

**UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE  
DISTRICT OF KANSAS**

**J. SCOTT JONES**  
CHIEF PROBATION OFFICER  
Wichita Division

**JOHN W. DETERS**  
DEPUTY CHIEF PROBATION OFFICER  
Topeka Division

**MELISSA L. GOLDSMITH**  
ASSISTANT DEPUTY CHIEF PROBATION OFFICER  
Kansas City Division



**REPLY TO:**

500 State Avenue, M 35  
Kansas City, Kansas 66101-2431  
913-735-2400 or Toll Free: 888-224-2545  
Fax: 913-735-2401

July 16, 2025

**Question 1:** Can psychiatric evaluations and medication monitoring appointments be conducted via telehealth? Regarding contract number 1083-26-JOMH.

**Answer:** This can be found in Section C-Descriptions/Statement of Work.

Telehealth may be authorized on a case-by-case basis to provide services outlined in the Statement of Work. The use of telehealth is authorized only after the vendor and the USPO/USPSO review the individual defendant's/person under supervision's case, determine they are appropriate for treatment via telehealth, identify which specific services are suitable for telehealth, and obtain approval from the district's contracting officer or designee. The vendor shall ensure the quality and availability of services remain consistent, whether provided via telehealth or in-person, adhering to all guidelines, and maintaining the highest standards of care.

Note: The use of telehealth is intended for the benefit of the Judiciary, not the convenience of the vendor. Telehealth services do not replace the vendor's ability to provide services in-person when appropriate. This requirement does not override the provisions that mandate the vendor (and any proposed subcontractor) to maintain an acceptable facility located within the defined catchment area.

**Question 2:** What is the anticipated caseload size for a mental health treatment contract? Regarding contract number 1083-26-JOMH.

**Answer:** This can be found in Section B-Supplies or Services and Offeror's Price.

The Estimated Monthly Quantity for a mental health treatment contract is 19 units.

Note: Estimated Monthly Quantities (EMQs) represent the estimated total monthly quantities to be ordered per project code. One unit for counseling services, equals 30-minute sessions. A typical referral for individual counseling is one hour, which is two units. EMQs represent the number of estimated monthly quantities for the specific project code, not the number of persons referred. However, EMQs are estimates only and do not bind the government to meet these estimates.

**Question 3:** What is the anticipated caseload size for a substance abuse treatment contract? Regarding contract number 1083-26-JOSA.

**Answer:** This can be found in Section B-Supplies or Services and Offeror's Price.

The estimated Monthly Quantity for a substance abuse treatment contract is 23 units.

Note: Estimated Monthly Quantities (EMQs) represent the estimated total monthly quantities to be ordered per project code. One unit for counseling services, equals 30-minute sessions. A typical referral for individual counseling is one hour, which is two units. EMQs represent the number of estimated monthly quantities for the specific project code, not the number of persons referred. However, EMQs are estimates only and do not bind the government to meet these estimates.

**Question 4:** What is the anticipated caseload size for substance abuse testing? Regarding contract number 1083-26-JOSA.

Answer: This can be found in Section B-Supplies or Services and Offeror's Price.

The Estimated Monthly Quantity for substance abuse testing is 30 specimens.

Note: Estimated Monthly Quantities (EMQs) represent the estimated total monthly quantities to be ordered per project code. However, EMQs are estimates only and do not bind the government to meet these estimates.

**Question 5:** Please clarify whether the asterisk line items on Section B are the only line items we need to provide pricing and proposal information for, or if we are required to provide pricing and proposal information for ALL line items. For example, if Psychotropic Medication is not prescribed by the provider, does that disqualify an application? Regarding contract number 1083-26-KCMH.

Answer: This can be found in Sections B and C.

An asterisk indicates a requirement line item which has been modified under "Local Services." Offerors shall submit pricing and proposal information related to only the required services. Services proposed, but not required, will not be evaluated or included under any resultant agreement. Offerors failing to provide pricing on all identified project codes (with the exception of actual cost or administrative fees), will be considered technically unacceptable.

Local Services: When an asterisk (\*) is indicated in Section B for a project code, the vendor shall comply with additional requirements. For example, the vendor must be capable of providing counseling sessions outside of normal business hours (8:00 am and 5:00 pm), to include evening hours (5:00 pm to 9:00 pm) or weekend sessions, at least one time per week.

**Question 6:** Please clarify the catchment area and how that is established. Regarding contract number 1083-26-KCMH.

Answer: This can be found in Section B-Supplies or Services and Offeror's Price.

The United States District Court for the District of Kansas is soliciting a vendor to provide substance use, mental health, and /or sex offender treatment services. A vendor must be capable of providing services within a geographic area encompassing Kansas City, Missouri.

**Question 7:** Section B1 of the solicitation states that a vendor must be capable of providing services within a geographic area encompassing Kansas City, MO. Are there any limitations on

the geographic area for service delivery or where the vendor facility should be located. Regarding contract number 1083-26-KCMH.

Answer: The facility where the vendor is providing services to clients, must be located within a geographic area encompassing Kansas City, Missouri.

**Question 8:** In reviewing the RFP, it looks like you are supposed to complete Sections A, B, K, and L, and email the packet. Please verify that this is correct, and if there is an additional portal or application template available for us to utilize in completing the proposal. Regarding contract number 1083-26-KCMH.

Answer: There are no additional portals or application templates to be utilized. The vendor will need to complete Sections A, B, K, and L. Additionally, the vendor will need to complete Attachments, A, B, C, and D.

Proposals are due by August 1, 2025, by 3:00 P.M. Proposals shall be e-mailed in PDF format to [Vicki\\_Houlahan@ksp.uscourts.gov](mailto:Vicki_Houlahan@ksp.uscourts.gov). All e-mail submissions must reference in the subject line, the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance. Hard copies will not be accepted, unless otherwise noted. It is the responsibility of the vendor to confirm the government's receipt of the proposal.