regulatory agencies such as the Department of Behavioral Health).
- **k.** Proof of liability and other insurance.
- **l.** Inspection Reports (e.g., health, safety, food, environmental, facilities).
- **m.** Invoices and supporting documentation.
- **n.** Sign-in sheets or logs.
- **o.** Documentation and information concerning major unusual incidents (e.g., violence, death).
- **p.** Annual or other financial reports or audits (not performed by CSOSA).
- **q.** Supervisee Satisfaction Surveys.

C.5.2 Contractor and Contractor's Personnel Standards of Conduct.
CSOSA is a law enforcement Agency and therefore requires a degree of public trust and confidence. Although CSOSA contractors and contractor personnel are not employees of the Federal Government, they shall be required to follow and comply with these standards of conduct. All Contractor personnel shall follow the minimum standards of conduct set forth in 5 C.F.R. PART 2635.101 and CSOSA Policy Directive PS 1106. Both documents are incorporated into this requirement by reference and shall be made available to the Contractor upon request.

In 5 C.F.R. PART 2635.101, there is guidance on developing a standard for the Contractor and Contractor employees. Also, a minimum code of conduct is set forth below to provide guidance in achieving a greater individual standard. The Contractor and Contractor personnel assigned to this requirement shall:

a. Be courteous and demonstrate good manners toward all Supervisees, CSOSA employees, and the public.
b. If a contractor employee should be detained or become aware of being under investigation, by any federal, state or local agency, for any legal or ethical violation, the Contractor employee must report this to the Contractor, no later than the next working day. The Contractor shall immediately report the incident to the COR.
c. Except in an officially authorized capacity, not possess narcotics, dangerous drugs-controlled substances, or marijuana either on or off duty. Abstain from the consumption and possession of alcoholic beverages while on duty. Not report for duty or work under the influence of intoxicants or drugs. Not report for duty or work under any condition that impairs the ability to perform as expected.
d. Avoid personal and business associations with people known to relate to criminal activities. This does not apply to immediate family members so long as notification is made to the COR. It is the responsibility of the Contractor to report any relationship (including friendships, family relationships (i.e., relatives), spouses/cohabitants, parental relationships, etc.) with a known supervisee immediately to the CO and COR.
e. Avoid any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants or non-prescription drugs to excess.
f. Report violations of prescribed rules, regulations and any violations of statute or law to the Contractor and/or the COR.
g. Not violate security procedures or regulations.
h. Always perform assignments in accordance with prescribed regulations to the best of personal ability and in accordance with safe and secure working procedures and practices.\
i. Refrain from use of abusive or offensive language, quarreling, intimidation by words, actions, fighting and participation in disruptive activities that interfere with normal and efficient operations.

C5.3 Government Mandatory Training Requirements.

C.5.3.1 Contractor personnel shall attend Government mandated training. The Government will require Contractor personnel to complete training in a classroom or an online setting. The training topics may include Safety/Security, IT Security/Privacy Act, and CSOSA Designated Facility Program Regulations.

C.5.3.2 The Government estimated need for Contractor attendance in mandatory training is approximately eight hours per year, which may be completed in one session, or may be completed over the course of several small sessions.

C.6.0 GOVERNMENT FURNISHED PROPERTY/EQUIPMENT/INFORMATION

For the Contractor to conduct all tasks specified in this requirement, CSOSA will provide access to workspace, computer, IT network, phone, desk, and chair on site at a designated CSOSA facility (See Section F); to include access to the Agency's case management system, CSOSA case management system. Workspace will not be permanently assigned but will be "Hotel" workspace.

The CSOSA Designated Facility Safety and Security policy will be provided to the Contractor upon requirement award.

C.7.0 CONTRACTOR PROPERTY/EQUIPMENT/INFORMATION

The Contractor shall provide all material and equipment (or other technology), the Government does not provide, which is necessary to provide comprehensive assessment/evaluation services as identified in this SOW. If the Contractor uses an electronic health record system or proprietary screeners and tests, the Contractor shall provide its own computers/laptops and Internet access. Contractor-owned computers/laptops are not allowed access to the CSOSA network.

SECTION D – PACKAGING AND MARKING

Deliverables provided electronically shall be formatted with read/write capability using Microsoft WORD 2010 format, or, other than text files, any other application compatible with the software included in the Microsoft Office Suite applications. Font type Times New Roman with a font size of 12 shall be used throughout the document. The Contractor shall minimize additional formatting as much as possible (e.g., avoid use of columns) and avoid using any design/layout elements.

SECTION E – INSPECTION AND ACCEPTANCE

E.1 Inspection will be in accordance with any inspections or audits identified in Section C, FAR 52.212-4(a), and the terms and conditions in this Section E.

E.2 Inspection of services furnished hereunder shall be performed at the government facilities identified in this contract by the Contracting Officer's Representative (COR) with support, as deemed necessary, from other CSOSA component personnel, including, but not limited to, the Contracting Officer.

SECTION F – DELIVERABLES/REPORTING/PERIOD OF PERFORMANCE

F.1 Deliverables/Reports/Notifications.

DELIVERABLE/REPORTING TABLE						
Item	**Document Name**	**SOW See**	**Recipient(s)**	**Receipt Timeframe**	**Receipt Method**	**Deliverable or Reporting**
DT-1	HIPAA Compliance of Telehealth System	C.2.0	COR	Within (ten)10 days after award	Encrypted email in MS Word or PDF document	Email
DT-2	No Show/Missed Appointment Email	C.3.5.1	COR, BHA, BHC, and assigned CSO	Within twenty-four (24) hours, or the next business day	Encrypted email in MS Word or PDF document, or email l notification.	Reporting
DT-3	Discharge Report	C.3.5.8	COR, BHA and BHC, and referring CSO	No later than 5 days from the date of discharge/completion	Electronically	Report
DT-4	Roster of Coverage Providers	C.3.5.9	COR, BHA	No later than 10 days after award	Electronically	Report
DT-5	Certifications and Accreditations Requirements	C.3.5.10	COR and CO	Within ten (10) days after contract award	Encrypted email in MS Word or PDF document	Deliverables
DT-6	Appointment Verification Email	C.4.1	COR, BHA, BHC, and referring CSO	Within twenty-four (24) hours, or the next business day following the appointment.	Encrypted email in MS Word or PDF document	Reporting

DELIVERABLE/REPORTING TABLE						
Item	**Document Name**	**SOW See**	**Recipient(s)**	**Receipt Timeframe**	**Receipt Method**	**Deliverable or Reporting**
DT-7	Treatment Progress Report	C.4.2	COR, BHA BHC, and referring CSO	By the target date identified in the referral authorization form	Encrypted email in MS Word or PDF document, SMART	Deliverable
DT-8	Treatment Plan	C.4.3	COR, BHA and BHC	By the Supervisee's third (3rd) visit	Encrypted email in MS Word or PDF Format, SMART	Deliverable
DT-9	Group Attendance Verification Report	C.4.4	COR, BHA and BHC, and referring CSO	Within twenty-four (24) hours, or the next business day from group session	Encrypted email in MS Word or PDF document	Reporting
DT-10	No Show/Missed Appointments Report	C.4.5	COR, BHA, BHC, and referring CSO	• The reports for Supervisees who fail to initial report on the 1st through the 10th of the month are due by the 15th of the month. • The reports for Supervisees who fail to report on the 15th through the end of the month are due no later than the 5th business day of the following month.	Encrypted email in MS Word or PDF document	Deliverable
DT-11	Monthly Program Activity Report	C.4.6	COR and BHC	Monthly	• Encrypted email in MS Word or PDF document;	Deliverable

DELIVERABLE/REPORTING TABLE						
Item	**Document Name**	**SOW See**	**Recipient(s)**	**Receipt Timeframe**	**Receipt Method**	**Deliverable or Reporting**
					• Copy w/invoice	
DT-12	QAP	C.4.7	COR	• Within ten (10) days of award; • CO shall have ten (10) business days to review and provide changes; • Contractor has five (5) business days to incorporate the CO's changes	Encrypted email in MS Word or PDF document	Deliverable
DT-13	Translation Services/Special Language Agreement	C.4.8	COR	Within fifteen (15) days of contract award	Encrypted email in MS Word or PDF document	Reporting
DT-14	Translation Services/Special Language Form	C.4.8	COR, B H A and BHC, and referring CSO	Monthly	Encrypted email in MS Word or PDF document	Deliverable
DT-15	Corrective Action Report (CAR Audit Report)	C.4.9	COR	• Within five (5) business days of deficiency • Contractor shall take corrective action. • Within five (5) business days of receiving the CAR, Contractor shall develop written plan of action	Encrypted email in MS Word or PDF document	Reporting

DELIVERABLE/REPORTING TABLE						
Item	**Document Name**	**SOW See**	**Recipient(s)**	**Receipt Timeframe**	**Receipt Method**	**Deliverable or Reporting**
DT-16	Post Award Meeting	C.4.10	COR, BHA, BHC, and referring CSO Contract Specialist Contracting Officer	Within ten (10) days of award	Virtual, if necessary, In-Person	N/A

F.2 Period of Performance. The period of performance of this purchase order is as follows:

Base Period	*12 months from Date of Award*
Option Period 1	*12 months after the end date of Base Period*
Option Period 2	*12 months after the exercise date of Option Period 1*
Option Period 3	*12 months after the exercise date of Option Period 2*
Option Period 4	*12 months after the exercise date of Option Period 3*

F.3 Place of Performance. The Contractor will perform only at CSOSA facilities located in Washington D.C. The specific locations where services may be delivered are as follows:

- 633 Indiana Avenue, NW
- 2101 Martin Luther King Jr Avenue, SE
- 1900 Massachusetts Avenue, SE
- 501 3rd Street, NW (future)
- 910 Rhode Island Ave

F.4. CSOSA Hours of Operation.

F.4.1 CSOSA hours of operation are 7:00 a.m. to 7:00 p.m., Monday through Friday, except federal holidays. Work to be performed must be accomplished within the CSOSA hours of operation identified above, unless otherwise approved by the COR.

F.4.2 The Contractor shall not perform work on federal holidays or other non-business days without prior approval of the COR. Refer to Section F.4 below for identification of legal holidays.

F.4.3 Contractors shall not work longer than the standard 8-hour workday unless approved by the COR. At the Government's request, the Contractor shall provide support to respond

to short-notice requirements and work non-standard hours when necessary. Approved hours worked beyond 8 hours per day shall be billed at the standard rate. The Contractor shall obtain approval from the Contracting Officer if the costs are expected to exceed the agreed-upon purchase order rates.

F.5 Observance of Legal Holidays

F.5.1 CSOSA personnel observe the following days as holidays:

(1) New Year's Day
(2) Martin Luther King's Birthday
(3) President's Day
(4) Memorial Day
(5) Juneteenth Day
(6) Independence Day
(7) Labor Day
(8) Columbus Day
(9) Veterans' Day
(10) Thanksgiving Day
(11) Christmas Day

F.5.2 If a holiday falls on Sunday, the following Monday will be observed as the legal holiday.

F.5.3 When a holiday falls on a Saturday, the preceding Friday is observed as a legal holiday by U.S. Government agencies.

F.5.4 In addition to the days designated as holidays, the Government observes the following days:

(1) Any other day designated by Federal Statute
(2) Any other day designated by Executive Order
(3) Any other day designated by the President's Proclamation

F.5.5 It is understood and agreed between the Government and the Contractor that observance of such days by Government personnel shall not otherwise be a reason for an additional period of performance, or entitlement of compensation, except as set forth within the purchase order.

F.6 Notice of Delays. In the event the Contractor encounters, or anticipates encountering, difficulty in meeting performance requirements, or in complying with the purchase order delivery schedule or completion date, or whether the Contractor has knowledge that any actual or potential situation is delaying, or threatens to delay, the timely performance of this purchase order, the Contractor shall immediately, within one business day, notify the Contracting Officer and the COR, in writing, giving pertinent details; provided, however, that this notification shall be informational only in character, and that this provision shall not be construed as a waiver by CSOSA of any delivery schedule or date, or any rights or remedies provided by law or under this purchase order.

F.7 Travel. No travel reimbursement is allowed under this purchase order.

F.8 Telework. Telework is approved for the work performed under this award. However, the contractor must obtain approval from the COR regarding the nature and type of work that can be performed via telework.

F.8.1 The Contractor shall provide the deliverables outlined in SOW, resulting from the day-to-day performance of Contractor personnel in the performance of the work and for all required meetings in the format designated by the COR.

F.8.2 Inspection and acceptance of all deliveries shall be in accordance with the procedures outlined in Section E of this purchase order.

F.8.3 Any deviation from the delivery or performance requirements by the Contractor is only authorized if approved in advance by a written agreement from the Contracting Officer.

F.8.4 Table F-1 above identifies items or services that the contractor in the performance of this purchase order is required to provide to the government. The items listed are contractual outputs that must be provided by the contractor to fulfill the terms of the purchase order

F.9 Emergencies. In the event of unforeseen emergency circumstances, such as natural disasters, acts of God, or any other major business interruptions, the Contractor shall immediately notify the COR. The Contractor shall provide documentation and posting of written emergency procedures for medical emergency, natural disaster, power outage, hazardous environmental conditions, fire, threats, abuse/neglect of offender/staff, injury or death of offenders/staff, arrest or detention of staff, or other emergency(s) that would endanger the health, safety, and welfare of offenders.

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 Contracting Officer's Representative.

G.1.1 The Contracting Officer's Representative (COR) for this purchase order is:

TBD at award
Court Services and Offender Supervision Agency (CSOSA)
633 Indiana Ave, NW
Washington, DC 20004
Telephone Number: *TBD at award*
Email Address: TBD *at award*

G.1.2 The COR is responsible for the technical aspects of the purchase order and serves as the liaison with the Contractor. The COR is responsible for the final inspection and acceptance of all work performed and such other responsibilities as may be specified in this purchase order.

G.1.3 The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the purchase order price, terms, or conditions. Any Contractor request for changes shall be referred to the Contracting Officer and the COR. No such changes shall be made without the express written prior authorization of the Contacting Officer.

G.2 Contracting Officer.

G.2.1 The Contracting Officer is the only person authorized to approve changes to any of the terms and conditions of this purchase order. In the event the Contractor effects any changes at the direction of any person other than the Contracting Officer, the changes will be considered to have been made without authority, and no adjustment will be made in the purchase order price to cover any increase in costs incurred as a result thereof. The Contracting Officer shall be the only individual authorized to accept nonconforming work, waive any requirement of the purchase order, or to modify any term or condition of this purchase order. The Contracting Officer is the only individual who can legally obligate government funds. No cost chargeable to the proposed purchase order can be incurred before receipt of a fully executed purchase order, which includes any subsequent purchase order modifications or other specific written authorization from the Contracting Officer.

G.2.2 The Contractor shall not comply with any order, direction, or request of government personnel unless it is issued in writing and signed by the Contracting Officer or is pursuant to specific authority otherwise included as a part of this purchase order. No order, statement, or conduct of government personnel, other than the Contracting Officer, who visits the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this purchase order shall constitute a change under the terms for changes included in FAR 52.212-4 of this purchase order.

G.2.3 The procuring and administering Contracting Officer for this purchase order is:

Elijah Anderson
Office of Procurement
Court Services and Offender Supervision Agency (CSOSA)
800 North Capitol Street, NW
Washington, DC 20002-4260
Email Address: Elijah.Anderson@csosa.gov

G.3 Electronic Invoicing and Payment Requirements – Invoice Processing Platform

G.3.1 Payment requests must be submitted electronically through the U.S. Department of Treasury's Invoice Processing Platform (IPP) system using the "Bill to Agency" of **Interior Business Center – FMD.**

G.3.2 Definitions.

G.3.2.1 "Contract" as used throughout this clause means the type of contract identified in Section B.1.

G.3.2.2 "Payment request" means any request for contract financing payment or invoice payment by the Contractor.

G.3.3 To constitute a proper invoice. The payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause FAR 52.212-4, Contract Terms and Conditions – Commercial Items, included in commercial item contracts.

G.3.4 IPP Registration. The IPP website address is: https://www.ipp.gov. The Contractor must use the IPP website to register, access, and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve normally within 3-5 business days of the contract award date. Assistance with enrollment may be obtained by contacting the IPP Production Helpdesk via email at IPPCustomerSupport@fiscal.treasury.gov or by phone at (866) 973-3131.

G.3.5 Payment Request/Invoice Submission.

G.3.5.1 Invoices shall be submitted in IPP with a unique invoice number and no more than once a month, unless otherwise authorized under this contract.

G.3.5.2 The payment request/invoice submission must identify the specific Contract Line-Item Number (CLIN) for which the Contractor is seeking payment under the contract.

G.3.5.3 In addition to providing the information required by IPP, the Contractor shall include in IPP as an attachment(s) to the specific payment request/invoice amount the following information for each CLIN:

- Contractor's Contact Information;

- CSOSA's Billing Information, i.e.:
  CSOSA, Office of Financial Management
  800 North Capitol Street, NW, 6th Floor
  Washington, DC 20002-4260
- Unique Invoice Number;
- Total Invoice Amount;
- Contract Line-Item Number (CLIN) invoiced and CLIN description as it appears on page (TBD) at award;
- Police Department Identification Number (PDID) for the offender/patient that received the service;
- For each PDID, include the following:
  - Which of the following services were administered:
  - The total number of days invoiced for each of the above services for each PDID;
  - The awarded per visit rate for the service invoiced; and
  - The extended total amount invoiced by service (i.e., number days x daily rate).

Note: Invoices shall not contain any personally identifiable information of offenders/patients (name, SSN, etc.). The Contractor shall only use offender/patient PDIDs (assigned by CSOSA) to identify the offenders/patients associated with an invoice.

G.3.6 CSOSA is bound by the Prompt Payment Act (5 CFR Part 1315) to reimburse Contractors on the 30th calendar day after a proper and valid invoice is officially received by the Agency.

G.3.6.1 Invoices submitted in IPP to incorrect CLINs or without the required or valid attachment information are not considered proper.

G.3.6.2 Improper or invalid IPP invoices shall be disputed/rejected by CSOSA in their entirety. If the invoice is disputed/rejected by CSOSA, the Contracting Officer or COR appointed to the contract will notify the Contractor in writing of the dispute within seven (7) days of the CSOSA invoice official receipt date (the received date stamped on the invoice by OFM). CSOSA's written dispute/rejection notification will identify the specific invoice items and amounts being disputed, reason the items or amounts are disputed, a reference to the specific terms of the contract which supports the government's dispute and a request for an immediate explanation and/or corrected invoice. In addition, the invoice will be rejected by CSOSA in IPP. The Contractor shall re-submit corrected invoices in IPP, with required attachments, using a new, unique invoice number.

G.3.6.3 Properly disputed invoice amounts are not subject to late payment interest computations during the period of dispute. Per FAR Part 32 the Contracting Officer has the final authority to approve payment of an invoice.

G.3.7 The Contractor should review IPP to determine the current status of a submitted invoice. Contractor inquiries concerning an invoice payment may be made to the CSOSA Office of Financial Management (OFM) thirty (30) calendar days after a proper invoice has been submitted. The Contractor may make payment inquires to by calling OFM, Ms. Rolanda White, at 202-220-5464 or emailing OFM at rolanda.white@csosa.gov.

G.3.8 Invoices shall not contain any personally identifiable information of offenders (name, SSN, etc.). The Contractor shall only use offender PIIDs to identify the offenders associated with an invoice

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1 Security Requirements.

H.1.1 Security Clearances.

H.1.1.1 The scope of work and data collection requires the Contractor to have on-site access and may require the Contractor to collect information that is Procurement Sensitive and For Official Use Only or Agency Sensitive. Therefore, personnel supporting this order must have an approved CSOSA clearance if they do not already have one.

H.1.1.2 The Contractor shall comply with the CSOSA administrative, physical, and technical security controls to ensure that the government's security requirements are met. During the course of these tasks, the Contractor shall not use, disclose, or reproduce data that bears a restrictive legend, other than as required in the performance of this purchase order, and will be required to sign non-disclosure agreements. Additionally, the Contractor shall comply with the CSOSA personnel security requirements listed below.

H.1.2 Personnel Security. The Contractor agrees to adhere to all regulations prescribed by the Government in regard to the safety and security of staff and offenders. All Contractor Key Personnel (employees and approved subcontractors) utilized under this purchase order shall submit to a CSOSA background check, and if necessary, a background investigation prior to performing. The intent and purpose of the background check/ investigation is to preclude the assignment of any individual who poses a threat to the Government, or successful work completion, due to past unlawful or inappropriate behavior. Contractor personnel must be U.S. citizens or be lawfully permitted to reside in the United States and possess a valid work permit. The Contractor shall ensure that an individual does not begin work under this purchase order until the background checks are conducted and approved by the CSOSA Office of Security.

H.1.3 CSOSA Background Checks.

H.1.3.1 Once the purchase order has been awarded, the Contractor will provide the COR with completed and signed security forms for Contractor and subcontractor personnel. The forms to be completed are:

- CSOSA Credit Release (**See Attachment J-7**)
- CSOSA Security Form for Temporary Contractors (**See Attachment J-8**)
- PIV Form (to be completed by COR if an access card is needed. If an access card is not needed, this form is not required) (**See Attachment J-9**)

H.1.3.2 The COR will provide the completed security forms to the Contracting Officer, who will provide the completed forms to the CSOSA Office of Security to conduct background checks. Once background checks are conducted and approved, the Office of Security will issue security approval to the Contracting Officer (COR), who will then notify the Contractor. Only at that time may the Contractor notify an individual to begin work under this purchase order.

H.1.3.3 Once an individual has been granted security approval, they can begin work. The Contractor must allow up to 30 days for the Office of Security to process the CSOSA background checks.

H.1.3.4 Derogatory information, falsification of any form, or refusal to supply information or forms may be considered justification for immediate security denial/removal of the individual. CSOSA has the right to request any additional information necessary to complete the background check. If Contractor personnel fail to provide any of the above information or cooperate with the CSOSA Office of Security, the individual will be disapproved and removed immediately.

H.1.4 Defense Counterintelligence and Security Agency (DCSA) Background Investigation. Contracts of 180 days or more may require Contractor staff to undergo a background investigation by DCSA in addition to the CSOSA background check. The CSOSA Office of Security will provide the additional security forms required for initiation of the DCSA background investigation. The Contractor will ensure that each individual assigned to this purchase order provides the following forms to the CSOSA Office of Security:

- SF-85P, Questionnaire for Public Trust Positions (web-accessible form) - The Office of Security will provide the link for individuals to complete this form electronically.
- OF 306, Declaration for Federal Employment
- FD 258, Fingerprint Cards

H.1.5 If an individual is terminated, resigns, or for any other reason is no longer working on the purchase order, the Contractor shall ensure that all previously issued CSOSA equipment and material (including CSOSA identification card, if one has been issued) is retrieved from that individual and returned to the Contracting Officer within 24 hours of the termination. The Contractor must notify the Contracting Officer immediately when an individual is no longer working on the purchase order. The Contracting Officer must immediately notify the CSOSA Office of Security and Information Technology in writing so all electronic access can be promptly terminated. In addition, the Contractor shall coordinate with the Contracting Officer and/or COR to identify a replacement if necessary. Replacements cannot start work until the CSOSA Office of Security provides approval.

H.1.6 Any individual who has been removed from performance under the purchase order may be required to undergo another CSOSA background check before resuming work.

H.1.7 Both the Contracting Officer and the COR shall ensure that all Contractor and approved subcontractor employees who provide services under this purchase order have been approved by the CSOSA Office of Security.

H.1.8 Contractor personnel shall wear or display CSOSA always issued identification when performing work at a CSOSA facility. Contractor personnel shall not share or loan any CSOSA identification. All individuals assigned to this purchase order must report the

loss or misplacement of agency identification immediately to the CSOSA Office of Security.

H.1.9 By responding to the CSOSA solicitation, Contractor and approved subcontractor personnel agree to provide the requested information and cooperate with the above listed procedures. Any Contractor or approved subcontractor employee who does not obtain a favorable adjudication for the CSOSA background check, or OPM background investigation, will be unable to perform services under this purchase order. The final adjudicative determination will be made at the sole discretion of CSOSA.

H.1.10 Security and Privacy - Personally Identifiable Information (PII), Personal Health Information (PHI), or Sensitive Information Storage and Handling. The Contractor is responsible for meeting information security and privacy requirements, and for the proper handling of Personally Identifiable Information (PII), Personal Health Information (PHI), or Sensitive Information Marked as Controlled Unclassified Information (CUI) as defined by Executive Order 13556 (or similar markings – For Official Use Only (FOUO), Sensitive Security Information (SSI), Sensitive But Unclassified (SBU), or any other forms of non-public information). Such information's security and privacy requirements include the Federal Information Security Modernization Act of 2014, E-Government Act of 2002, Privacy Act of 1974, and other applicable laws, Executive Orders, directives, policies, standards, instructions, regulations, or procedures, and agency directives, policies, instructions, regulations, or procedures. The Contractor must store, process, or transmit all PII, PHI, or Sensitive Information only within CSOSA-controlled IT resources. Any exceptions must be formally approved in writing by the CSOSA Director, CIO, Chief Privacy Officer, CISO, Records Management Officer, and formally distributed to the Contractor in writing via the authorized CSOSA Contracting Officer. If exceptions are granted, specific information security and privacy requirements will be determined and formally provided to the Contractor.

H.1.11 Information Security and Privacy Training

H.1.11.1 Contractor personnel are responsible for completing initial Information Security and Privacy Training in accordance with federal regulations and agency requirements and completing annual training thereafter.

H.1.11.2 Computer Security Incident and Privacy Breach Notification. The Contractor agrees that in the event of any actual or suspected computer security incident or breach of PII, PHI, or Sensitive Information Marked as CUI as defined by Executive Order 13556 (or similar markings – FOUO, SSI, SBU, or any other forms of Non-Public Information), the Contractor will notify within one hour, the CSOSA CIO, Chief Privacy Officer, CISO, and the COR or Contracting Officer.

H.1.11.3 All Contractor personnel (to include subcontractor personnel, teaming partner personnel, and independent consultants) who will be personally and substantially involved in the performance of this award which requires the Contractor to act on behalf of or provide advice with respect to any phase of an agency procurement, shall execute and submit a "Non-Disclosure Agreement" Form. All Contractor personnel must submit a

Non-Disclosure Agreement prior to the commencement of any work on this award. Furthermore, Contractor personnel must submit a non-disclosure agreement whenever replacement personnel are proposed. Any information provided by the Contractor (and any subcontractors if applicable) in the performance of this award or obtained by the Government is only to be used in the performance of any work under this award.

H.2 Government Property.

H.2.1 Government property in the form of access to facility space will be provided to the Contractor. Access badges will be provided for all Contractor personnel assigned to work on a government site under this award. Parking facilities are not provided.

H.2.2 The Contractor shall maintain and dispose of all government property, and any Contractor acquired property (on behalf of the government) in accordance with FAR 52.245-1, Government Property.

H.3 Use and Charges. As authorized by **FAR 52.245-9 Use and Charges**, the Contractor is authorized to use any government property provided in the performance of any work awarded under this award without charge.

H.4 Government Information.

H.4.1 CSOSA will provide government information materials and forms unique to CSOSA to the Contractor to support tasks under the SOW included in this award. Any GFI provided shall remain the property of CSOSA. All GFI shall be returned to the government within five business days of the end of the award period of performance or sooner as may be requested by the COR.

H.4.2 GFI may not be distributed beyond the Contractor's project performers without CSOSA's prior written permission by the COR.

H.4.3 The COR identified in this award will be the point of contact for identification of any required information to be supplied by CSOSA.

H.5 Key Personnel

H.5.1 All personnel assigned to the labor categories identified below are considered essential to the work being performed under this award and therefore are considered Key Personnel

- Psychologist
- Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC)

H.5.2 The Contractor shall ensure that its staff maintain any required professional certifications, accreditations, and proficiency relative to their areas of expertise. CSOSA is not responsible for paying expenses incurred by the Contractor or by individual Contractor personnel to meet professional certification requirements.

H.5.3 Key Personnel may, with the consent of the contracting parties, be changed from time to time while the purchase order by adding or deleting personnel, as appropriate, to provide sufficient personnel possessing the education, training and experience necessary to perform the services required by this purchase order.

H.5.4 If one or more of the Key Personnel, for any reason, becomes, or is expected to become, unavailable for work under this purchase order for a continuous period exceeding thirty work days, or is expected to devote substantially less effort to the work than indicated in the quotation or initially anticipated, the Contractor will promptly notify the COR and will, subject to the concurrence of the Contracting Officer or his authorized representative, promptly replace such personnel with personnel of at least substantially equal ability and qualifications. All Contractor Key Personnel will be required to receive approval from the Contracting Officer through resume submission. CSOSA reserves the right to accept or reject any or all candidates.

H.5.5 Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer and COR, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this purchase order. The Contractor shall not remove or replace personnel until the Contractor provides the Contracting Officer with advance notice of the proposed change and the Contracting Officer determines there is no negative impact of the proposed change.

H.6. Confidentiality and Non-Disclosure Agreement. All Contractor personnel (to include subcontractor personnel, teaming partner personnel, and independent consultants) who will be personally and substantially involved in the performance of this award which requires the Contractor to act on behalf of or provide advice with respect to any phase of an agency procurement, shall execute and submit **Attachment J-10, Confidentiality and Non-Disclosure Agreement**. All Contractor personnel must submit a completed **Attachment J-10, Confidentiality and Non-Disclosure Agreement** prior to the commencement of any work on this award Furthermore, Contractor personnel must submit a completed **Attachment J-10, Confidentiality and Non-Disclosure Agreement** whenever replacement personnel are proposed. Any information provided by the Contractor (and any subcontractors if applicable) in the performance of this award or obtained by the government is only to be used in the performance of any work under this award.

H.7. Contractor Personnel Conduct

H.7.1 Contractor's employees shall comply with all applicable government regulations, policies, and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, and possession of weapons) when visiting or working at government facilities.

H.7.2 Contractor personnel shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, as described, and shall take such disciplinary action against its employee as may be necessary. All Contractors are expected to adhere to standards of conduct that reflect credit on themselves, their employee, CSOSA, and the Government.

H.7.3 The Contractor shall ensure Contractor employees understand and abide by CSOSA established rules, regulations and policies concerning safety and security.

H.7.4 Contractor personnel working on-site at Government facilities shall wear a Government issued identification badge. All Contractor personnel shall identify themselves as contractors when their status is not readily apparent.

H.7.5 Contractor personnel performing work on-site at any CSOSA location shall not consume any controlled substances as defined in schedules I through V of section 202 of the Controlled Substances Act, 21, U.S.C. 812. If on medication, the Contractor personnel shall be fully capable of performing the requirements of the SOW.

H.7.6 The Government may, at its sole discretion, direct the Contractor to remove any Contractor personnel from CSOSA facilities for poor performance, misconduct, or security reasons.

H.8 Unforeseen Closures, Work Stoppage and Government Closures. Uncontrollable or unforeseeable circumstances such as, acts of God or the public enemy, acts of the Government in its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, inclement weather or special Federal or ceremonial events, may cause the Government to close. Under such circumstances, the Government will not pay for unworked hours.

H.9 Confidentiality of Reports and Other Data. Neither the Contractor, nor any affiliate, subsidiary, consultant, subcontractor, nor personnel thereof, shall divulge to any third party any information concerning deliverables produced, work performed, results obtained, or any information provided by the Government in connection with this purchase order without the prior written approval of the Contracting Officer. The government may require the contractor's Key Personnel to complete a non-disclosure/confidentiality agreement.

H.10 Review of Announcements or Publishing. Neither the Contractor, nor any affiliate, subsidiary, consultant, subcontractor, nor personnel thereof, shall make public releases of information or any matter pertaining to this purchase order, including, but not limited to, advertising in any medium, or presentation before technical, scientific, or industry groups, without the prior written approval of the Contracting Officer. The provisions of this clause shall survive the expiration of this purchase order.

H.11 Data Safeguard and Disposal.

H.11.1 The Contractor shall safely store and protect from unauthorized disclosure and destruction, either direct or because of negligence, data collected during the duration of the purchase order. Within five days after completion of the purchase order period of performance, the Contractor shall purge all PII or sensitive data provided to the Contractor, including any backed-up data and any other PII or sensitive data held by the Contractor pursuant to this purchase order. The Contractor shall certify in writing the date information was deleted and the method used for deletion. All PII or sensitive will be maintained, handled, disclosed, and disposed of in accordance with the Privacy Act of 1974, 5 U.S.C. 552a and Public Law 107-347 titled E-Government Act of 2002.

H.11.2 The Contractor will guarantee strict confidentiality of the information/data that is provided by the government during the performance of this purchase order. The government has determined that the information/data that the Contractor will be provided during the performance of this effort is of a sensitive nature and cannot be disclosed in any manner.

H.11.3 The Contractor, in whole or in part, can only make disclosure of the information/data, after the Contractor receives prior written approval from the Contracting Officer. Whenever the Contractor is uncertain regarding the proper handling of information/data under this effort, the Contractor will obtain a written determination from the Contracting Officer. Contractor personnel assigned to perform work must be acceptable to the government in terms of personal and professional conduct. If at any time during performance of this purchase order, Contractor personnel are deemed a security risk, the Contractor will be responsible for immediate removal and replacement with acceptable personnel. Upon removal or completion, the Contractor will immediately return any facility access materials/passes to the COR.

H.11.4 The Contractor agrees to assume responsibility for protecting the confidentiality of government records, which are not public information. Each Contractor, employee of the Contractor, or Contractor’s subcontractor or partner to whom information may be made available or disclosed will be notified in writing by the Contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

H.11.5 The Contractor will keep the information confidential, use appropriate safeguards to maintain its security in accordance with minimum Federal standards. The Contractor must also explain and certify that its subcontractor(s) or partners will adhere to the same minimum Federal standards when working with sensitive data.

H.12 Non-Personal Services

H.12.1 Pursuant to FAR 37.1, no personal services shall be performed under this Purchase Order. No Contractor employees will be directly supervised by the government. If the Contractor believes any government action or communication has been given that would create a personal services relationship between the government and any Contractor employee, the Contractor shall promptly notify the Contracting Officer of this communication or action.

H.12.2 Pursuant to FAR 7.5, the Contractor shall not perform any inherently governmental actions under this Purchase Order. No Contractor employee shall hold him or herself out to be a government employee, agent, or representative. No Contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the government. In all communications with third parties in connection with this Purchase Order, Contractor employees shall identify themselves as Contractor employees and specify the name of the company for which they work.

H.13 Period of Claim. Notwithstanding the claim period stated in FAR 52.212-4(d), Disputes, and pursuant to FAR 33.206, Initiation of a Claim, the Contractor agrees to submit any claim related to this purchase order within 12 months after accrual of the claim.

H.14 Insurance.

H.14.1 General Requirements. The Contractor, at its sole expense, shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below and shall immediately notify CSOSA if any insurance policy lapses or changes. Within ten days of contract award and at the beginning of each subsequent option period, the Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all its approved subcontractors to carry the same insurance required herein. All required policies shall contain a waiver of subrogation provision in favor of the Government of the United States and or CSOSA. The Government shall be included in all policies required hereunder to be maintained by the Contractor and its approved subcontractors as an additional insureds for claims against CSOSA or The United States relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its approved subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its approved subcontractors, and not the additional insured. All of the Contractor's and its approved subcontractors' liability policies shall indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this contract by the Contractor or its approved subcontractors, or anyone for whom the Contractor or its approved subcontractors may be liable. If the Contractor or its approved subcontractors maintain broader coverage or higher limits than the minimums shown below, CSOSA requires, and shall be entitled to, broader coverage or the higher limits maintained by the Contractor and its approved subcontractors.

H.14.2 Commercial General Liability Insurance ("CGL"). $1,000,000.00 per occurrence and $2,000,000.00 in the annual aggregate.

H.14.3 Automobile Liability Insurance. Coverage for all owned, hired, borrowed, and non-owned vehicles, and equipment used by the Contractor, with minimum per accident limits equal to the greater of () the limits set forth in the Contractor's commercial automobile liability policy or (ii) $1,000,000.00 per occurrence combined single limit for bodily injury and property damage.

H.14.4 Workers' Compensation Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia, or the jurisdiction in which the award is performed.

H.14.5 Employer's Liability Insurance. $500,000.00 per occurrence and $1,000,000.00 in the annual aggregate.

H.14.6 Professional Liability Insurance (Errors & Omissions). $1,000,000.00 per occurrence, for each wrongful act, and $2,000,000.00 annual aggregate.

H.14.7 Sexual/Physical Abuse & Molestation. $1,000,000.00 per occurrence or claim, $2,000,000.00 aggregate.

H.14.8 Commercial Umbrella Liability. $5,000,000.00 per occurrence and $5,000,000.00 in the annual aggregate.

H.15 Indemnification.

H.15.1 The Contractor agrees for itself, its employees, and approved subcontractors to save, defend, hold harmless and indemnify the Government and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions (collectively the "Government") from and against any and all claims made by third parties or by the Government for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, demands or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees or approved subcontractors, in performance or nonperformance of its work called for by the purchase order.

H.15.2 The Contractor shall:

H.15.2.1 Promptly notify the Contracting Officer of any claim or action against, or any loss by, the Contractor or any approved subcontractors that may reasonably be expected to involve indemnification under this clause.

H.15.2.2 Immediately furnish with the Contracting Officer copies of all pertinent papers of the Contractor that pertain to any indemnification matter.

H.15.2.3 Furnish evidence or proof of any claim, loss, or damage covered by this clause in the manner and form the Contracting Officer requires.

H.15.2.4 Comply with the Contracting Officer's directions and execute any authorizations required in connection with settlement or defense of claims or actions.

H.15.3 The Government may direct, control, or assist in settling or defending any claim or action that may involve indemnification under this clause.

H.15.4 This indemnification shall survive the termination of this purchase order.

H.15.5 Hold Harmless and Indemnification Agreement. The Contractor shall be solely liable for, and expressly agrees to indemnify the Government, with respect to any liability-producing acts or omissions by its employees or agents. Specifically, the Contractor shall save and hold harmless and indemnify the Government against any and all liability claims, and cost of whatsoever kind and nature, for injury to or death of any person or persons and for loss or damage to any Contractor equipment or property or property owned by a third party occurring in connection with, or in any way incident to or arising out of the occupancy, use, service, operation, or performance of work under the terms of this purchase order, resulting in whole or in part from the acts or omissions of the Contractor, any subcontractor, or any employee, agent, or representative of the Contractor or subcontractor.

H.15.6 Government Liability. The Government shall not be liable for any injury or damages to Contractor or subcontractor personnel, or damage to Contractor or subcontractor equipment or property resulting from the delivery of services required under this purchase order, unless such injury or damage is due to negligence on the part of the Government and is recoverable under the Federal Torts Claims Act, or pursuant to other Federal statutory authority.

H.16 Disclosure of Information.

H.16.1 Any information made available to the Contractor by CSOSA shall be used only for the purpose of carrying out the provisions of this purchase order and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this purchase order.

H.16.2 In performance of this purchase order, the Contractor assumes responsibility for protection of the confidentiality of CSOSA and offender data/records and shall ensure that all work performed by its approved subcontractors shall be under the supervision of the Contractor.

H.16.3 Each officer or employee of the Contractor or any of its approved subcontractors to whom any CSOSA or offender data/record may be made available or disclosed shall be notified in writing by the Contractor that information disclosed to such officer or employee can be used only for a purpose, and to the extent, authorized herein. Further disclosure of any such information, by any means, for a purpose or to an extent unauthorized herein,

may subject the Contractor and offender to criminal sanctions imposed by 19 U.S.C. 641. That section provides, in pertinent part, that whoever knowingly converts to their use, or the use of another, or without authority, sells, conveys, or disposes of any record of the United States, or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to $10,000, or imprisoned up to ten years, or both.

H.17 Disclosure of Conflicts of Interest.

H.17.1 It is CSOSA policy not to allow Contractors to continue purchase order performance whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by CSOSA, or in organizations whose interests may be substantially affected by CSOSA activities. Based on this policy:

H.17.1.1 The Contractor shall disclose as soon as reasonably possible any conflict of interest with respect to this purchase order, making an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include a description of the action which the Contractor has taken or proposes to take, to avoid or mitigate such conflict.

H.17.1.2 The Contracting Officer will review the disclosure and may require additional relevant information from the Contractor. If a conflict of interest is found to exist, the Contracting Officer may (a) terminate the award, or (b) determine that it is otherwise in the best interest of the United States to continue the purchase order performance and include appropriate provisions in the purchase order to mitigate or avoid such conflict.

H.17.2 Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by CSOSA, or with an organization whose interests may be substantially affected by CSOSA activities, and which is related to the purchase order. The interest(s) that require disclosure include those of any offeror, affiliate, proposed consultant, proposed subcontractor, and Key Personnel of any of the above. Past interest shall be limited to within one year of the date of purchase order award. Key Personnel shall include any person owning more than a 20 percent interest in the Contractor, and the Contractor's corporate officers, its senior managers, and any employee who is responsible for making a decision, or taking an action on this purchase order, where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

H.18 Access to Sensitive Information.

H.18.1 Work under this purchase order may involve access to sensitive information* which shall not be disclosed by the Contractor unless authorized by the Contracting Officer. To protect sensitive information, the Contractor shall provide training to any Contractor employee authorized access to sensitive information and, upon request of CSOSA, provide information as to an individual’s suitability to have such authorization. Contractor employees found by CSOSA to be unsuitable, or whose employment is deemed contrary to the public interest or inconsistent with the best interest

of national security, may be prevented from performing work under this purchase order when requested by the Contracting Officer.

H.18.2 The Contractor shall ensure that Contractor employees are citizens of the United States of America, or an alien who has been lawfully admitted for permanent residence or employment (indicated by immigration status). The Contractor shall include the above requirements in any approved subcontract awarded involving access to CSOSA facilities, sensitive information, or resources.

*Sensitive Information is Personally Identifiable Information (PII), proprietary data or other information that, if subject to unauthorized access, modification, loss, or misuse could adversely affect national interest, conduct of Federal programs, or the privacy of individuals specified in the Privacy Act, but has not been specifically authorized to be kept secret in the interest of national defense or foreign policy under an Executive Order or Act of Congress.

H.19 CSOSA Contractor Information Security Requirements.

H.19.1 The Contractor shall implement an information security program for the secure storage of all offender records which are created, stored, or transmitted in an electronic format. The Contractor's information security program shall be following "Confidentiality of Alcohol and Drug Abuse Patient Records" 42 C.F.R. Part 2, and local and federal laws and regulations regarding the confidentiality of offender records to include, but not be limited to, the Health Insurance Portability and Accountability Act (HIPAA) 45 C.F.R. Part 160 and 45 C.F.R. Part 164, Subpart C. All electronic files shall be properly stored, protected, and maintained in accordance with applicable local, state, and federal law, including HIPPA and Certified Clinical Health Information Technology (CCHIT).

H.19.2 The term "personally identifiable information" or PII refers to information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

H.19.3 Data Security: Loss or Disclosure of Personally Identifiable Information (PII) – Notification of Data Breach. By acceptance of, or performance on, this purchase order, the Contractor agrees that in the event of any actual or suspected breach of such data (i.e., loss of control, compromise, unauthorized disclosure, access for an unauthorized purpose, or other unauthorized access, whether physical or electronic), the Contractor will immediately (and in no event later than within one hour of discovery) report the breach to the COR and the Contracting Officer.

H.19.4 Transmission of PII (Personally Identifiable Information) and PHI (Protected Health Information. Documents and email attachments that contain CSOSA PII or CSOSA PHI must be encrypted with a password and utilize Advanced Encryption Standard (AES) 256-level encryption. To transmit encrypted documents and email attachments to CSOSA, inform the CSOSA recipient that the document or email

attachment is password-protected, and the password will be provided separately. Do not include the password in the same email containing the password-protected document or attachment. Provide the password to the CSOSA recipient in a telephone call, or in a separate email.

H.20 Anti-Harassment Policy. CSOSA is committed to creating and maintaining a work environment free from harassment of any type, and we expect the same from CSOSA Contractors. Therefore, Contractor shall show a commitment to:

H.20.1 Communicating that harassing behavior of any type is not to be tolerated by its management, employees, subcontractors, and residents.

H.20.2 Fostering a work and living environment free from harassment by ensuring that appropriate officials are notified of, and can correct, harassing behavior promptly.

H.20.3 Addressing harassing behavior and holding management, employees, subcontractors, and residents accountable at the earliest possible stage.

H.20.4 Ensuring there is an appropriate process of reporting and investigating any alleged harassment of any kind (Ex. Unusual Incident reporting).

H.21. Records Management.

H.21.1 The Contractor must manage Federal records in accordance with applicable records management laws and regulations, including, but not limited to, the Federal Records Act 44 U.S.C. Chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); and 36 CFR Part 1222 and Part 1228.

H.21.2 The Contractor shall treat all deliverables under the purchase order as the property of the U.S. Government for which CSOSA shall have unlimited rights to inspect, use, dispose of, or disclose such data contained therein as it determines to be in CSOSA's or the public interest.

H.21.3 The Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974, or that which is generally protected by the Freedom of Information Act.

H.21.4 The Contractor shall not create or maintain any records containing any CSOSA or Client data/records that are not specifically tied to, or authorized by, the purchase order.

H.21.5 CSOSA owns the rights to all data/records and electronic information (electronic data, electronic information systems, electronic databases, etc.), and all supporting documentation created as part of this purchase order. The Contractor must deliver sufficient technical documentation with all data deliverables to permit CSOSA to use the data.

H.21.6 The Contractor agrees to comply with Federal and CSOSA records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.], in accordance with www.archives.gov/records-mgmt/ardor/records-schedules.html .

H.21.7 The Contractor is responsible for preventing unauthorized destruction of data or records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. CSOSA Client records may not be removed from the legal custody of the Contractor or destroyed during the performance of the contract.

H.21.8 The Contractor is required to obtain the Contracting Officer's approval prior to engaging in any 3rd party contractual relationship (subcontractor) in support of this purchase order requiring the disclosure of information, documentary material, or records generated under, or relating to, this purchase order. The Contractor and any subcontractor are required to abide by CSOSA guidance for protecting sensitive or proprietary information.

H.22 Independent Contractor Status. Contractor is an independent contractor, and neither Contractor nor Contractor's employees or approved subcontract personnel are, or shall be deemed, Government's employees. In its capacity as an independent contractor, the Contractor agrees and represents, and the Government agrees, as follows:

H.22.1 Contractor has the right to control and direct the means, manner, and method in which to perform services required by CSOSA through this purchase order.

H.22.2 Contractor has the right to hire assistants as subcontractors to provide the services required by this purchase order provided Contractor notifies the Contracting Officer in writing of the need to hire subcontractors and receives the expressed written permission from the Contracting Officer before hiring any subcontractor under this purchase order.

H.22.3 The services required by this purchase order shall be performed by Contractor, Contractor's employees, or approved subcontract personnel, and the Government shall not hire, supervise, or pay any assistants or subcontractors to help Contractor.

SECTION I – CONTRACT CLAUSES

I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998).
This order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://www.acquisition.gov/far/

FAR Clause No.	Title	Date
52.204-13	System for Award Management Maintenance	Oct 2018
52.204-18	Commercial and Government Entity Code Reporting	Aug 2020
52.212-4	Contract Terms and Conditions – Commercial Items	Nov 2023
52.224-1	Privacy Act Notification	Apr 1984
52.224-2	Privacy Act	Apr 1984
52.224-3	Privacy Training	Jan 2017
52.228-5	Insurance Work on a Government Installation	Jan 1997
52.232.39	Unenforceability of Unauthorized Obligations	Jun 2013
52.242-15	Stop-Work Order	Aug 1989

(End of Clause)

FAR 52.212-5 Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Products and Commercial Services (OCT 2025)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial products and commercial services:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab Covered Entities (DEC 2023) (Section 1634 of Pub. L. 115-91).

(3) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (NOV 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).

(4) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (NOV 2015).

(5) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (MAR 2023) (31 U.S.C. 3903 and 10 U.S.C. 3801).

(6) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(7) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial products and commercial services:

[*Contracting Officer check as appropriate*.]

_X_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUN 2020), with *Alternate I* (NOV 2021) (41 U.S.C. 4704 and 10 U.S.C. 4655).

__ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (NOV 2021) (41 U.S.C. 3509)).

__ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

__ (4) 52.203-17, Contractor Employee Whistleblower Rights (NOV 2023) (41 U.S.C. 4712); this clause does not apply to contracts of DoD, NASA, the Coast Guard, or applicable elements of the intelligence community—see FAR 3.900(a).

X__ (5) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (JUN 2020) (Pub. L. 109-282) (31 U.S.C. 6101 note).

__ (6) [Reserved].

X__ (7) 52.204-14, Service Contract Reporting Requirements (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

__ (8) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

X__ (9) 52.204-27, Prohibition on a ByteDance Covered Application (JUN 2023) (Section 102 of Division R of Pub. L. 117-328).

__ (10) 52.204-28, Federal Acquisition Supply Chain Security Act Orders—Federal Supply Schedules, Governmentwide Acquisition Contracts, and Multi-Agency Contracts. (DEC 2023) (Pub. L. 115–390, title II).

__ (11) (i) 52.204-30, Federal Acquisition Supply Chain Security Act Orders—Prohibition. (DEC 2023) (Pub. L. 115–390, title II).

__ (ii) Alternate I (DEC 2023) of 52.204-30.

X__ (12) 52.209-6, Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded. (JAN 2025) (31 U.S.C. 6101 note).

X__ (13) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (OCT 2018) (41 U.S.C. 2313).

__ (14) [Reserved].

__ (15) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (OCT 2022) (15 U.S.C. 657a).

__ (16) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2022) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

__ (17) [Reserved]

_X_ (18) (i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2020) (15 U.S.C. 644).

__ (ii) Alternate I (MAR 2020) of 52.219-6.

__ (19) (i) 52.219-7, Notice of Partial Small Business Set-Aside (NOV 2020) (15 U.S.C. 644).

__ (ii) Alternate I (MAR 2020) of 52.219-7.

X__ (20) 52.219-8, Utilization of Small Business Concerns (JAN 2025)(15 U.S.C. 637(d)(2) and (3)).

__ (21) (i) 52.219-9, Small Business Subcontracting Plan (JAN 2025) (15 U.S.C. 637(d)(4)).

__ (ii) Alternate I (NOV 2016) of 52.219-9.

__ (iii) Alternate II (NOV 2016) of 52.219-9.

__ (iv) Alternate III (JUN 2020) of 52.219-9.

__ (v) Alternate IV (JAN 2025) of 52.219-9.

__ (22) (i) 52.219-13, Notice of Set-Aside of Orders (MAR 2020) (15 U.S.C. 644(r)).

__ (ii) Alternate I (MAR 2020) of 52.219-13.

X__ (23) 52.219-14, Limitations on Subcontracting (OCT 2022) (15 U.S.C. 657s).

__ (24) 52.219-16, Liquidated Damages—Subcontracting Plan (SEP 2021) (15 U.S.C. 637(d)(4)(F)(i)).

__ (25) 52.219-27, Notice of Set-Aside for, or Sole-Source Award to, Service-Disabled Veteran-Owned Small Business (SDVOSB) Concerns Eligible Under the SDVOSB Program (FEB 2024) (15 U.S.C. 657f).

_X_ (26) (i) 52.219-28, Postaward Small Business Program Representation (JAN 2025) (15 U.S.C. 632(a)(2)).

__ (ii) Alternate I (MAR 2020) of 52.219-28.

_X_ (27) 52.219-29, Notice of Set-Aside for, or Sole-Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (OCT 2022) (15 U.S.C. 637(m)).

_X_ (28) 52.219-30, Notice of Set-Aside for, or Sole-Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (OCT 2022) (15 U.S.C. 637(m)).

__ (29) 52.219-32, Orders Issued Directly Under Small Business Reserves (MAR 2020) (15 U.S.C. 644(r)).

__ (30) 52.219-33, Nonmanufacturer Rule (SEP 2021) (15 U.S.C. 637(a)(17)).

_X_ (31) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).

__ (32) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JAN 2025)(E.O. 13126).

_X_ (33) 52.222-21, Prohibition of Segregated Facilities (APR 2015).

_X_ (34) (i) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).

__ (ii) Alternate I (FEB 1999) of 52.222-26.

_X_ (35) (i) 52.222-35, Equal Opportunity for Veterans (JUN 2020) (38 U.S.C. 4212).

__ (ii) Alternate I (JUL 2014) of 52.222-35.

_X_ (36) (i) 52.222-36, Equal Opportunity for Workers with Disabilities (JUN 2020) (29 U.S.C. 793).

__ (ii) Alternate I (JUL 2014) of 52.222-36.

_X_ (37) 52.222-37, Employment Reports on Veterans (JUN 2020) (38 U.S.C. 4212).

_X_ (38) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

_X_ (39) (i) 52.222-50, Combating Trafficking in Persons (OCT 2025) (22 U.S.C. chapter 78 and E.O. 13627).

__ (ii) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

__ (40) 52.222-54, Employment Eligibility Verification (JAN 2025) (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial products or commercial services as prescribed in FAR 22.1803.)

__ (41) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (ii) Alternate I (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (42) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (MAY 2024) (42 U.S.C. 7671, *et seq.*).

__ (43) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (MAY 2024) (42 U.S.C. 7671, *et seq.*).

__ (44) 52.223-20, Aerosols (MAY 2024) (42 U.S.C. 7671, *et seq.*).

__ (45) 52.223-21, Foams (MAY 2024) (42 U.S.C. 7671, *et seq.*).

_X_ (46) 52.223-23, Sustainable Products and Services (MAY 2024) (E.O. 14057, 7 U.S.C. 8102, 42 U.S.C. 6962, 42 U.S.C. 8259b, and 42 U.S.C. 7671l).

_X_ (47) (i) 52.224-3 Privacy Training (JAN 2017) (5 U.S.C. 552 a).

__ (ii) Alternate I (JAN 2017) of 52.224-3.

__ (48) (i) 52.225-1, Buy American-Supplies (OCT 2022) (41 U.S.C. chapter 83).

__ (ii) Alternate I (OCT 2022) of 52.225-1.

__ (49) (i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (NOV 2023) (19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, 19 U.S.C. chapter 29 (sections 4501-4732), Public Law 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

__ (ii) Alternate I [Reserved].

__ (iii) Alternate II (JAN 2025) of 52.225-3.

__ (iv) Alternate III (FEB 2024) of 52.225-3.

__ (v) Alternate IV (Oct 2022) of 52.225-3.

__ (50) 52.225-5, Trade Agreements (NOV 2023) (19 U.S.C. 2501, *et seq*., 19 U.S.C. 3301 note).

__ (51) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2021) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

__ (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. Subtitle A, Part V, Subpart G Note).

__ (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

__ (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

_X_ (55) 52.226-8, Encouraging Contractor Policies to Ban Text Messaging While Driving (MAY 2024) (E.O. 13513).

__ (56) 52.229-12, Tax on Certain Foreign Procurements (FEB 2021).

__ (57) 52.232-29, Terms for Financing of Purchases of Commercial Products and Commercial Services (NOV 2021) (41 U.S.C. 4505, 10 U.S.C. 3805).

__ (58) 52.232-30, Installment Payments for Commercial Products and Commercial Services (NOV 2021) (41 U.S.C. 4505, 10 U.S.C. 3805).

_X_ (59) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (OCT2018) (31 U.S.C. 3332).

__ (60) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

__ (61) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

__ (62) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

__ (63) 52.240-1, Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities (NOV 2024) (Sections 1821-1826, Pub. L. 118-31, 41 U.S.C. 3901 note prec.).

_X_ (64) 52.242-5, Payments to Small Business Subcontractors (JAN 2017) (15 U.S.C. 637(d)(13)).

__ (65) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (NOV 2021) (46 U.S.C. 55305 and 10 U.S.C. 2631).

__ (ii) Alternate I (APR 2003) of 52.247-64.

__ (iii) Alternate II (NOV 2021) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial products and commercial services:

[*Contracting Officer check as appropriate.*]

__ (1) 52.222-41, Service Contract Labor Standards (AUG 2018) (41 U.S.C. chapter67).

__ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

__ (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (AUG 2018) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

__ (4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (May 2014) (29U.S.C.206 and 41 U.S.C. chapter 67).

__ (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).

__ (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (MAY 2014) (41 U.S.C. chapter 67).

__ (7) 52.222-55, Minimum Wages for Contractor Workers Under Executive Order 14026 (JAN 2022).

__ (8) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2022) (E.O. 13706).

__ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792).

__ (10) 52.247-69, Reporting Requirement for U.S.-Flag Air Carriers Regarding Training to Prevent Human Trafficking (JAN 2025) (49 U.S.C. 40118(g)).

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, as defined in FAR 2.101, on the date of award of this contract, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in

this paragraph (e)(1), in a subcontract for commercial products or commercial services. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (NOV 2021) (41 U.S.C. 3509).

(ii) 52.203-17, Contractor Employee Whistleblower Rights (NOV 2023) (41 U.S.C. 4712).

(iii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iv) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab Covered Entities (DEC 2023) (Section 1634 of Pub. L. 115-91).

(v) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (NOV 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).

(vi) 52.204-27, Prohibition on a ByteDance Covered Application (JUN 2023) (Section 102 of Division R of Pub. L. 117-328).

(vii) (A) 52.204–30, Federal Acquisition Supply Chain Security Act Orders—Prohibition. (DEC 2023) (Pub. L. 115–390, title II).

(B) Alternate I (DEC 2023) of 52.204–30.

(viii) 52.219-8, Utilization of Small Business Concerns (JAN 2025) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds the applicable threshold specified in FAR 19.702(a) on the date of subcontract award, the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ix) 52.222-21, Prohibition of Segregated Facilities (APR 2015).

(x) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).

(xi) 52.222-35, Equal Opportunity for Veterans (JUN 2020) (38 U.S.C. 4212).

(xii) 52.222-36, Equal Opportunity for Workers with Disabilities (JUN 2020) (29 U.S.C. 793).

(xiii) 52.222-37, Employment Reports on Veterans (JUN 2020) (38 U.S.C. 4212).

(xiv) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(xv) 52.222-41, Service Contract Labor Standards (AUG 2018) (41 U.S.C. chapter 67).

(xvi) (A) 52.222-50, Combating Trafficking in Persons (OCT 2025) (22 U.S.C. chapter 78 and E.O. 13627).

(B) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

(xvii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).

(xviii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (MAY 2014) (41 U.S.C. chapter 67).

(xix) 52.222-54, Employment Eligibility Verification (JAN 2025) (E.O. 12989).

(xx) 52.222-55, Minimum Wages for Contractor Workers Under Executive Order 14026 (JAN 2022).

(xxi) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2022) (E.O. 13706).

(xxii) (A) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

(B) Alternate I (JAN 2017) of 52.224-3.

(xxiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (OCT 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. Subtitle A, Part V, Subpart G Note).

(xxiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (JUN 2020) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxv) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Mar 2023) (31 U.S.C. 3903 and 10 U.S.C. 3801). Flow down required in accordance with paragraph (c) of 52.232-40.

(xxvi) 52.240-1, Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities (NOV 2024) (Sections 1821-1826, Pub. L. 118-31, 41 U.S.C. 3901 note prec.).

(xxvii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (NOV 2021) (46 U.S.C. 55305 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial products and commercial services a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

I.3 FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 days of the termination of the contract.

(End of clause)

I.4 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000).

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and, if exercised, up to an additional 6 months as authorized by FAR 52.217-8.

(End of clause)

SECTION J – LIST OF ATTACHMENTS

Attachment Number	Attachment Name/Description
Attachment No. J-1	Vendor Release Letter (VRL)
Attachment No. J-2	Authorization for Release of Information and Waiver: General Third-Party Disclosure
Attachment No. J-3	Release of Information: Privacy Act Waiver
Attachment No. J-4	No Show/Missed Appointment Report
Attachment No. J-5	Monthly Program Activity Report
Attachment No. J-6	Translation Services/Special Language
Attachment No. J-7	CSOSA Credit Release
Attachment No. J-8	CSOSA Security Form for Temporary Contractors
Attachment No. J-9	PIV Form
Attachment No. J-10	Confidentiality and Non-Disclosure Agreement
Attachment No. J-11	Past Performance Questionnaire (*Solicitation only)*
Attachment No. J-12	Pricing Tables (*Solicitation only*)
Attachment No. J-13	Cover Letter *(Solicitation only; will be removed at award)*

CSOSA

OFFICE OF BEHAVIORAL INTERVENTION

MEMORANDUM

To:

Through:

From:

Date:

Subject:

Enclosed please find a referral package for who is in need of treatment. The duration of treatment for this offender shall not exceed the sessions as outlined in the chart below.

You are required to complete the attached admission confirmation form within 24 hours of the scheduled admission date. The admission confirmation must be emailed back to THPT@CSOSA.gov

Program	Units	Admission Date	Discharge Date Shall Not Exceed	Pick-Up Location/Time	Obligation/Invoice Shall Not Exceed

633 Indiana Avenue, NW, Washington, DC 20004 | P (202) 220-5300 | F (202) 220-5350

No later than 24 hours after the scheduled pick-up, please email this form back to THPT@CSOSA.gov and indicate reasons for non-admission.

Thank you.

To :

_____

From :

Date :

Name	PDID	Vendor	Program	Treatment	Status - Admitted? If no, indicate reason

Court Services and Offender Supervision Agency for the District of Columbia

COMMUNITY SUPERVISION SERVICES

AUTHORIZATION FOR RELEASE OF INFORMATION AND WAIVER:
GENERAL THIRD PARTY DISCLOSURE

I, _____, hereby consent to the disclosure of information
(Name of Offender)

specified below between the Court Services and Offender Supervision Agency for the District of Columbia and

_____
(Name of Third Party)

The purpose of and need for the disclosure is to inform the party named above of

coordinate treatment services
(Purpose of Disclosure)

The information to be disclosed is limited to the following:

Substance Abuse Treatment (authorizes sharing of CSOSA drug test results), Medical Records (PPD/TST, X-Ray results), Mental Health/Sex Offender Information, medications and medical conditions (diagnoses and recommendations)

_____
(Information to be Disclosed)

I understand that this consent will remain effective until it is revoked by me, or until _____.
(Enter Date)

I also understand that a redisclosure of this information may not be made without my express written authorization.

_____ _____
Signature of Offender/ Date Signed Witnessed By/Date Signed

_____
Offender's Date of Birth

_____
Offender's DCDC Number

_____
Offender's PDID Number

Print Form

Reset Form

Court Services and Offender Supervision Agency
for the District of Columbia

Attachment J-1:RELEASE OF INFORMATION PRIVACY ACT WAIVER

I, _____ [Name],

hereby authorize and give my prior written consent pursuant to 5 U.S.C. § 552a(b) to the Court Services and Offender Supervision Agency for the District of Columbia, to disclose the information noted below concerning me to the recipient(s) noted below for the purpose noted below.

Information to be disclosed:
Recipient(s):
Purpose of disclosure:

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____day of _____, 202_.

Solicitation No.9594CS26Q0057

Attachment J-4

No-Show/Missed Appt. Monthly Report

Reporting Month: _____
Program / Department: _____
Prepared By: _____
Date Prepared: _____
This report summarizes missed assessment appointments (no-shows) for the reporting period. The purpose is to monitor attendance trends, assess operational impact, and identify opportunities to reduce missed appointments and improve service access.

1. **Total Scheduled Assessments: _____**
2. **Total Completed Assessments: _____**
3. **Total Missed Assessments (No-Shows): _____**
4. **Same-Day Cancellations: _____**
5. **Overall No-Show Rate: _____ %**

Summary Comments:

_____
_____
_____

Appointment Attendance Overview

Appointment Status	Number
Scheduled	
Referral Completed/Closed	
No-Shows	
Same-Day Cancellations	
Rescheduled during this reporting period	

No-Show Analysis

Weekly Breakdown

Week	Scheduled	No-Shows	No-Show Rate
Week 1			
Week 2			
Week 3			
Week 4			

Reasons for No-Shows

Reason	Number of Occurrences
No Call / No Show	
Client Forgot Appointment	
Transportation Issues	
Illness / Emergency	
Scheduling Error	
Other / Unknown	

Follow-Up Actions Taken

☐ CSO & Client contacted for rescheduling
☐ Appointment reminders reviewed
☐ Case notes updated

☐ Referred to community Based Organization
☐ No-show policy applied
☐ Referral, discharge, or escalation considered

Action Summary:

_____
_____
_____

Review and Approval

Reviewed By: _____
Title: _____
Signature: _____
Date: _____

Monthly Program Activity Report

Contractor Name:_____ Contract Number:_____

Program Address:_____

Treatment
Modality: Individual & Group Therapy; Case Consultation _____

Submitted By:_____ Telephone Number:_____

PERFORMANCE TARGETS

For the Month of _____ Year_____

Instructions: *Please complete the numbers and names required for the tables below. Attach additional pages if necessary.*

TABLE 1 Group Therapy

Description of Counseling Services	**# of Supervisees**
A. Total Number of cases referred this month	
B. Total Scheduled Placements (assigned to groups)	
Actual Assignments (Started)	
Denied/Not Eligible	
C. Total Discharges	
#Successful completion of groups	
#Unsuccessful Completions of groups	
Discharge for non-compliance	
Dropout against clinical advice	
Rearrested/remanded	
Medical/hospitalized	
Administrative	
Supervision period ended	
Total number of active cases at the end of the month	

TABLE 2 Individual Therapy

Description of Counseling Services	**# of Supervisees**
A. Total Number of active cases referred this month	
B. Total Scheduled Placements (assigned to therapists)	
Actual Admissions (started)	
Denied/Not Eligible	
C. Total Discharges	
Successful Completion of all sessions	
Unsuccessful Completions	
Discharge for non-compliance	
Dropout against clinical advice	
Rearrested/remanded	
Medical/hospitalized	
Administrative	
Supervision period ended	
Total number of active cases at the end of the month	

TABLE 3 CASE CONSULTATIONS

SUPERVISEE NAME	**PDID#**	**Reason for Consultation**	**OUTCOME OF CONSULTATION**

Translation Services - Monthly Report

Contract Number: _____
Reporting Period: _____
Contractor: _____
Prepared by:_____]
Submission Date: _____

Summary of Services

_____
_____
_____

Services Provided

- Virtual: _____ In-person: _____
- **Languages Supported:**
  _____
- **Type of Services:**
  - _____
  - _____
  - _____
- **Materials Supported:** (translating documents, forms, reports, presentations, and testing instruments)

Service Volume

- Total translation requests completed: _____
- Total interpretation hours provided: _____
- Total pages/words translated (if applicable): _____
-

Issues or Challenges

_____
_____

Certification

I certify that this report accurately reflects the services provided during the reporting period.

Authorized Signature: _____
Name / Title: _____
Date: _____

Court Services and Offender Supervision Agency for the District of Columbia

MEMORANDUM

This is a release for the Court Services and Offender Supervision Agency to obtain one or more consumer/credit reports about you in connection with your application for employment or in the course of your employment with the Court Services and Offender Supervision Agency. One or more reports about you may be obtained for employment purposes, including evaluating your fitness for employment, promotion, reassignment, retention, or access to classified information.

I,_____, hereby authorize the Court Services and Offender Supervision Agency to obtain such report(s) from any consumer/credit reporting agency for employment purposes.

_____
Signature

_____
Date

_____
Social Security Number

Print Form Save Form Reset Form

Court Services and Offender Supervision Agency for the District of Columbia

SECURITY FORM FOR TEMPORARY CONTRACTORS

This form is to be used for all contractor personnel performing work under contract with CSOSA. It is to be completed as indicated and returned to the Office of Security by the Contracting Officer. Upon receipt of the completed documentation, the Office of Security will conduct a CSOSA background check and will notify the CO when the individual is approved to begin work.

PART I – TO BE COMPLETED BY THE CONTRACTING OFFICER (CO) OR CONTRACTING OFFICER REPRESENTATIVE (COR)

COR Program Office: _____ Tel: _____ Date: _____

☐ COR: _____

☐ Position Sensitivity: _____

☐ Desired Performance Start Date: _____

☐ Contractor Name:_____

☐ Contract Number:_____

☐ Applicant Name:_____

☐ Position Title: _____

☐ Position Description: _____

☐ Duration of Assignment: _____

☐ NCIC/WALES Access: ☐ Yes ☐ No

☐ CSOSA Network Access: ☐ Yes ☐ No

Prepared By: _____ _____
Print Name Signature & Date

PART II – TO BE COMPLETED BY THE APPLICANT

1. Full Name (Last, First, MI)_____

2. Other Names Used (Maiden and Alias) _____

3. Telephone Number(s) where you can be reached _____

4. Home Address (Street, City, State, and Zip Code)_____

_____

5. E-mail Address _____

6. Sex ☐ Male ☐ Female

7. Race: Black Not-Hispanic

8. Date of Birth (Mo/Day/Year)_____

9. Place of Birth (City, State, Country) _____

10. Social Security Number _____

11. U.S. Citizenship ☐ By Birth ☐ Naturalized ☐ Other

12. In the last seven years, have you been fired from a job, quit after being told you would be fired, or left by mutual agreement following allegations of misconduct or unsatisfactory performance?

☐ Yes ☐ No **If your answer is "Yes," explain below:**

Date Reason Employer's Name & Address

_____

_____

_____

13. In the last seven years, have you been arrested for, charged with, or convicted of any offense(s)? (Leave out traffic fines of less than $150).

☐ Yes ☐ No **If your answer is "Yes," explain below:**

Date Charge Police Agency Disposition

_____

_____

_____

I certify that the statements made by me on this form are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that this information will be used to conduct records checks for the purpose of either paid or unpaid employment with the Court Services and Offender Supervision Agency.

_____

Signature **Date**

Reset Form Save Form Print Form

Court Services and Offender Supervision Agency Personal Identity Verification (PIV) Request Form

Section I. PIV Request & Source Documentation (To be completed by Sponsor)

1. New Card? ☐ Yes ☐ No Replacement Card? ☐ Yes ☐ No 1a. Reason for Replacement_____

Applicant Information **Type** ☐ Employee ☐ Contractor ☐ Guest/Other

2. Name (Last, First, Middle): _____
3. Applicant ID Number (or SSN):_____
4. DOB/POB:_____
5. Organization/Title:_____
6. Work Phone:_____

Procurement Use Only (Fill Out Below Information)
Contract Expiration Date: _____
Contract/Purchase Order No._____
Name (Printed)_____
Signature_____

I agree to sponsor the above Applicant for a PIV card and certify that all information provided is accurate to the best of my knowledge.

7. Sponsor / Enrollment Official Signature: _____ 8. **Date**: _____

9. Sponsor/Enrollment Official printed Name and Telephone Number: _____

Section II. Card Approval and Identity Proofing (To be completed by Registrar)

10. **NAC / Background Investigation / FBI Fingerprint Check Result (Circle one)**

Favorable? ☐ Yes ☐ No (If no, notify Sponsor for adjudication decision)

11 Comments_____

Card issuance ☐ Approved ☐ Disapproved

12. Access Level:: _____

Registrar Information
Security Org/Phone Office of Security/220-5750
Name (Printed)_____

13. Did Applicant present two forms of identification, one of which was a photo ID issued by a state or the Federal Government?
☐ Yes ☐ No

14. Copies of Source Documents attached? ☐ Yes ☐ No

I certify that the above applicant appeared before me and presented two ID source documents in compliance with HSPD-12, which appeared to be genuine.

15. **Registrar Signature**: _____ 16. **Date**:_____

Section III. Card Details (To be completed by the Issuer, after Section II is completed)

17. Name on Card Is the Same as Name Above ☐ Yes ☐ No
18. PIV Card Number_____
19. Card expiration date:_____

Issuer Information
Issuer Org/Phone Office of Security/220-5750
Name (Printed)_____

A PIV card was issued to the Applicant identified above base on verification of the Applicant's identity and the above Registrar's approval. At time of issue, applicant presented one photo ID, issued by a state or the Federal Government.

20. **Issuer Official Signature**: _____ 21. **Date**:_____

Section IV. Applicant Acknowledgement (To be completed by the Applicant, after Section III is completed)

I confirm receipt of the PIV card identified above, verify that the information is accurate to the best of my knowledge, and agree to abide by all rules and responsibilities associated with this card as follows:

A. SAFEGUARDING: I accept responsibility for safeguarding the proximity/identification card issued to me. When I am not wearing the card or the card is not in my physical custody, I will secure it against loss or theft in the same or similar manner, as I would protect my purse or wallet against loss or theft.

B. USE: I will use the card for official purposes only and will not loan, give, or otherwise allow any other person to use my card for any purpose. I will use the card only for official identification.

C. COUNTERFEITING: I will not attempt to clone, modify, or obtain data from any proximity/identification card

D. WEARING/DISPLAYING: When required, I will prominently display the front (photo side) of the card at all times within the workplace, and elsewhere as required. When displaying the card, it will be worn between the neck and waist, on the front of the wearer.

E. REPORTING LOSS OR THEFT: I will immediately report any loss or theft of the card to the Office of Security, Room 820, 633 Indiana Avenue (Tel: 220-5750). If I subsequently recover my lost or stolen card, I will promptly return it to the Security Staff.

F. RETURN OF CARD: I will immediately return the card to the Security Staff when my employment with the CSOSA or PSA is terminated, or upon a request by the appropriate authority.

22. **Applicant Signature**: _____ 23. **Date**:_____

Upon Completion, return this form to the Registrar

CONTRACTOR CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT FOR

Insert Contract Number and Title

This NONDISCLOSURE AGREEMENT (this "Agreement") is made and entered into as of _____ , 2025 by and between the Court Services and Offender Supervision Agency ("CSOSA" or "Agency") and _____("Contractor").

1. **"Confidential Information"** means all information disclosed by CSOSA to Contractor at any time, either directly or indirectly in writing, orally or by inspection of tangible objects, that arises from or in any way relates or pertains to CSOSA or its business including, without limitation, all information generated by Contractor, whether alone or through or in conjunction with third parties, based in whole or in part on such information. Confidential Information may also include but may not be limited to: information disclosed to Contractor by Agency employee(s) or third parties and all information covered by the Federal Privacy Act, 5 U.S.C. §552a, including D.C. Youth Records Confidentiality law, the D.C. Mental Health Act (D.C. Official Code§§ 7-1201.01 et seq. (2001 Edition)), the D.C. HIV/AIDS statute (D.C. Official Code§§ 7-302 and 7-1605 (2002 Edition)), drug/alcohol treatment records (42 C.F.R. Part 2); Freedom of Information Act (FOIA) (and D.C. FOIA (District of Columbia participants only). These Acts regulate the collection, maintenance, use and disclosure of personal and sensitive information by local and federal executive branch agencies such as CSOSA.

Confidential Information shall not, however, include any information which the Contractor can establish: (i) is or becomes publicly known and made generally available in the public domain through no action or inaction of Contractor; (ii) is already rightfully in the possession of the Contractor prior to the commencement of his/her employ and at the time of disclosure, as shown by Contractor through direct evidence immediately prior to the time of disclosure; (iii) is obtained by Contractor from a third party without a breach of such third party's obligations of confidentiality; (iv) is independently developed by Contractor without use of or reference to CSOSA's Confidential Information, as shown by documents and other competent evidence in Contractor's possession; or (v) is required to be disclosed by a subpoena or order issued by a court of competent jurisdiction, provided that Contractor gives CSOSA prompt written notice of such requirement prior to such disclosure and assistance in obtaining an order protecting the information from public disclosure.

2. **Limitations on Use and Disclosure.** Contractor agrees not to duplicate or use any Confidential Information for any purpose except in furtherance of providing services to CSOSA. Contractor agrees that he or she shall take all measures necessary to protect the secrecy of, and to avoid disclosure and unauthorized use of, the Confidential Information. Without limiting the foregoing, Contractor shall take at least those measures that Contractor takes to protect his or her own most highly confidential information. Contractor shall immediately notify CSOSA in the event of any unauthorized use or disclosure of the Confidential Information. Contractor shall not reverse engineer, disassemble or decompile any software or other tangible objects which embody CSOSA's Confidential Information.

3. **Copies.** Contractor shall not make any copies of Confidential Information unless the same are previously approved in writing by the Office of the Director of CSOSA, Office of General Counsel, or expressly permitted hereunder. Contractor shall reproduce CSOSA's proprietary rights notices on any such approved copies, in the same manner in which such notices were set forth in or on the original.

4. **Video/Audio Recording.** At no time shall Contractor videotape or audio record, any session, conversation or activity with an offender without written consent from the Office of the Director and the Office of the General Counsel. Any Podcasts developed throughout the duration of the contract is the sole and exclusive property of CSOSA.

5. **No Obligation.** Nothing herein shall obligate CSOSA or Contractor to proceed with or continue any transaction between them after the end of the contract period.

6. **Return of Materials.** All documents and other tangible objects (to include notes, pictures, audio tapes) containing or representing Confidential Information and all copies thereof which are in the possession of Contractor shall be and remain the property of CSOSA and shall be promptly returned to CSOSA upon CSOSA's request.

7. **No Rights.** Nothing in this Agreement is intended to grant any rights to Contractor under any copyright of CSOSA materials, nor shall this Agreement grant Contractor any rights in or to Confidential Information except as expressly set forth herein.

8. **Term.** This Agreement shall survive until such time as all the Confidential Information becomes publicly known and made generally available through no action or inaction of Contractor.

9. **Assignment.** This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. This Agreement shall immediately and automatically transfer, and all rights, duties and obligations of CSOSA shall be fully assigned, to any successor CSOSA entity, effective on the date of formation, automatically and without the need for further documentation. Further, CSOSA may assign this Agreement upon notice to Contractor, but without the need for consent.

10. **Entire Agreement.** This Agreement contains the entire agreement between the parties with respect to the subject matter hereof. Except as otherwise expressly agreed in writing, this Agreement controls over any other agreement or provision relating to the subject matter hereof, regardless of whether such agreement was entered into before, after or contemporaneously with this Agreement.

11. **Governing Law; Venue.** This Agreement shall be governed by the laws of the Federal Government, without reference to conflict of laws principles. Any dispute brought by Contractor must be brought in the federal court located in the District of Columbia, and each party hereby consents to the personal jurisdiction thereof.

13. **Waiver; Amendment.** Any failure to enforce any provision of this Agreement shall not constitute a waiver thereof or of any other provision hereof. This Agreement may not be amended, nor any obligation waived, except by a writing signed by both parties hereto.

14. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the Contractor obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive Orders and statutory provisions are incorporated into this agreement and are controlling.

Each of the undersigned individuals represents and warrants that he/ she has read and agrees to be bound by the terms of this Agreement.

_____	_____
Contractor Name (print)	Signature
_____	_____
Company Name	Date

Attachment J-11 Past Performance Questionnaire
When filled in, this document is Source Selection Sensitive Information IAW FAR 2.101 and 3.104.

1. The Court Services and Offender Supervision Agency (CSOSA) is conducting an acquisition to provide Psychological Assessment Services for the CSOSA Office of Behavioral Intervention.

2. You have been listed by *(enter name of entity submitting a quote)* as a current or past client reference who can serve as a past performance reference. The following information is being collected to help the CSOSA Contracting Officer evaluate past performance during the evaluation of proposals.

3. The survey should be completed by the individual most knowledgeable of the Contractor's day-to-day operations and overall condition of services being rendered. That individual is encouraged to supplement their own knowledge of the Contractor's performance with the judgment of others in their organization, as applicable.

4. Handwritten responses are sufficient. Please make them legible.

5. Please provide explanatory narratives for as many responses as possible. These narratives need not be lengthy, just descriptive. Space for narrative comments is included on the last page of the survey. If more space is needed, additional pages may be added.

6. As the survey relates to an ongoing source selection for the services for above identified requirement, we request that all information provided within the survey be safeguarded against unauthorized disclosure.

7. Upon completion of the questionnaire, please e-mail it to RoShawn K. Washington at roshawn.washington@csosa.gov no later than **Friday, August 14, 2026, 3:00 PM (EDT)**
********** Date of Survey: _____
Name of Person Completing Survey: _____
Title of the Person Completing Survey: _____
Telephone and Fax Number: _____
Email Address: _____
Your Company/Agency: _____
Contract Name: _____
Contract Number: _____
Period of Contract Performance: _____
Total Dollar Amount of Contract: _____
Your Role in this Contract: _____
General description of products/services required under the contract: _____

6. Did the contractor perform as a prime or subcontractor? _____

7. Performance Information. Choose the number on the scale of 1 to 6 that most accurately describes the contractor's performance or situation. **Please provide a narrative explanation for any ratings of 1, 2 or 3.**

	Evaluation Ratings	
	Rating	Definition
1	Neutral	Performance was not observed or not applicable to the current effort being reported against.
2	Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub- element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.
3	Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub- element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.
4	Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor were satisfactory.
5	Good	Performance meets contractual requirements with some exceeded to the Government's benefit. The contractual performance of the element or sub- element being assessed was accomplished with no more than some minor problems for which corrective actions taken by the contractor were effective.
6	Exceptional	Performance meets contractual requirements with many exceeded to the Government's benefit. The contractual performance of the element or sub- element being assessed was accomplished with no more than a few minor problems for which corrective actions taken by the contractor were highly effective.

Place an "X" in the appropriate block using the definitions matrix above.

	SCHEDULE						
1.	Contractor's responsiveness/timeliness in providing the required services.	1	2	3	4	5	6
2.	Contractor's responsiveness/timeliness to administrative functions of the contract.	1	2	3	4	5	6
3.	Contractor's responsiveness/timeliness in responding to questions or correspondence.	1	2	3	4	5	6
4.	Contractor's compliance with contract terms and conditions.	1	2	3	4	5	6
5.	Were any contract concessions/changes/terminations made due to the contractor's failure to accurately plan?	Yes	No				
	MANAGEMENT OF KEY PERSONNEL						
6.	Demonstrated ability to hire, maintain, and replace, if necessary, qualified personnel during the contract period.	1	2	3	4	5	6
7.	Contractor's preparation & training of personnel.	1	2	3	4	5	6
8.	Contractor's ability to effectively manage subordinates.	1	2	3	4	5	6

	QUALITY OF SERVICES						
9.	Provided effective quality control and/or inspection procedures to meet contract requirements.	1	2	3	4	5	6
10.	Followed approved quality control plan.	1	2	3	4	5	6
11.	Corrected deficiencies in timely manner and pursuant to their quality control procedures.	1	2	3	4	5	6
12.	Provided timely resolution of contract discrepancies.	1	2	3	4	5	6
13.	Identified problems as they occurred.	1	2	3	4	5	6
14.	Suggested alternative approaches to problems.	1	2	3	4	5	6
15.	Displayed initiative to solve problems.	1	2	3	4	5	6
16.	Developed realistic progress schedules.	1	2	3	4	5	6
17.	Met established project schedules.	1	2	3	4	5	6
18.	Contractor's ability to assimilate & accommodate changes in contractual requirements and/or priority.	1	2	3	4	5	6
19.	Contractor's exhibited knowledge of and compliance with Government (or other) regulations.	1	2	3	4	5	6
20.	Contractor's demonstration of technical expertise in providing all contractual services.	1	2	3	4	5	6
21.	Contractor possession/utilization of tools/equipment necessary for adequately providing the required services.	1	2	3	4	5	6
22.	Contractor's accomplishment in meeting the Quality standards specified for:						
	a. Technical Performance	1	2	3	4	5	6
	b. Administrative Performance	1	2	3	4	5	6
23.	Has the Contractor ever failed to effectively control the quality of services provided? If yes, please explain in Remarks Section.	Yes	No				
24.	Has a Contract Discrepancy Report (or equivalent) ever been issued? If yes, please explain in the Remarks Section.	Yes	No				
25.	Has a Cure Notice or Show Cause Letter ever been issued? If yes, please explain in the Remarks Section.	Yes	No				
26.	Have there been any disputes/claims relative to the contract? If yes, please explain in the Remarks Section	Yes	No				

27.	Has a Contractor demonstrated the ability to correct any of the problems referenced above? If yes, please explain in the Remarks Section.	Yes	No				
28.	Has a Contract been terminated for default? If yes, please explain in the Remarks Section.	Yes	No				
29.	Has an election ever been made to not exercise an option due to the Contractor's poor performance? If yes, please explain in the Remarks Section	Yes	No				
25.	Has a Cure Notice or Show Cause Letter ever been issued? If yes, please explain in the Remarks Section.	Yes	No				
26.	Have there been any disputes/claims relative to the contract? If yes, please explain in the Remarks Section	Yes	No				
27.	Has a Contractor demonstrated the ability to correct any of the problems referenced above? If yes, please explain in the Remarks Section.	Yes	No				
28.	Has a Contract been terminated for default? If yes, please explain in the Remarks Section.	Yes	No				
29.	Has an election ever been made to not exercise an option due to the Contractor's poor performance? If yes, please explain in the Remarks Section	Yes	No				
	BUSINESS RELATIONS						
30.	Contractor's management of subcontracts.	1	2	3	4	5	6
31.	Have there been any labor disputes? If yes, please explain in the Remarks Section.	Yes	No				
32.	Have there been any violations of Public Law, especially the Service Contract Act? If yes, please explain in the Remarks Section.	Yes	No				
33.	Contractor's ability/willingness to consistently provide prompt and courteous service.	1	2	3	4	5	6
34.	Contractor's ability/willingness to promptly and courteously resolve customer complaints.	1	2	3	4	5	6
35.	Contractor's overall commitment to customer satisfaction.	1	2	3	4	5	6
37.	How would you rate the integration and coordination of all activity needed to perform this contract?	1	2	3	4	5	6
38.	How would you the Contractor's overall performance?	1	2	3	4	5	6
39.	Would you award another contract to this Contractor? If not, please explain in the Remarks Section.	Yes	No				

Remarks:

Tables: Breakdown of Services in CLINs 0001, 1001, 2001, 3001, and 4001					
Line Item	**BASE (12 MONS) Description of Services**	**Quantity**	**Unit**	**Unit Price**	**Not-to-Exceed Amount**
0001	Psychotherapy and Counseling Services	1	Lot		
	Group Sessions	683	Hours		
	Individual Sessions	200	Hours		
	Case Consultations	47	Hours		
	Translation Services **	10	Hours		

Line Item	**OPTION ONE (12 MONS) Description of Services**	**Quantity**	**Unit**	**Unit Price**	**Not-to-Exceed Amount**
2001	Psychotherapy and Counseling Services	1	Lot		
	Group Sessions	683	Hours		
	Individual Sessions	200	Hours		
	Case Consultations	47	Hours		
	Translation Services **	10	Hours		

Tables: Breakdown of Services in CLINs 0001, 1001, 2001, 3001, and 4001					
Line Item	**OPTION TWO (12 MONS) Description of Services**	**Quantity**	**Unit**	**Unit Price**	**Not-to-Exceed Amount**
1001	Psychotherapy and Counseling Services	1	Lot		
	Group Sessions	683	Hours		
	Individual Sessions	200	Hours		
	Case Consultations	47	Hours		
	Translation Services **	10	Hours		

Tables: Breakdown of Services in CLINs 0001, 1001, 2001, 3001, and 4001					
Line Item	**OPTION THREE (12 MONS) Description of Services**	**Quantity**	**Unit**	**Unit Price**	**Not-to-Exceed Amount**
3001	Psychotherapy and Counseling Services	1	Lot		
	Group Sessions	683	Hours		
	Individual Sessions	200	Hours		
	Case Consultations	47	Hours		
	Translation Services **	10	Hours		

Tables: Breakdown of Services in CLINs 0001, 1001, 2001, 3001, and 4001					
Line Item	**OPTION FOUR (12 MONS) Description of Services**	**Quantity**	**Unit**	**Unit Price**	**Not-to-Exceed Amount**
4001	Psychotherapy and Counseling Services	1	Lot		
	Group Sessions	683	Hours		
	Individual Sessions	200	Hours		
	Case Consultations	47	Hours		
	Translation Services **	10	Hours		

Tables: Breakdown of Services in CLINs 0001, 1001, 2001, 3001, and 4001					
Line Item	**FAR 52.217-8 Option (6 MONS) Description of Services**	**Quantity**	**Unit**	**Unit Price**	**Not-to-Exceed Amount**
5001	Psychotherapy and Counseling Services	1	Lot		
	Group Sessions	683	Hours		
	Individual Sessions	200	Hours		
	Case Consultations	47	Hours		
	Translation Services **	10	Hours		

Total Purchase Order Not to Exceed/Ceiling $_____

*** The quoter is required to provide a single unit price for any translation services regardless of the type.*

Solicitation 9594CS26Q0057 - Attachment J-13: Cover Letter

A completed Attachment J-13: Cover Letter must be provided with any submitted quote.

1. Full name of Quoter: _____

2. Full address of Quoter: _____

   _____

3. Quoter's Point of Contact:
   a. Name: _____
   b. Phone number: _____
   c. Email address: _____

4. Quoter's Tax identification number (TIN): _____

5. Quoter's System for Award Management (SAM) Unique Entity Identification (UEI) Number:

   _____

6. Business Size for NAICS 621330: Offices of Mental Health Practitioners (except Physicians) (This should be the business size identified in the Quoter's SAM registration for this NAICS, e.g., large business, small business, SDVOSB, etc.) If Quoter's Representations and Certifications posted in SAM under FAR 52.219-1 does not include this NAICS code, this NAICS code should be added to the Quoter's SAM registration prior to the submission of a quote. ***Failure to include the appropriate NAICS code [621330] under SAM registration prior to quote submitted due date and time will result in the applicable quotation deemed as non-responsive.***

7. A copy of the SF1449 and all Solicitation Amendments (SF30) (if issued), signed by an individual authorized to bind the Quoter, shall be provided following this Cover Letter.

8. The Quoter has reviewed the insurance requirements in the solicitation, section H.14 Insurance, and will provide the required Certificate of Insurance that meets or exceeds the requirements of Section H.14 within 10 days of purchase order award. **(Note: A post-award request to have any H.14 Insurance requirements waived or reduced will not be considered.)**
   Signature of individual authorized to bind Quoter: _____

9. The pricing provided in the Pricing Quotation is good for 120 calendar days from the date of submittal.
   Signature of individual authorized to bind Quoter: _____

10. Any assumptions, exceptions, or conditions the Quoter makes, or takes, in their submission shall be provided as a separate attachment following this Cover Letter.

11. By signing this cover letter below, Offerors acknowledges receipt of any and all amendments applicable to this solicitation.
    Signature of individual authorized to bind Quoter: _____

12. By signing below, an official authorized to bind your organization is stipulating its quotation is predicated upon all the terms and conditions of this RFQ.

Cover Letter signature of individual authorized to bind Quoter:

STATEMENT OF WORK

LOW-INTENSITY RESIDENTIAL TREATMENT

C.1.0 INTRODUCTION/BACKGROUND

The Court Services and Offender Supervision Agency (CSOSA) was established under Section 11232 of the National Capital Revitalization and Self-Government Improvement Act of 1997 to effectuate the reorganization and transition of functions relating to pretrial services, parole, adult probation and offender supervision in the District of Columbia to a Federal Executive Branch agency. CSOSA's mission is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community through the supervision of all probationers, parolees and supervised releases held under the authority of any United States or District of Columbia statute, or any other lawful authority entrusted to the District.

Within CSOSA, the Office of Behavioral Treatment (OBI) serves as the central hub for assessing risk and need and delivering evidence-based treatments for Supervisees in differing stages of change at various field locations. OBI coordinates and delivers comprehensive assessments, evaluations, treatment, treatment and housing services
designed to address one or more criminogenic risks and needs that pose challenges to Supervisees' successful re-entry into the community and compliance with release conditions.

C.2.0 OBJECTIVE

CSOSA seeks a qualified, District of Columbia, Department of Behavioral Health (DBH)-certified Substance Use Disorder (SUD) treatment Contractor to provide male offenders American Society of Addition Medicine (ASAM) Level 3.1 clinically managed low-intensity residential treatment for 90-day treatment episodes consistent with
ASAM Criteria (4th Edition) and District of Columbia regulations.

C.3.0 STANDARDS

C.3.1 ASAM Level 3.1 Definition & Placement: Level 3 (Residential) care is part of ASAM's continuum; Level 3.1 provides clinically managed, low-intensity residential treatment determined via multidimensional assessment and dimensional admission criteria.

C.3.2 DC Regulatory Framework: Providers must comply with Title 22-A DCMR, Chapter 63 — Certification Standards for Substance Use Disorder Treatment and Recovery Providers.

C.3.3 Facility Certification: Non-hospital residential facilities must be certified by the Mayor/DBH, demonstrate organized programs and qualified supervision/staffing, and hold the appropriate Public Health: Human Services Facility business license endorsement.

C.3.4 Level 3.1 Program Duration & Minimum Service Intensity: Level 3.1 provide at least five (5) hours of treatment services per week, typically lasting up to 90 days.

C.3.5 Appropriate Clients: The Contracting Officer's Representative (COR) will present referral packages to the provider for a client(s) who has received a substance use disorder assessment from a CSOSA Assessment and Evaluation Placement Specialist confirming the client meets ASAM Level 3.1 placement criteria, and:

a. May be employed, in school, in pre-vocational programs, actively seeking employment, involved in a structured day program;
b. Recognize his SUD and is committed to recovery or are in the early stages of change and not yet ready to commit to full recovery but needs a stable supportive living environment to support their treatment or recovery;
c. May have a stable co-occurring physical or mental illness; and
d. Who is capable of self-care but is not ready to return to family or independent living.

C.3.6 Contractor Certification/Licensing Requirements. The Contractor shall maintain certifications required in Sections C.3.2 and C.3.3 throughout the purchase order period of performance, and shall comply with any subsequent revisions or additions to the certification standards for substance use treatment programs in the District of Columbia, Department of Behavioral Health (Contractor shall be certified by DBH for mental health services if the services are provided in the District of Columbia).

The Contractor shall follow all applicable District of Columbia requirements for licensing, and all other applicable regulations regarding substance use treatment programs.

C.4.0 TASKSREQUIREMENT

C.4.12 KEY PERSONNEL
At a minimum, the Contractor shall provide key personnel who are Qualified Providers and Credentialed Staff permitted to provide SUD services or components of SUD services in accordance with the applicable service standards and any other applicable standards in DMR, Chapter 22-A63, Certification Standards for Substance Use Disorder Treatment and Recovery Providers.

C.4.12.1 Qualified Providers are behavioral health clinicians appropriately licensed, certified, or registered in the District by the Department of Health. A Qualified Provider shall only render those SUD services or components of SUD services that are consistent with the scope of the Qualified Provider's license, certification, or registration. Applicable laws and regulations dictate whether and to what extent a Qualified Provider:

1. Is subject to supervision requirements when providing SUD services; and
2. May supervise other Qualified Providers or Credentialed Staff in the provision of SUD services.

C.4.12.2 Credentialed Staff are non-licensed staff or staff who are not Qualified Providers who are permitted to render SUD services or components of SUD services pursuant to any applicable service specific supervision requirements. Credentialed Staff shall only render SUD services or components of SUD services that do not require a license, certification, or registration by the DC Department of Health. The below named staff positions shall be considered direct service providers and Key Personnel:

C.4.12.3 Program Director.

a. Duties – the Program Director shall authority and responsibility for the administrative direction and day-to-day operation of the program(s), hiring of staff, and assigning job functions and descriptions. The Program Director is responsible for overall outcomes, curriculum development, and training of staff.
b. Minimum Qualifications – Bachelor Degree (Master's Degree Preferable) in Social Work, Psychology or other behavioral health discipline from an accredited college or university preferred; and a minimum of five (5) years within the past seven (7) years of documented work experience in the behavioral health field providing, developing, implementing, and/or administering programs.

C.4.12.4 Clinical Director.

a. Duties - the Clinical Director shall be responsible for the full-time clinical direction and day-to-day delivery of clinical services provided to clients of the program(s). The clinical director must be a clinician who is licensed to practice independently in the District and supervise other clinical staff. The Clinical Director shall be responsible for conducting case file reviews, case file audits, crisis treatment consultations, reviewing and approving written clinical documents, providing clinical staff oversight and continuous quality improvement, monitoring activities, and participating in interdisciplinary team meetings. The Clinical Director shall provide regular clinical supervision of all direct service staff, which shall include face to face discussions, observations of performance, clinical staffing, review of written documentation and annual performance evaluations.
b. Minimum Qualifications – The Clinical Director shall be an appropriately credentialed professional who is able to assess and treat co-occurring disorders and has specialized training in behavioral health services. The clinical director must:

1. Possess a minimum of five (5) years within the past seven (7) years of documented experience as a clinical director in a residential substance abuse treatment setting.
2. Be a qualified Provider Diagnostic Assessment and Plan of Care. Qualified Providers for 22-A6339, Diagnostic Assessment and Plan of Care who are permitted to screen, assess, and diagnose may be:

    i. Physicians
    ii. Psychologists
    iii. Licensed Independent Clinical Social Workers (LICSWs)
    iv. Licensed Graduate Professional Counselor (LGPCs)
    v. Licensed Professional Counselors (LPCs)
    vi. Licensed Marriage and Family Therapists (LMFTs)

C.4.12.5 Clinical Care Coordinator. The Contractor shall designate one qualified Provider as Clinical Care Coordinator to provide Core Clinical Coordination (CCC) services. The Contractor shall designate one of its qualified key personnel as Clinical Care Coordinator (consistent with DMR 22A6340, Clinical Care Coordination, and DMR 22A6344, Recovery Support Service, regulations).

a. Duties - At a minimum, the Clinical Care Coordinator shall be responsible for coordinating Client services (i.e., medical, mental health, housing, vocational), 1:1 case planning, preparing treatment plans, participating in the interdisciplinary team meetings, aftercare and discharge plans, completing clinical documentation, and meeting weekly with each assigned Client. Assisting clients with paperwork and enrollment procedures for community-based treatment and support programs.
b. Minimum Qualifications - The Clinical Care Coordinator shall be a Qualified Provider in accordance with the requirements of DRM 22-A6340, Clinical Care Coordination. Qualified Providers are:

1. Physicians
2. Psychologists
3. LICSWs
4. LGSWs
5. LPC's
6. APRNs
7. LMFTs
8. RNs
9. LISWs

C.4.12.6 Medication Management Provider.

a. Duties – At a minimum, the Medication Management Provider shall be responsible for ensuring that the Clients' medication is available as prescribed, safely storing and dispensing medication, monitoring clients self-administration of medication (i.e., "watch take"), maintaining records that track and account for all prescribed medications, conducting monthly inspections of the medication areas, and maintaining records of the monthly inspections.
b. Minimum Qualifications – The person designated to perform medication management tasks must be a qualified Provider for 22-A6345, Medication Management, or credentialed staff.

1. Qualified Providers of Medication Management are:
   a. Physicians; and
   b. APRNs.
2. The following may deliver prescribed medications under the direction of a Qualified Provider:
   a. PAs.
   b. RNs; or
   c. LPNs.
   c. The Contractor can satisfy this requirement by employing a direct service, contract or public health provider that is licensed in the local jurisdiction where the

facility is located to oversee the medication management requirements of the purchase order. If a contractor is used, the offeror must provide a letter of intent in the proposal package.

C.4.12.7 Residential Monitor.

a. Duties – At a minimum, the Residential Monitor shall be responsible for conducting room inspections, maintaining the facility safety, escorting Clients, and monitoring Client movement through use of destination passes and established itineraries.

b. Minimum Qualifications – The Residential Monitor must possess:

1. High school diploma or GED equivalency, and
2. Prior experience in a residential program (preferred).
3. C.4.12.8 With CSOSA's approval, the Contractor may use volunteers in the performance of this purchase order. The Contractor shall subject volunteers to the same CSOSA Security Screening process and Standards of Conduct as that required for paid staff.
4. C.4.12.9 Contractor staff not identified above shall be considered indirect service providers.
5. C.4.12.10 The Contractor shall ensure that at least one staff member that is certified in CPR is on-site 24 hours per day.
6. C.4.12.11 The Contractor shall ensure that the Clinical Supervisor, Case Manager, and Counselor staff shall have a caseload ratio of no more than 20:1 for CSOSA Clients.
7. C.4.12.12 The Contractor shall provide staffing coverage 24 hours per day, 7 days per week, and 142 weeks per year. The Clinical Supervisor shall be available on-site or by telephone 24 hours per day.

C.4.2(NEED HEADER HERE)

The Contractor shall furnish all personnel, supervision, facilities, transportation, supplies, and services necessary to provide ASAM Level 3.1 residential treatment to adult male clients, capacity 20 beds, for 90-day episodes, including:

- Referrals
- Intake
- Diagnostic Assessment & Plan of Care
- Treatment Model & Minimum Intensity
- Individual SUD Counseling/Therapy
- Group Counseling/Therapy
- Drug Testing
- Care Coordination & Recovery Supports
- Medication Storage & Administration
- Discharge (for Program Completion & Early Termination)

C.4.2.1 Referrals. The Contractor shall receive referrals for: 1) Clients who require transitional housing and treatment services; and 2) Clients who require transitional housing and treatment services, in addition to substance abuse treatment. Referrals will be made based upon identified need and will include Clients ordered to be placed in transitional housing and treatment by the courts, either as part of a sentence or pre-sentence, or as a condition of probation, parole or supervised release. CSOSA's treatment staff will use ASAM Criteria 3.1 when referring Clients to the Contractor.

C.4.1.2.1 The Referral Authorization and No Show/Missed Appointments

C.4.1.2.12 Initial Referral Package.

C.4.1.1.1.2.1 The Referral Authorization. Referral Package. The Contracting Officer Representative (COR) shall notify the Contractor and the CSOSA Treatment Housing Placement Team (THPT) via email, of a referral package, within a minimum of twenty-four (24) hours prior to each admission to receive any of the assessment services listed as tasks. The referral authorization shall contain the following:

- A referral date and billing authorization document indicating the task(s) to be completed;
- Supervisee identification information-In the event the Supervisee does not have an email address in CSOSA's electronic record system, entitled Supervision Management and Record Tracking-21 (SMART21); all appointments must be scheduled in person by the contractor;
- The COR's name and e-mail/contact information;
- The Supervisee's Community Supervision Officer's (CSO) e-mail/contact information; and
- Collateral and supplemental information that will be used to complete the assessments/evaluations, consider diagnoses, and formulate treatment recommendations (e.g., a copy of the Supervisee's Notice of Action (NOA) or Judgment and Commitment (J&C) order, Special Conditions, and/or pre-or-post sentence investigation reports).

The Contractor shall only perform task(s) specified in the referral authorization. The referral authorization is the only document that makes CSOSA financially responsible for Supervisee services provided by the Contractor. No verbal or other authorization is recognized or allowed.

The contractor must provide the CSO and Supervisee both verbal and written notification of its no show policy when attempting to make an appointment with the Supervisee.

The CSO/SCSO must notify the contractor immediately upon learning that a Supervisee will miss an appointment due to an unforeseen emergency.

C.4.2.2 No Show/Missed Appointments. If the Supervisee is a no-show (i.e., fails to report for the scheduled assessment or evaluation), the Contractor shall email the COR, Behavioral Health Administrator, Behavioral Health Coordinator, CSO and SCSO within 24 hours, or the next business day. All appointments and no-show notifications shall include the date and time for the appointment, and if the Supervisee is to be re-scheduled for another appointment. The rescheduled appointment shall take place no later than five (5) business days following the initial scheduled appointment. The Contractor is
required to send e-mail notifications for no show/missed appointments on the same day as the scheduled appointment. In the referral authorization, the COR will provide the Contractor the e-mail addresses for all required recipients.

Supervisees are only allowed to miss one appointment before closure of their referral occurs unless the reason is unforeseen and documentation is provided. Below is a list of examples of unforeseen situations, which is not all inclusive.

- Urgent Care or Emergency Room Visit
- Hospitalization
- Incarceration
- Court Hearings
- Family Emergency or Deaths
- Natural Disasters

C.4.2.3 Referral Package Documentation. Vendor Referral Letter (VRL). The COR shall provide a VRL (see Exhibit 1) to the Contractor and THPT as a form of notification, as part of the referral package. The VRL shall contain the following:

a. Client name.
b. Admission date.
c. Projected discharge date.
d. Treatment duration.
e. The maximum dollar amount authorized for the placement duration.
f. Transportation information (if any), noting offender pickup location and time, which will be on the date of admission. The agency does not anticipate weekend admissions, but there may on occasion be a request for admission after normal operating hours.

The VRL is the only document that makes CSOSA financially responsible for Client services provided by the Contractor. No verbal or other authorizations are recognized or allowed. CSOSA is not responsible for Client services provided without a VRL, or for any Client services provided that exceed the placement duration or the maximum dollar amount authorized for the placement duration.

C.4.2.4 Clinical Assessment. The referral package shall contain clinical assessment (current or prior), or a summary of presenting issues, and purified protein derivative (PPD) or chest x-ray results. CSOSA will ensure offenders have PPD/TB test results that are valid within one (1) year of the actual placement. For any offenders with a history of a positive PPD/TB reading, CSOSA will provide evidence of a chest x-ray completed within the last five years, and clearance from a

pulmonologist or other qualified public health facility, or a physician specializing in pulmonary disease which documents that the offender is currently asymptomatic.

C.4.2.5 Additional Documentation. Along with the VRL, the referral package shall contain a Release of Information: Substance Abuse Treatment (Exhibit 2); Release of Information: Health Records (Exhibit 3; Release of Information: Mental Health Treatment (Exhibit 4); and Release of Information: Privacy Act Waiver (Exhibit 5).

C.4.2.6 Pre-Admission Suitability Decision. Upon receipt of a referral package from the COR, the Contractor shall review the referral documentation to determine the individual's suitability for placement. Within two business days, the Contractor shall confirm that the client may, or may not, be suitable for placement. The Contractor may request additional relevant information from the THPT (email: THPT@csosa.gov), in writing to the COR via email. The COR will provide requested information or reply via email that additional information is not available. Upon receipt of additional information, or notification, the Contractor shall complete a secondary review and render a suitability decision to the THPT (email address here), in writing via email (as applicable), within one business day of receipt of the COR's response to the Contractor's request.

C.4.2.7 Duration of Services. The length of services to be provided is up to 90 days. The length of the placement may be extended by the COR in consultation with the Contractor and the Community Supervision Officer (CSO). An updated VRL will be provided to the Contractor by the COR to cover any placement extension.

C.4.3 Intake

C.4.3.1 Offender Pick-up and Delivery. The Contractor shall have the capability to transport offenders to its facility between 9:30 a.m. and 3:00 p.m., Monday through Friday and drop-off offenders to any CSOSA-designated location within the District of Columbia, unless special arrangements have been made for pickup or drop-off after 3:00 p.m. or on weekends. All vehicles used to transport offenders shall be in good working condition and conform to all standards/requirements defined by the Department of Motor Vehicles in the jurisdiction where the vehicle is registered.

C.4.3.2 Intake Interview. Within 24 hours of admission, or the next business day (if 24 hrs. falls on a weekend), the Contractor shall conduct an intake interview with each Client. During the intake interview the Contractor shall:

a. Identify and log any medications or personal items that the offender desires to place in secure storage.
b. Identify the Client's primary counselor who will make contact (via email) with the Client's CSO.
c. Obtain signed waivers of confidentiality upon the informed consent of the Client. The waiver of confidentiality shall extend to all personnel who have access to the offender's personally identifiable information (PII).
d. Provide the Client with a program handbook and program schedule.

e. Review the program rules and provide the offender with the Contractor's program handbook and program schedule.
f. Program rules and the handbook:
i. Shall advise offender that unscheduled overnight absence may result in immediate discharge.
ii. Shall delineate the offender's rights and responsibilities.
iii. Shall not place restrictions on the offender that interfere with his or her ability to focus on skill development, job readiness, and other behavioral health concerns.
g. Conduct urinalysis/oral toxicology.

C.4.4 Diagnostic Assessment And Plan Of Care. The Contractor shall complete Diagnostic Assessment and Plan of Care consistent with DMR 22-A6339. Diagnostic Assessment and Plan of Care services include two distinct actions:

C.4.4.1 The assessment and diagnosis of the client.

a. The Contractor shall designate a qualified Provider(s) to complete both the Diagnostic Assessment and Plan of Care.
b. Diagnostic Assessment and Plan of Care services shall be provided in certified SUD treatment programs or community settings.

C.4.4.1.1 Assessment and Diagnosis.
(NEED LANGUAGE ADDED HERE)

C.4.4.2 The development of the Plan of Care.

a. Plan of Care. The Contractor's Plan of Care shall include necessary referrals.
b. Updates to the Plan of Care shall occur, at a minimum, of every 90 days for Level 3.1.

C.4.4.2.1 Plan of Care. The Contractor shall develop an individualized plan of care for each client within seven (7) business days of admission, based on the results of the diagnostic assessment and referral information provided by CSOSA.

a. The Plan of Care shall be person-centered and include the following elements:

1. Overall broad, long-term goal statement(s) that captures the client's short- and long-term goals for the future, ideally written in first-person language. This shall include the client's self-identified recovery goals;

2. List or statement of individual strengths that support goal(s) accomplishment. These include abilities, talents, accomplishments, and resources;

3. List or statement of barriers that pose obstacles to the client's ability to accomplish the stated goal(s). These include symptoms, functional impairments, lack of resources, consequences of behavioral health issues, and other challenges;

4. Statement of objectives that identify the short-term client changes in behavior, function, or status that can help overcome the identified barriers and are building blocks toward the eventual accomplishment of the long-term goal(s). Objective statements describe outcomes that are measurable and include individualized target dates to be accomplished within the scope of the plan;

5. Treatment statements that describe the treatment and recovery services to be utilized to reduce or eliminate the barriers identified in the plan and support objective and eventual goal(s) accomplishment. Treatments are specific to each objective and the client's stage of change. Treatment statements identify who will deliver the service, what will be delivered, when it will be delivered, and the purpose of the treatment. Natural support treatments should also be included in the plan and include those non-billable supports delivered by resources outside of the formal behavioral health service-delivery system. When appropriate and applicable, evidence-based practices (EBP) shall be incorporated into the treatment statement;

6. The client's signature on the plan (if the client refuses to sign the Plan of Care, the Clinical Care Coordinator shall document the reason(s) in the Plan of Care); and

7. Signatures of all interdisciplinary team members participating in the development of the Plan of Care. A Plan of Care is valid when electronically signed and dated by an independently licensed clinician working within the scope of their license.

C.4.5 Treatment Model and minimum intensity. The Contractor shall provide a minimum of five hours per week of SUD Counseling/Therapy, which may consist of:

C.4.6 Individual SUD Counseling/Therapy. A face-to-face service for symptom and behavior management, development, restoration, or enhancement of adaptive behaviors and skills, and enhancement or maintenance of daily living skills to facilitate long-term recovery. Individual SUD Counseling/Therapy addresses the specific issues identified in the Plan of Care. Individual counseling/therapy shall:

a. Be documented in an encounter note; and
b. Not be conducted within the same or overlapping time period as Medication Management.

C.4.7 Group Counseling/Therapy. Cognitive Behavioral Groups, Support Groups, and Interpersonal Process Groups. Cognitive Behavioral Groups have a trained facilitator utilizing a specific therapeutic model to alter thoughts and actions that lead to substance use. Support Groups uplift members and provide a forum to share pragmatic information about managing day to day life. Interpersonal Process Groups delve into major developmental issues that contribute to SUD or interfere with recovery. The following provisions apply to Group SUD Counseling:

a. Group SUD Counseling/Therapy addresses the specific issues identified in the Plan of Care;
b. The focus of the group SUD Counseling/Therapy session shall be driven by the participants; and
c. A maximum of fifteen (15) individuals may participate in a single group SUD counseling/therapy session.

C.4.8 Drug Screening. The Contractor shall conduct weekly drug screening of all clients. Drug Screening consists of toxicology sample collection (urine testing) and breathalyzer testing to determine and detect the use of alcohol.

a. The Contractor shall screen for the following types of drugs:
   1. Amphetamines/Methamphetamine
   2. Cocaine Metabolite
   3. Marijuana
   4. Methadone
   5. Opiates
   6 Heroin
   7. PCP
   8. Alcohol
   9. Creatinine
   10. Synthetic Cannabinoids (Urinalysis testing only)
   11. Fentanyl
   12. Oxycodone

b. The Contractor must have their own drug screening policy, submitted to COR within 10 days of award.
c. Chain of custody for the toxicology specimen must be observed and documented in accordance with Federal and District laws and regulations; and
d. Individuals collecting the samples must be properly trained to do so.

C.4.8.1 Breathalyzer Testing. The Contractor shall provide Breathalyzer testing randomly or as needed if alcohol use is suspected. Breathalyzer testing is the collection and documentation of valid breath specimens for alcohol analysis. A Breathalyzer is conducted to test for blood alcohol content to inform treatment for a client. The following provisions apply to Breathalyzer services:

a. Breathalyzer testing requires an in-person collection of the sample;

b. Breathalyzer testing must be documented with an encounter note and recorded results;
c. The chain of custody must be kept in accordance with District of Columbia guidelines; and
d. Individuals collecting the samples must be properly trained.

C.4.9 Care Coordination & Recovery Supports.

C.4.9.1 Core Clinical Coordination (CCC). CCC service adopts a "whole-person" approach to address the client's needs related to physical health and wellness, behavioral health, social determinants of health, employment readiness, literacy, GED, life skills training, relapse prevention, money management, and other essential services, as identified in the client's plan of care, to stabilize the client to return them to the community and prepare them for independent living.

CCC involves coordination of care between the behavioral health clinician and the clinical personnel of an external provider (e.g., primary care, another behavioral health provider, hospital).CCC occurs when the Clinical Care Coordinator, through direct face-to-face contact, video-conferencing, or telephone, communicates treatment needs, assessments, and treatment information to external health care providers and facilitates appropriate linkages with other health care professionals, including transitions into or from higher levels of care or institutional settings.

CCC also includes treatment planning and plan of care implementation activities that are separate from the diagnostic assessment service, when the clinician and client are meeting face-to-face or through video-conference.

The Clinical Care Coordinator is responsible for ensuring that the client is at the appropriate LOC. If the client fails to make progress or has met all of their treatment goals, the Clinical Care Coordinator shall ensure timely assessment and transfer to a more appropriate LOC.

The Clinical Care Coordinator must document CCC service in an encounter note that indicates the intended purpose of that particular service, the actions taken, and the result(s) achieved.

C.4.9.2 Recovery Support Groups. The Contractor shall provide on-site group SUD Counseling-Psychoeducation sessions including lectures, audio-visual presentations, and handouts to develop coping skills that support recovery and problem-solving strategies for managing SUD. The subject of the counseling must be relevant to the client's needs as identified in his Plan of Care. Providers shall complete an encounter note for each participant including the client's response to the group. No more than twenty (20) clients may participate in a single session.

C.4.10 Medication Storage and Administration. The Contractor shall designate a Medication Management Provider to ensure that all medications are administered in accordance with the prescribing physician's orders. The Contractor shall ensure that "watch-take" procedures are

implemented when each Client takes their medications, and document any Client refusal to take their prescribed medication.

C.4.10.1 All medication (prescription and non-prescription) must be kept in a locked storage area maintained by the Contractor. Any prescription medication brought into the facility by a Client shall not be administered or self-administered until the medication can be identified and the attending Provider's written order or approval is documented in the Client record. All medications, both prescription and over the counter, brought into the facility must be packaged and labeled in accordance with Federal, State, or District of Columbia regulations. All medication dispensation must be performed by a duly trained staff member and shall be recorded on a daily log that indicates the client name, drug dispensed, dosage, date and time of dispensation. Any changes to the medication type, dosage, and/or administration frequency shall be approved by a licensed Physician or Psychiatrist.

C.4.10.2 Medications requiring refrigeration shall be maintained in a separate and secure refrigerator, labeled "For Medication Only", and shall be maintained at a temperature between thirty-six degrees Fahrenheit (36 F) and forty-six degrees Fahrenheit (46 F). All refrigerators shall have thermometers, which are easily readable, in proper working condition, and accurate within a range of plus or minus two (2) degrees Fahrenheit.

C.4.10.3 The Contractor shall track and monitor the client's on hand supply of medication(s) to ensure that the client secures his/her supply of medication no later than seven (7) days prior to the client's planned discharge date. In the event that the medication cannot be obtained before the client discharges, the Contractor shall ensure that the client possesses a valid written prescription upon discharge.

C.4.10.4 The Contractor shall ensure that the results for clients who require monitoring of daily blood sugar levels and high blood pressure levels are documented and stored in the client's treatment file.

C.4.11 Discharge

C.4.11.1 Successful Program Completion.

a. Discharge Staffing. The Contractor shall update the plan of care and conduct a discharge staffing no later than fourteen (14) calendar days prior to the Client's completion of the program (i.e. – the anticipated discharge date on the VRL).
b. Discharge Plan. The Contractor shall prepare a written discharge plan (consistent with section C.4.10.6) no later than ten (10) calendar days prior to the anticipated discharge date on the VRL.

C.4.11.2 Early Termination. The Contractor may request early termination, a client's separation from program on a date prior to the anticipated discharge date on the VRL, due to a client's non-compliance with program rules.

C.4.11.3 Emergency Staffing for Early Termination. To initiate early termination, the Contactor must hold an emergency staffing with the client's CSO, or SCSO, by telephone, or in person. If the CSO or SCSO cannot be reached by telephone to schedule the emergency staffing, the Contractor shall send an email notification to the CSO and SCSO of the emergency staffing request. In the staffing the Contactor must explain the reason(s) or incident(s) that prompted the request for early termination.

C.4.11.4 Notification of Early Termination. When the client engages in high-risk behavior, including aggressive behavior, criminal activity, serious threats, violence, or inappropriate sexual activity, the Contractor shall email the COR, CSO, SCSO and Office of Community Supervision and Treatment Services (OCSIS) Rapid Engagement Team (RET) (ocsisrapidengagement@csosa.gov) within one hour, or as soon as possible, of the event. If the event requires the Contractor to call 911 for any reason, the Contractor should call 911 before contacting the COR, CSO, SCSO and Office of Community Supervision and Treatment Services (OCSIS) Rapid Engagement Team (RET).

C.4.11.5 Reporting Early Termination. The contractor shall complete Table 6: Unusual Incidents in the next Monthly Program Activity Report (see Exhibit X) submitted following the early termination date.

C.4.11.6 Discharge Plan - The Contractor's discharge plan for all types of discharge must contain:

a. The Client's name, PDID (or CSOSA ID).
b. The admission date.
c. The date of the discharge staffing (or emergency staffing in cases of early termination).
d. The individuals in attendance for the discharge staffing.
e. The discharge date.
f. The length of the Client's stay in the program.
g. Any DSM-5 diagnoses.
h. A summary of the overall treatment experience.
i. An aftercare/relapse prevention plan.
j. The discharge prognosis.
k. A list of the specific programs the Client is required to attend for aftercare services such as community mental health care or community based support meetings, to include the locations with verified addresses, and the points of contact.
l. The name and telephone number of a Contractor staff member who can be contacted should CSOSA require additional information.
m. The signature of the preparer and Clinical Supervisor, or Program Director. Once signed, the Contractor shall email a copy of the completed plan to the COR and the CSO within three (3) calendar days following the Client's discharge.

C.4.11.7 Transfers to Other Levels of Care. For those Clients who will be entering another treatment modality upon discharge, the Contractor shall provide CSOSA with all relevant information from the Client's treatment file to support the need for any additional

services. CSOSA will forward the necessary information (for those additional services) and reporting instructions to the next treatment provider prior to the Client's discharge date.

C.5.0 GENERAL ADMINISTRATIVE REQUIREMENTS

C.5.1 Posted Program Activities. The programming activities schedule shall be posted in plain sight for the client and Contractor's staff.

C.5.2 Clinical Staffing. The Contractor shall hold a minimum of one clinical staffing within 45 days of intake. Clinical staffings shall include the Contractor's clinical staff and the client's invited CSO. The clinical staffing may also include the CSO's supervisory staff. During these staffings, the Contractor shall review the client's treatment planning progress, skills development, and positive accomplishments; address behavioral/compliance issues; and conduct ongoing individualized discharge planning, as well as other meetings and treatments as deemed necessary by CSOSA. The Contractor shall notify the assigned CSO of all scheduled clinical staffings in writing, no later than seven (7) calendar days in advance, and document the notification on the CSOSA contact form. The treatment plan review shall be documented on the Contractor Clinical Staffing form (Attachment J-7) and shall be filed in the Client's treatment file.

C.5.3 Medical Insurance. The Contractor shall connect Clients with publicly-funded resources for medical care, medication services and/or private insurance, as appropriate. To accomplish this goal the Contractor shall ensure that all eligible, uninsured Clients complete the necessary paperwork for enrollment in the District of Columbia's Health Care System (DC Medicaid Expansion Program or the Affordable Health Care Act) within 72 hours of admission. The Contractor shall track the application status to ensure that the Client receives the necessary insurance identification number and card issuance prior to being discharged.

C.5.4 Outings/Visitations. Movement outside the facility shall be limited to employment, vocational, housing searches, or social service appointments that are verified and approved by the Contractor's staff. The Contractor shall screen all clients for drug and alcohol use immediately upon return from activities outside of the facility.

C.5.5 Electronic Medical Records Submission Requirement. The Contractor shall ensure that all electronic medical records (EMRs) are transmitted to CSOSA database system via the District of Columbia Health Information Exchange (DC HIE) / DC CRISP (Chesapeake Regional Information System for our Patients) within four (4) business days of discharge of each patient. Such transmission shall be completed in accordance with all applicable federal and District of Columbia health information privacy laws, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA), 42 C.F.R. Part 2, and applicable DC HIE regulations. The Contractor shall maintain compliance with DC CRISP data sharing agreements and interoperability standards to ensure timely, accurate, and complete transfer of patient health records to the CSOSA database system. Failure to transmit electronic medical records within the prescribed four (4) business day timeframe shall be reported to the Contracting Officer's Representative (COR) and may be subject to remedial action in accordance with the terms of this contract.

C.5.6. Client Housing Facility Requirements. Residential Treatment and Recovery Program Requirements. CSOSA follows the housing facility requirements as set forth in District of Columbia Municipal Regulations (DCMR), Title 22, Subtitle 22A63, Sections 6315, Facilities Management, and 6325 Residential Treatment and Recovery Programs. The contractor's facility shall meet or exceed these requirements. An AED Defibrillator shall be present in each facility. Each facility should have a designated telephone for residents' use.

C.5.6.1 Food and Nutrition Requirements. CSOSA follows the food and nutrition requirements as set forth in DCMR 22-A6318 and DCMR 22-A6325. The Contractor's food and nutrition services shall be expected to meet or exceed these requirements.

C.5.6.2 Infectious Disease Prevention and Control Program (IDPCP). The Contractor, at the time of award, shall have an IDPCP in place to protect facility residents, workers, volunteers, and visitors from the spread of infectious disease outbreaks (including COVID-19 or other novel infectious diseases). The IDPCP shall be informed by guidance or requirements from the Center for Disease Control's COVID-19 Guidance for Shared or Congregate Housing, state and local public health departments, and other relevant partners.

C.5.7 Contractor Staffing. The Contractor shall ensure that all staff performing services under this purchase order are personally reliable, and duly and appropriately licensed and/or certified to perform services associated with this purchase order. All Contractor staff shall meet CSOSA background security requirements (H.1 Personnel Security).

C.5.7.1 The Contractor shall provide a list of all employees working with CSOSA Clients to the COR and this list shall be current at all times. Changes to the list shall be provided to the COR within 48 hours of any change in status. CSOSA reserves the right to approve any Key Personnel changes for those staff who work directly with CSOSA Clients to assure the qualifications of Contractor personnel.

C.5.7.2 The Contractor shall ensure that all Key Personnel participate in CSOSA Contract Orientations, staff development via continuing education, and training in treatment outcomes, concepts of quality improvement, training methods, and how to assess program effectiveness.

C.5.7.3 The Contractor shall ensure posting of required federal employment regulation guidelines and shall ensure overall compliance with all other personnel related regulatory standards.

C.5.7.4 All Contractor staff, direct and indirect, shall:

a. Be a citizen of the United States of America, or be lawfully permitted to reside in the United States and possess a valid work permit.
b. Be at least 21 years of age, and must be able to withstand the physical demands of their duties, as well as capable of responding to emergency situations.

c. Staff who will work directly with CSOSA Clients (Direct Staff) shall pass the CSOSA background investigation.
d. Be able to read, write, and speak fluently, in the English language.
e. Be deemed drug-free by the Contractor before being allowed to perform services under this purchase order.
f. Submit to random drug testing by the Contractor.
g. Adhere to the terms and conditions of the purchase order.
h. Be tested annually for Tuberculosis using the Purified Protein Derivative (PPD) tuberculin test, or chest x-ray. The Contractor shall maintain all test results of its staff assigned to this purchase order within the staff personnel files. The CSOSA encourages the Contractor to require staff to maintain current immunizations (i.e., influenza, hepatitis, tetanus, etc.). The Contractor shall remove from performance under this purchase order any of staff members that are found, or suspected, to be suffering from a communicable disease, physical or mental disorder that impairs their ability to deliver required service, or a communicable respiratory problem.

C.5.0 DELIVERABLES/REPORTING

C.5.1 Unless otherwise indicated in the Table below, the Contractor shall submit all reports and deliverables via secure and encrypted email to the COR and identified individuals. The Contractor shall maintain electronic copies of all reports in the Supervisee's electronic file, except for the Quarterly Protocol Report, which the Contractor shall submit only to the COR and does not require inclusion in individual Supervisee files. The Contractor shall upload all treatment-related reports to the Supervisee’s "Document Library" in CSOSA's SMART system, as specified in Table below.

C.5.2 Continuity of Operations Plan (COOP). The Contractor shall prepare and maintain a current COOP to ensure the continuation of services should uncontrollable or unforeseeable circumstances occur. The COOP must be available for CSOSA review fourteen (14) days following purchase order award. The COOP shall include planning for alternative Client housing in the event the Contractor’s facility is closed or uninhabitable due to uncontrollable or unforeseen circumstances, such as infestations, security issues, physical plant failures, etc. The COOP shall identify the location of the alternative accommodation(s). The alternative accommodation(s) shall be comparable to the Contractor’s place of performance. CSOSA reserves the right to inspect and approve the alternative accommodation site.

C.5.3 Contractor Quality Control (QC) Plan. The Contractor shall develop and provide to the CO within 30 days of purchase order award, a QC Plan that identifies what actions, processes, procedures, inspections, reviews, and responsibility assignments the Contractor will utilize to ensure that the Contractor’s performance complies with all of the requirements of this purchase order. The CO shall have ten (10) business days to review the QC Plan and provide requested or required changes to the Contractor. The Contractor will then have five (5) business days to incorporate the CO’s required/requested changes and return a final QC Plan to the CO. The Contractor’s QC Plan shall be reviewed and updated as required, but no less than annually.

C.5.4 Post-Award Meeting. The COR will schedule a post-award meeting between the Contractor and CSOSA within ten (10) business days following purchase order award. The purpose of this meeting will be to review the performance requirements of the contract, the roles and responsibilities of CSOSA and the Contractor under the contract, and any other issues either party may want to discuss. The Contractor shall prepare a meeting report that details who was in attendance at the meeting, what discussions took place, and what agreements were reached. A copy of the report shall be provided to the COR within ten (10) business days following the meeting.

C.5.5 Monthly Program Activity Report. The contractor shall complete and submit Exhibit 10-7 - Monthly Program Activity Report attached to monthly billing invoices.

C.6.0 OTHER CONSIDERATIONS/SPECIAL REQUIREMENTS

C.6.1 Contractor and Contractor Personnel Standards of Conduct. In 5 C.F.R. PART 2635.101, there is guidance on developing a standard of conduct for the Contractor and Contractor employees. Also, a minimum code of conduct is set forth below to provide guidance in achieving a greater individual standard. Contractors and Contractor employees assigned to the purchase order shall:

1. Be courteous and demonstrate good manners toward all Clients, CSOSA employees, and the public.
2. If a Contractor employee should be detained or become aware of being under investigation, by any federal, state or local agency, for any legal or ethical violation, the Contractor employee must report this to the Contractor, no later than the next working day. The Contractor shall immediately report the incident to the COR.
3. Except in an officially authorized capacity, not possess narcotics, dangerous drugs controlled substances, or marijuana either on or off duty. Abstain from the consumption and possession of alcoholic beverages while on duty. Not report for duty or work under the influence of intoxicants or drugs. Not report for duty or work under any condition that impairs the ability to perform as expected.
4. Avoid personal and business associations with persons known to be convicted felons or persons known to be connected with criminal activities. This does not apply to immediate family members so long as notification is made to the COR. It is the responsibility of the Contractor to report any relationship (including friendships, family relationships (i.e. relatives), spouses/cohabitants, parental relationships, etc.) with a known Client immediately to the CO and COR.
5. Avoid any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct; habitual use of intoxicants or non-prescription drugs to excess.
6. Report violations of prescribed rules, regulations and any violations of statute or law to the Contractor and/or the COR.
7. Not violate security procedures or regulations.
8. Always perform assignments in accordance with prescribed regulations to the best of personal ability and in accordance with safe and secure working procedures and practices.

9. Refrain from use of abusive or offensive language, quarreling, intimidation by words, actions, fighting and participation in disruptive activities that interfere with normal and efficient operations.

C.6.2 Special Language Requirements. The Contractor shall be able to provide bilingual services (Spanish or other languages), as needed, to include services for the hearing impaired through the use of a sign-language interpreter. The Contractor may satisfy this requirement through the use of volunteer interpreters or contracted service providers.

C.6.3 Administrative Office. The Contractor shall maintain an administrative office that operates, at a minimum, from 8:30 a.m. to 5:00 p.m. Monday through Friday, except for Federal holidays. The Contractor shall have sufficient technology to support electronic transmission and receipt of information, such as a personal computer with e-mail capability; a fax machine; and a telephone maintained in working order at all times.

C.6.4 Non-Business Hours Contact. The Contractor shall provide 24-hour coverage to ensure that a knowledgeable member of its clinical staff is available to respond to inquiries by CSOSA. A telephone answering service or voice mail is not acceptable.

C.6.5 Holiday Protocol. The Contractor shall provide a plan for holiday protocol including any closures of administrative offices and schedule changes (i.e., admission/transportation schedule changes) no later than 14 business days prior to the holiday. This plan must be in writing and available if requested by the COR.

C.6.6 Medical Expenses. CSOSA is not responsible for medical expenses incurred by the Contractor or Clients. This includes medications, physician, and emergency medical services or transportation.

C.6.6.1 The Contractor shall maintain copies of all documentation required to demonstrate that Contractor staff performing services possess the appropriate and required licenses, certifications, and training necessary to perform clinical services in staff personnel files. Licenses and certifications shall be in accordance with the prevailing standards in the local jurisdiction (District of Columbia). Contractor staff shall not provide services under this purchase order unless their license(s) and/or certification(s) are current.

C.6.7 The Contractor shall always have available for CSOSA inspection the following documents:

a. Internal and external audits and inspections for the last two (2) years.
b. Audited financial statements for the last two (2) years.
c. All applicable accreditations for the Contractor and subcontractors.
d. All federal, state, and locally issued certificates and licenses/approvals that demonstrate the facilities where performance is taking place meet all code requirements to operate a residential treatment facility. This includes, but is not limited to, certificates of occupancy, zoning permits, fire inspections, and Americans with Disabilities Act (ADA) compliance.

e. Life/safety inspection reports conducted by a federal, state, and/or local jurisdiction in the last two (2) years.
f. Copies of agreements, subcontracts, and memoranda of understanding with organizations that provide ancillary services.

C.6.8 Client Transportation. The Contractor shall have the capability to transport Clients from pick-up locations designated in the referral package. All vehicles used to transport CSOSA Clients shall be in good working condition, and conform to all standards/requirements defined by the Department of Motor Vehicles in the jurisdiction where the Contractor's place of performance is located.

C.6.9 CSOSA Closures. Uncontrollable or unforeseeable circumstances such as acts of nature, acts of the Government in its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, inclement weather, special Federal or ceremonial events, may cause CSOSA to close. Under such circumstances, CSOSA does not expect the CSOSA closure to have any impact on the Contractor's ability to continue performance.

7.0. GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT/INFORMATION

CSOSA will provide access to workspace, computer access, scanner access, IT network access, phone, desk, and chair on site at a designated CSOSA facility for the Contractor to conduct all tasks specified in this purchase order. Workspace will not be permanently assigned but will be "Hotel" workspace.

8.0. Contractor Furnished Property/Equipment/Information

The Contractor shall provide all material and equipment (or other technology), not provided by the government, which is necessary to provide treatment services as identified in this purchase order. If the Contractor uses an electronic health record system or proprietary screeners and tests, the Contractor shall provide its own computers/laptops and Internet access. Contractor-owned computers/laptops will not be provided with access to the CSOSA network.

C.10.0 EXHIBITS

Exhibit No.	SOW Reference	Exhibit Document Name
Exhibit 10-1	C.4.~~1.~~3.3	Release of Information: Substance Abuse Treatment (authorizes sharing of CSOSA drug test results)
Exhibit 10-2		Release of Information: Health Records

Exhibit No.	SOW Reference	Exhibit Document Name
Exhibit 10-3		Release of Information: Mental Health/Sex Offender Information
Exhibit 10-4		Release of Information: Privacy Act Waiver Form
Exhibit 10-5		Authorization for Release of Information, General Third Party Disclosure
Exhibit 10-6		Vendor Referral Letter
Exhibit 7		Monthly Program Activity Report
Exhibit 8		Security Form for Temporary Contractors
Exhibit 9		CSOSA-SEC-0008, Release of Consumer/Credit Report

SECTION K – REPRESENTATIONS, CERTIFICATOINS, OTHER STATEMENTS OF OFFERORS

K.1 Complete FAR 52.212-3, Offeror Representations and Certifications—Commercial Products and Commercial Services, ***as appropriate.***

K.2 The NAICS code for this RFQ is 621330: Offices of Mental Health Practitioners (except Physicians) and should be the business size identified in the Quoter's SAM registration for this NAICS, e.g., large business, small business, SDVOSB, etc.).

ATTENTION NOTE: The NAICS code [621330] should be added to the Quoter's SAM registration prior to the submission of a quote. ***Failure to include the appropriate NAICS code [621330] under SAM registration prior to quote submitted due date and time will result in the applicable quotation deemed non-responsive.***

K.3. No submission regarding FAR 52.212-3, Offeror Representations and Certifications—Commercial Products and Commercial Services, with the entity's quotation is required if the submitter's completed annual representations and certifications entered or completed in the System for Award Management (SAM) in the last 12 months are current, accurate, complete, and applicable to this solicitation.

K.4 If this solicitation results in any exceptions to the submitter's annual representations and certifications entered or completed in the last 12 months in the System for Award Management (SAM) accessed through https://www.sam.gov, ***only complete*** paragraph (b)(2) of FAR 52.212-3, Offeror Representations and Certifications — Commercial Products and Commercial Services.

K.5 If the annual representations and certifications have not been completed electronically, ***only complete*** paragraphs (c) through (v)) of FAR 52.212-3, Offeror Representations and Certifications—Commercial Products and Commercial Services.

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SECTION L – INSTRUCTIONS, CONDITIONS AND NOTIFICATIONS TO OFFERORS

FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

L.1. GENERAL INSTRUCTIONS. This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation.

L.1.2 Failure to submit quotations in accordance with Section L (in its entirety) of this solicitation (RFQ), the applicable quotation may be deemed as non-responsive, disqualified and/or rejected.

L.1.3 Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by signing in the appropriate location on the Cover Letter (See Attachment 13).

L.1.4 Alternate Quotations You may not submit alternate quotations, or quotations which deviate from the requirements.

L.1.5 Responsible Prospective Offerors. In accordance with FAR 9.103 (b) No purchase or award shall be made unless the contracting officer makes an affirmative determination of responsibility. Therefore, a determination of Contractor's qualifications will be determined in accordance with FAR 9.105.

L.1.6 Potential Award Without Discussions The Government reserves the right to award a contract without communications if the Contracting Officer determines that the initial prices are fair and reasonable and that communications are not necessary.

L.1.7 Representations and Certifications. The entity submitting a quote shall submit any information required by Section K, FAR 52.212-3, Offeror Representations and Certifications—Commercial Products and Commercial Services, as appropriate. No submission with the entity's quote is required as long as the entity has completed annual representations and certifications in SAM within the last 12 months and there are no changes needed because of this solicitation. Any entity receiving an award must be registered in SAM.

L.1.8 The NAICS code for this RFQ is 621330 - Offices of Mental Health Practitioners (except Physicians) and should be the business size identified in the Quoter's SAM registration for this NAICS, e.g., large business, small business, SDVOSB, etc.). If the Quoter's Representations and Certifications posted in SAM under FAR 52.219-1 does not include the NAICS code of this RFQ [621330], this NAICS code should be added to the Quoter's SAM registration prior to the submission of a quote. ***Failure to include the appropriate NAICS code [621330] under SAM***

registration prior to quote submitted due date and time will result in the applicable quotation deemed non-responsive.

L.1.9 Additional Submission Requirement after Closing Date. Pricing for competitive acquisitions should be based on adequate price competition. However, in the event only one responsible quote is obtained because of this solicitation, that submitter may be required to provide Data Other Than Certified Cost or Pricing Data (FAR 15.403-3) to support price reasonableness determination.

L.1.10 Non-Government Personnel Participation. Quoters are hereby notified that CSOSA utilizes Contractor support personnel to advise and assist the Government in administering the acquisition and handling of quotations. All non-government personnel and their corporations have signed Non-Disclosure Agreements. The exclusive responsibility for source selection remains with CSOSA. If the Quoters have additional concerns, contact the Contracting Officer within 10 calendar days of solicitation issuance and include a detailed statement of the basis for the concern.

L.1.11 Current Incumbent. The incumbent contractor performing the work identified in this RFQ is identified as Waller Psychotherapy, LLC, 1107 Sweet Apple Court, Upper Marlboro, MD 20772 under award no. 9594CS24P0031.

L.2. QUOTATION SUBMISSION REQUIREMENTS

L.2.1 The following instructions will establish the acceptable minimum requirements for the format and contents of quotations. Special attention is directed to the requirements for technical and price quotations to be submitted in accordance with these instructions.

The entity submitting a quotation shall submit cover letter, a technical quotation, and a price quotation, consisting of the information outlined below. These elements together constitute a complete quotation submission. To expedite the quotation evaluation, all documents required for responding to the RFQ should be placed in the following order:

I. COVER LETTER Each quote shall include a completed Cover Letter (**See Attachment J-13**). All information identified in the cover letter must be completed and the completed cover letter must be provided with each quote submission.

II. TECHNICAL QUOTATION It is recommended that the technical quotation consist of a table of contents, and the information requested in the Technical Quotation Instructions and as specified in SECTION J, List of Attachments.

III. PRICE QUOTATION It is recommended that the price quotation consist of a table of contents, and the information requested in the Price Quotation Instructions and as specified in SECTION J, List of Attachments.

L.2.2 Technical Quotation.

L.2.2.1 Format. The technical quote shall be in Word or PDF format. Font size shall not be less than 12-point for body text and 10-point for graphs, charts, and tables. The

technical quotation includes all information addressing the non-price evaluation factors. The technical quotation shall consist of the following factors:

1. Factor 1: Technical Approach
2. Factor 2: Qualifications of Key Personnel
3. Factor 3: Past Performance

L.2.2.2 Submission Requirements for Factor 1: Technical Approach. (submission requirements for solicitation Section M.3.1). A detailed work plan must be submitted indicating how each aspect of the SOW is to be accomplished. Your technical approach should be in as much detail as is necessary to fully explain the proposed technical approach or method. The technical quotation should reflect a clear understanding of the nature of the work being undertaken. The technical quotation must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate understanding and management of important events or tasks. The Work Plan must be explained in detail using the Headers below. The page limit for Technical Approach is no more than five (5) pages. Simply stating

The sections of the Technical Approach submission shall address the following in the same order as stated below:

Objectives. State the overall objectives and the specific accomplishments to achieve. Indicate the rationale for the plan, and relation to comparable work in progress elsewhere. Review of pertinent work has already been established, which is relevant to this project and your proposed approach. This should support the scope of the project as it is perceived.

Approach. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives. Use as many subparagraphs, appropriately titled, as needed to clearly outline the general plan of work.

Methods. Describe in detail the methodologies you will use for the project, indicating your level of experience with each areas of anticipated difficulties.

NOTE: *Quotations which merely restate the requirements of the Government's scope of work is not adequate. Simply stating that you will meet the requirement in Section C is not adequate. You must explain as required above.*

L.2.2.3 Submission Requirements for Factor 2: Qualifications of Key Personnel (submission requirements for solicitation Section M.3.2). The submission should provide adequate information to evaluate Key Personnel.

L.2.2.3.1 Factor 2 - Qualifications of Key Personnel The qualifications, experience, and suitability of each proposed Key Personnel (i.e., personnel performing the Psychologist position and performing as the Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC). The submission requirement for each proposed Key Personnel consists of four (4) parts.

- The first part is the resume of each proposed Key Personnel.
- Resumes are limited to three (3) pages,
- Shall only cover the last seven (7) years;
- Shall identify dates of employment, employer, work performed during that position;
- Shall identify all education degrees received.

- Three (3) page summary of each proposed Key Personnel that describes how the proposed Key Personnel's resume demonstrates the experience and qualifications as stated in Section C.3.2 Key Personnel and as required to perform Section C.3.0 Scope/Requirements for which they are being proposed.

- The third part, which has no page limitation, consists of a copy of each proposed Key Personnel's current licenses, certifications, and other attachments. ***Failure to provide current licenses, certifications, and other attachments supporting proposed Key Personnel will impact evaluation rating for this factor.***

- The fourth part is, if the proposed Key Personnel is not currently employed by the Quoter (or a named subcontractor), then include along with the submitted resume a letter of commitment signed by the Key Personnel, or a contingent offer of employment from the Quoter (or named subcontractor) to the proposed Key Personnel, which has been accepted by the proposed Key Personnel. Acceptance of the contingent offer of employment by the Key Personnel shall be demonstrated by the Key Personnel's signature on a copy of the contingent offer of employment, or a letter, signed by the Key Personnel, accepting the contingent offer of employment.

L.2.2.4 Submission Requirements for Factor 3: Past Performance (submission requirements for solicitation Section M.3.3). **Completed Past Performance Questionnaire.** For any project similar in size, scope, and complexity as Section C SOW, the quoter shall provide Attachment J-11 Past Performance Questionnaire to the client (i.e., the entity for which the work was performed) for completion. Past Performance Questionnaires are not to be completed by Quoter or its team members (i.e., subcontractors for prime Contractors and vice versa).

L.2.2.4.1 The Quoter's submission for this factor should include one page identifying what companies the past performance questionnaire was requested from, including the contact information (i.e., name, phone number, and email address) to whom the questionnaire was sent. The Quoter shall not collect the questionnaires and submit them with its quote.

L.2.2.4.2 Completed PPQs must be provided via email no later than **Friday, August 14, 2026, at 3:00PM Eastern Daylight Time (EDT)**. Subject line shall state, **"Past Performance Questionnaire for *insert name of Offeror* – 9594CS26Q0057."**

L.2.2.4.3 PPQ." CSOSA reserves the right to independently contact clients for the purpose of confirming past performance.

L.2.2.4.2 Completed Contractor Performance Assessment Reports (CPARs). In lieu of providing the above identified completed past performance questionnaires, the Offeror may provide completed Contractor Performance Assessment Reports (CPARs) from the Contractor Performance Assessment Report System (CPARS). The completed CPARs should be submitted for the projects provided under L.2.2.4.1 (for the prime Contractor and, if any, each subcontractor). In addition, the completed CPARs must be included with any quote submitted and must be received no later than the quote due date identified in Section L.2.4 below

L.2.2.4.3 Timely and Proper Submissions. Failure to submit PPQs and/or CPARs in a timely or proper (in accordance with solicitation terms) will impact Factor 3 rating, unless there is no evidence of the quoter having past performance.

L.2.3 Submission Requirements for Price Quotation (submission requirements for solicitation Section M.4).

L.2.3.1 The price quotation shall include a completed using the Pricing Tables (**See Attachment J-12**).

L.2.3.2 The price quote has no page limitations; however, other than the required documents identified above, no additional information is necessary. If additional information is submitted beyond what is identified for the price quote, it should be minimal.

L.2.4 Due Date for Submission of Questions.

L.2.4.1 Questions concerning this solicitation shall be submitted via electronic mail (Subject Line: **Solicitation 9594CS26Q0057** - Questions) to roshawn.washington@csosa.gov no later than **Friday, August 7, 2026 at 3:00 PM EDT.** Questions shall refer to the section of the RFQ which it pertains.

L.2.4.2 Questions received after the date and time identified above may not be answered.

L.2.4.3 Responses to relevant and timely questions received will be conveyed to all via amendment posted electronically on Contract Opportunities under the System for Award Management (SAM).

L.2.4.4 Government personnel, other than those identified above, are not to be contacted regarding this solicitation. The Government will not provide any information in response to telephone calls.

L.2.5 Submission of Quotations.

L.2.5.1 Entities submitting a quotation shall submit the quotation via email to roshawn.washington@csosa.gov and elijah.anderson@csosa.gov. The email shall be titled, "**Quotation for 9594CS26Q0057 - *Insert Name of Offeror***."

L.2.5.2 The email submitting quotations shall include the following documents, in separate files:

- **File 1:** Cover letter (as required by Section L.2.1 above);
- **File 2:** Technical Quote – Factor 1 (with all information required by Section L.2.2.2 above); (adhering to the per project page limitation identified in Section L.2.2.2 above)
- **File 3:** Technical Quote – Factor 2 (with all information required by Section L.2.2.3 above); adhering to the per project page limitation identified in Sections L.2.2.3 and L.2.2.3.2 above);
- **File 4:** Technical Quote – Factor 3 (as required by Section L.2.2.4 above); and
- **File 5:** Price Quote – (with all information required by Section L.2.3).

L.2.5.3 If the size of all the above identified files attached to the email total more than 10MB, provide multiple emails with the subject line "**Response to RFQ #9594CS26Q0057, Email 1 of ...**" and so on.

L.2.5.4 Quotations must be received no later than **Friday, August 14, 2026 at 3:00 PM EDT.** Entities submitting a quotation shall assume full responsibility for ensuring that the submission is received to the email address identified above no later than the established due date and time.

SECTION M – EVALUATION FACTORS FOR AWARD

M.1 Basis of Award.

M.1.1 The basis of award will be best value to Government. The Government will evaluate each submission as a whole and make an award to the entity that, in the Government's estimation, provides the greatest overall benefit in response to the requirement considering price and non-price factors combined.

M.1.2 The total price, for the base period, inclusive of each option period, will be evaluated by the Government. The Government may determine that an offer is unacceptable if the option prices are mathematically and materially unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s). ***As part of the price evaluation, the Government will evaluate its option to extend services (FAR Clause 52.217-8) by adding one-half of the offeror's final option period prices to the quoter's total price. Thus, the quoter's total price for the purpose of evaluation will include the base period, 1st option, 2nd option, 3rd option, 4th option, and 1/2 of the 4th option.*** As indicated in FAR 52.217-8 the Government will have the option to extend the performance of the purchase order up to an additional 6 months when the Contractor is provided written notice.

M.1.3 Financial Capacity. The offeror shall indicate whether it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. If not, indicate the amount required and the anticipated source.

M.1.4 Award may be made to other than the lowest priced quote if the Government determines that a price premium is warranted due to technical merit.

M.1.5 The Government intends to evaluate all submissions and make an award without further communication with submitters. The Government reserves the right to conduct further communications if the Contracting Officer later determines them to be necessary.

M.1.6 The Government intends to make a single award resulting from this solicitation.

M.2 Order of Importance. Factor 1, Technical Approach; Factor 2 Qualifications of Proposed Key Personnel; are the most important factors and together are more important than Factor 3, Past Performance. When combined, the non-price factors are more important than price.

M.3 Non-Price Evaluation Factors.

M.3.1 Factor 1: Technical Approach. All submission requirements listed in Section L.2.2.2. The quotation will be evaluated on how the offeror will organize its staff, manage the contract and the means that will be used to accomplish the contract requirements. The degree to which the quotation demonstrates an understanding of the requirements will be evaluated, as well as the offeror's planned management of consultants and subcontractors, if applicable.

M.3.2 Factor 2: Qualifications of Key Personnel. All submission requirements listed in Section L.2.2.3. The Government will evaluate to determine that each person proposed meets

the labor category requirements identified in SOW and each person proposed has experience performing the kind of functions required by SOW.

M.3.3 Factor 3: Past Performance. All submission requirements listed in Section L.2.2.4. Assessment of the Quoter's past performance will be evaluated for projects that are considered similar in size, scope, and complexity regarding:

- **a.** Quality and timeliness of deliverables and services;
- **b.** Effective management of subcontractors, if any;
- **c.** Cost control;
- **d.** Business relations (how well the submitter responds to customer and effectiveness of response);
- **e.** Proactive management; and
- **f.** Customer satisfaction.

M.3.3.1 The assessment of the Quoter's past performance is based on:

- **a.** The Government's review of past performance information submitted via any performance questionnaires or completed CPARS evaluations for prime contractor and subcontractor projects submitted under Factor 3 Past Performance;
- **b.** The outcome of any contact made with any references included in any information submitted in response to this solicitation; and/or
- **c.** Any other past performance information obtained by the Government from other sources the Government deems appropriate.
- **d.** Failure to submit PPQs and/or CPARs in a timely or proper (in accordance with solicitation terms) will impact Factor 3 rating, unless there is no evidence of the quoter having past performance.

If any subcontractors are proposed, the same assessment identified above for each subcontractor will be performed.

M.4 Price. All submission requirements listed in Section L.2.2.4.

M.4.1 The submitter's total price will be evaluated for completeness and reasonableness in relation to the solicitation requirements. All prices for the base and option periods (all CLINs) will be added to arrive at a total evaluated price. Proposed prices must be entirely compatible with the technical submission.

M.4.2 Evaluation of options shall not obligate the Government to exercise the option(s). *As part of price evaluation, the Government will evaluate its option to extend services (FAR Clause 52.217-8) by adding one-half of the offeror's final option period prices to the quoter's total price. Thus, the quoter's total price for the purpose of evaluation will include the base period, 1st option, 2nd option, 3rd option, 4th option, and 1/2 of the 4th option.* As indicated in FAR 52.217-8 the Government will have the option to extend the performance of the award up to an additional 6 months when the Contractor is provided with written notice. *The Contractor is not required to provide pricing in its quote submission for the optional six-month extension period authorized by FAR 52.217-8.*

M.4.3 In addition to the above, the Offeror's quote will be evaluated for compliance regarding the submission of *all information required by the cover letter identified in (**See Attachment J-13**).*