

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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**REPLY TO:**

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July 08, 2019

Program Administrators  
All Service Providers and  
Potential Offerors

**RE: QUESTIONS & ANSWERS  
FY-2020 SOLICITATIONS**

Dear Program Administrators,

The purpose of this letter is to answer questions received, regarding solicitations issued by the Eastern District of California, for Fiscal Year 2020:

**Questions 1:** Your cover letter states we are required to provide all the services in Section B & C, so even if we do not normally provide urinalysis services, we will now be required to? Are we allowed to decline any of the services in Section B? Same as with administering medication, we are not doctors and do not administer medication. So, does that mean there will be other vendors that will provide those services?

**Answer 1:** An offeror is required to certify Attachment A, Offeror's Certification of Compliance Statement, that the offeror or subcontractor, "will provide the mandatory requirements stated in sections C, E, F and G and **all services** in strict compliance with the requirements, terms, and conditions of the RFP." In addition, Section B states: "Offerors failing to provide offers on all required services marked, will be considered technically unacceptable," and Section L states, "The offeror must provide a response to every requested service item." Remember, offerors may subcontract for services they do not provide themselves.

**Questions 2:** Are there any sample proposals I could follow in regard to the attachments A, B, C & D? Not sure what the verbiage is supposed to be. Does it follow a certain format? Or, do we just have to figure it out ourselves?

**Answer 2:** Instructions to complete each attachment are in Section L of the RFP. Offerors should follow these instructions. Samples are not provided.

**QUESTIONS & ANSWERS  
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**Questions 3:** Do we need to submit a proposal for each solicitation # with its own cover letter, attachments, etc.?

**Answer 3:** Yes.

**Question 4:** We are moving our main office in the next month to a different location. What do we do if we have already submitted the proposal and now have a different address?

**Answer 4:** Regardless of the main office location, the facilities providing services must be able to meet the requirements specified in the RFP, and offerors must be able to certify Attachment B, Background Statement, including:

- a. State expressly each performance site at which the offeror and any proposed subcontractors intend to provide services in response to this solicitation.
- b. Include copies of all applicable business and/or operating licenses as required by state and local regulations.
- c. Include copies with all federal, state and local fire, safety and health codes.

**Question 5:** The Unit Price – how do we listed the unit price? For example, if we charge [per hour session], the unit price would be [one half the price of our hour session]? (I believe I read that a unit is considered to be 30 min.?).

**Answer 5:** Pursuant to Section L of the RFP, “The price will reflect the unit as defined in Section B and the Statement of Work for each Project Code.” Remember, not all project codes are 30-minute sessions.

**Question 6:** Is there an RFP for Tehama County?

**Answer 6:** Currently there is no RFP for Tehama County.

**Important Reminders:**

- 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**.

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FY-2020 SOLICITATIONS**

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Please visit our website at: [www.caep.uscourts.gov/solicitations](http://www.caep.uscourts.gov/solicitations). On our website you'll find:

- Pre-Solicitation Notice
- Market Survey Questionnaires
- Solicitations
- Questions and answers
- Offerors Resources
- Archived Solicitations

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