

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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**REPLY TO:**

(Headquarters)  
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[www.caep.uscourts.gov](http://www.caep.uscourts.gov)

June 27, 2019

**QUESTIONS DUE BY: Friday, July 12, 2019**  
**PROPOSALS DUE BY: Wednesday, July 31, 2019**

Program Administrators  
All Service Providers and  
Potential Offerors

**RE:      REQUEST FOR PROPOSAL**  
**RFP NO. 0972-20-16SM**

Dear Program Administrators,

The United States District Court for the Eastern District of California is soliciting proposals to provide treatment services for male and female Federal defendants and offenders. These individuals include persons on probation, supervised release, or parole, who are under supervision of the U.S. Probation Office, or persons on pretrial release, under supervision of the U.S. Pretrial Services Office. The services required may include outpatient substance abuse and mental health, residential substance abuse, or sex-specific offense treatment, depending on the Request for Proposal (RFP).

Enclosed is the RFP referenced above. This RFP contains the full text of all applicable government regulations, and all offerors are subject to the provisions contained in the RFP. In responding to the RFP, answer each item fully and supply all information requested. Please read the RFP carefully. Do not rely on your knowledge of previous RFPs, or knowledge of other Federal procurement procedures.

Your initial offer should contain your organization's best terms from a **price and technical standpoint**. There will be no opportunity to modify your proposal once it has been submitted.

A Blanket Purchase Agreement (BPA) will be awarded to a vendor determined to be **technically acceptable**, based on the evaluation criteria contained in Section M, **and** the total **lowest cost to the government**, calculated over the projected three-year life of the agreement.

The government may choose to award a BPA with multiple vendors in a solicitation area but reserves the right to award to a single vendor. The term for this BPA is twelve (12) months, with a provision that shall allow the government to unilaterally extend the agreement for an additional two (2) years, at twelve (12) month intervals, at the government's discretion.

**REQUEST FOR PROPOSALS**  
**June 28, 2019**

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**RFP Requirements:**

Section L provides specific directions for completing proposals. All proposals will be evaluated by the criteria identified in Section M.

Offerors must be capable of providing all services identified in Sections B and C, within the geographical area identified in Section B.

Your proposal must contain the following pursuant to Section L:

- Cover Letter
- Section A: Solicitation/Offer/Acceptance, Form AO 367.
- Section B: Supplies or Services and Offeror's Prices.
- Section K: Representations, Certifications and other Statements of Offeror.
- Section L: Instructions, Conditions and Notices to Offerors:
  - Attachment A: Certification of Compliance Statement.
  - Attachment B: Offeror's Background Statement.
    - Attachment B: Supporting Documents – Monitoring Reports.
    - Attachment B: Supporting Documents – Declaration of Performance Sites.
    - Attachment B: Supporting Documents – Business and Operating Licenses.
    - Attachment B: Supporting Documents – Fire, Safety and Health Codes Certificates.
  - Attachment C: Staff Qualifications
    - Attachment C: Supporting Documents – Certificates and Licenses
  - Attachment D: Offeror's References

**NOTE: Please arrange your proposal in this order. Do not return Sections C through J.**

**Additional Instructions:**

Use binder clips or rubber bands to hold your proposal together. DO NOT submit your proposal in a binder or notebook or staple the proposal.

Provide the documents required in Section L only. DO NOT submit a narrative explaining your approach or philosophy toward treatment.

Ensure the name and telephone number for the references listed are current, and the individuals listed know your organization and can provide a reference.

**Local Laboratory Urinalysis Testing:**

The U.S. Probation Office and U.S. Pretrial Services Office use a local laboratory service operated by the U.S. Pretrial Services Office in the Southern District of California, in San Diego. If urinalysis testing is required in the RFP, vendors must send all urinalysis samples to this laboratory for testing, using the provided pre-paid shipping labels. **NOTE: Your organization will NOT need to pay for the testing of urine or for the shipping of samples.**

**REQUEST FOR PROPOSALS**  
**June 28, 2019**

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**Urinalysis Collection Supplies:**

If urinalysis testing is required in the RFP, urinalysis collection supplies will be provided by the U.S. Probation Office and the U.S. Pretrial Services Office. Supplies for each agency are to be kept separate and only used for the respective clients. **NOTE: Your organization will NOT need to pay for urine collection supplies.**

The collection supplies provided are:

- Specimen Cup, 45ml, Flip Top
- Beaker, 8 oz, with small temperature strip (Cup designed to be used for female clients)
- Holder, 8 oz Urine Secure (Holder to be used with female cups)
- Dual pocket specimen transport bag, with absorbent sheet
- Chain of Custody Forms
- Envelopes, White, Bubble-Wrap (Large and Small)
- Business Reply/Pre-Paid Shipping Label

**Important Dates:**

- An original and one (1) copy of your proposal must be received no later than: **Wednesday, July 31, 2019, at 5:00 pm local time**, at the address specified in Section A of the RFP. In addition, it is requested that you provide one (1) electronic copy to: [michael\\_smith@caep.uscourts.gov](mailto:michael_smith@caep.uscourts.gov).
- All questions must be made in writing and directed to: Michael S. Smith, Contracts Specialist, at: [michael\\_smith@caep.uscourts.gov](mailto:michael_smith@caep.uscourts.gov), or faxed to (916) 210-8851. Questions must be submitted by **Friday, July 12, 2019**.

Please visit our website at: [www.caep.uscourts.gov/solicitations](http://www.caep.uscourts.gov/solicitations), for additional information, solicitation tools, and updates.

Thank you for your interest in providing services to Federal defendants and offenders in the Eastern District of California.

Sincerely,

Michael S. Smith  
Contracts Specialist

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Enclosures:

1. Request for Proposal (RFP)