

California Eastern District Bidder's Conference FY26 Treatment Solicitations

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Agenda

- Introduction
- FY26 Solicitation Needs
- Basic BPA Information
- Common Errors
- Helpful Tips
- *Please mute your mics*





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Who are we?

- Samantha Washington – Procurement Administrator. I am the contracting officer and send out the awards and process the invoices. I am the point of contact for awards and invoicing questions.
- Steven Sheehan and Breanna Garcia – Sr. U.S. Probation Officers, Drug and Alcohol Treatment Specialists. They are your point of contact for testing supplies, and questions regarding treatment services. Breanna Garcia is our newest member of the DATS team.

California Eastern District Solicitation FY26

The US Eastern District of California Probation and Pretrial Services are soliciting for treatment services for a third of our district for fiscal year 2026. This conference will go over the catchment areas services are needed, services to be provided and highlight basic requirements to submit a proposal. We hope this will help to increase the number of complete bids and decrease the number of rejected bids. We are unable to go over the RFP in detail or all the changes made for this year, however we will share some of most common errors and significant changes.



FY26 Solicitation Catchment Areas:

- 01 Shasta County - Sex Offender Treatment
- 03 Sutter and Yuba - Counties - Substance Abuse and Mental Health
- 03 Sutter and Yuba - Counties - Sex Offender Treatment
- 10 San Joaquin County - Substance Abuse and Mental Health
- 12 Merced County - Sex Offender Treatment
- 16 Kern County - Substance Abuse and Mental Health
- 16 Kern County - Sex Offender Treatment

All proposals must provide service within the specific catchment area for which a proposal is submitted.



Important Dates and Helpful Links



- <https://www.caep.uscourts.gov/solicitations>
- <https://www.caep.uscourts.gov/treatment-services-forms>
- Solicitations posted June 20, 2025
- Questions close by end of day Wednesday, July 16, 2025
- Final answers posted by Thursday, July 17, 2025
- Proposals due by 4:30PM Wednesday, July 23, 2025
- Contracts awarded by August 29, 2025
- Vendor's training, if needed, TBD
- BPA start date October 1, 2025

Blanket Purchase Agreement (BPA)

A BPA is a “Charge Account” arrangement between a buyer and seller for recurring purchases of services.

BPAs are valid for a specific period of time and not to extend beyond 12-month fiscal year.

BPAs include 4 12-month option periods.

Awards are issued to the vendor who is determined to be technically acceptable and has the lowest price. See section M for the evaluation criteria.

A BPA for a single catchment area could have multiple vendors in which case referrals will

- rotate among all the vendors.

BPAs are not contracts and do not obligate government funds in any way.

A Contract occurs upon the referral from either the U.S. Probation or Pretrial Services Office and the vendor’s acceptance of the referral.

Referrals are made in the form of a Treatment Services Program Plan (Prob Form 45).

- Only the services and units on the treatment plan are authorized to be conducted

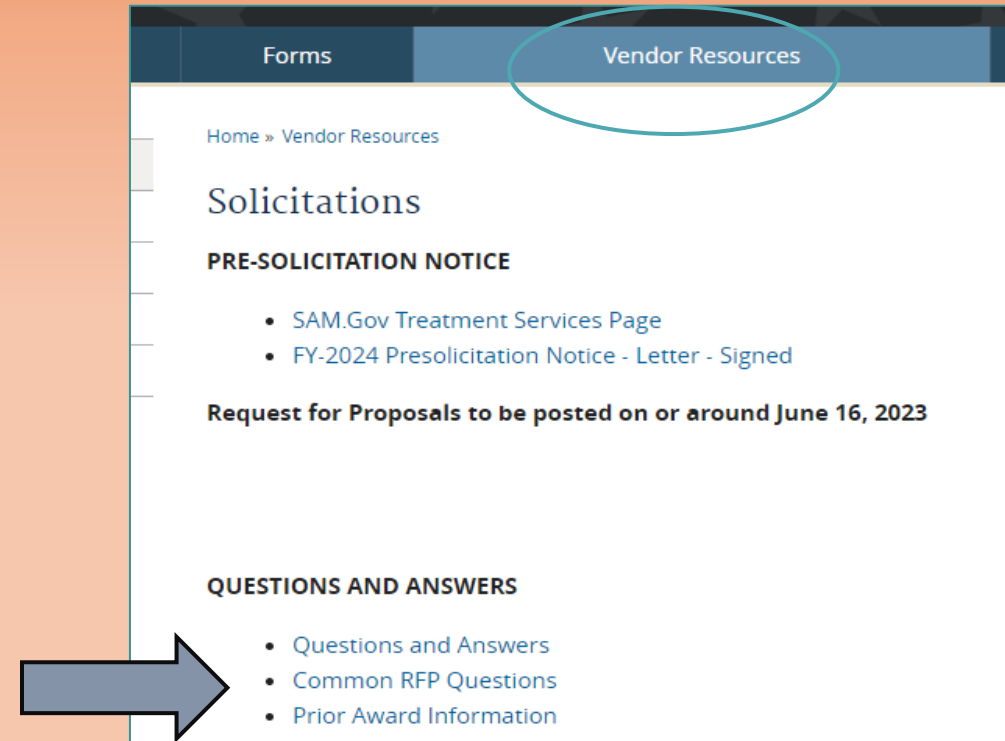
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- Blanket Purchase Agreements have strict pass or fail checks for the initial review:

- Submitted on time
- Proposal is signed
- All required documents are submitted and signed if applicable
- Pricing provided for all PCs
- All staff and Subcontractors to provide service are listed
- Services provided within the catchment area
- Local needs are met

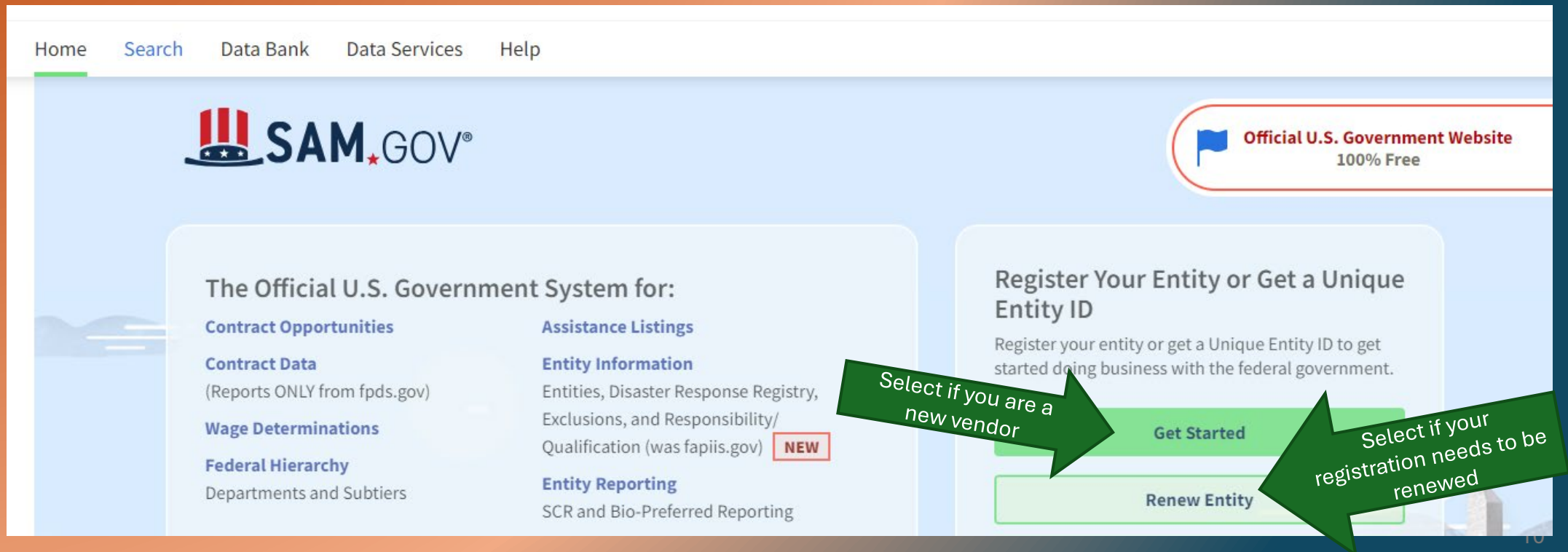
Questions:

- Submit all vendor questions by end of day Wednesday, July 16th
- Review Common RFP Questions on our website under Vendor Resources Solicitations
 - Questions and answers will be posted weekly under: Questions and Answers
 - Review past questions and answers
- Review the RFP in full, most questions can be answered via the RFP



Important requirement

- Every vendor must register with SAM.gov and **must maintain** a current registration to avoid late payments.
- Registering in SAM.gov is free and national so one registration is good for all treatment BPAs.



Request for Proposal (RFP) Instructions

- Section L – Provides **Complete** instructions for completing each section of the RFP

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS

L.1. GENERAL INSTRUCTIONS FOR PROPOSALS

Current vendors, read each section fully and do not assume it's the same requirements as last year. There are changes every year.

Section M – Provides Evaluation criteria. This is what I use to evaluate each proposal.

SECTION M - EVALUATION FACTORS FOR AWARD

Common Errors

Section A: Sections 11-15 are not complete.

Section B:

- Pricing for all five years not included. You must include pricing for all five years, even if the pricing is the same.
- Indicates NA for requested services. You must be able to provide service for each treatment service requested.
- Not indicating services performed by a subcontractor. If subcontractors are used, you must indicate this by placing an S next to the service.
- For PC1010 (Urinalyses Testing) pricing includes supplies. We provide all UA supplies this should not be part of the pricing.

Section B/C common errors continue:

-Vendors submit pricing for full sessions and not for units. Units for group or individual sessions are based on 30-minute units, 1 unit equals 30 minutes. Typical sessions are 2 units per individual and 3 for group but the pricing is based on average units.

-Vendor cannot meet local need requirements. Project codes marked with * indicate there is a local need. Carefully review to ensure you can meet local need requirements. Local needs are found at the end of Section C.

-Vendor cannot meet the mandatory requirements outlined in Section C. Carefully review all of section C to make sure you can meet the requirements.



Section A

and related documents numbered and dated:

11. NAME AND ADDRESS OF OFFEROR	
12. Telephone No. (Include area code)	
13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
14. Signature	15. Offer Date

Please keep in mind, Estimated Monthly Quantity (EMQs) is just that, an estimate. We cannot be held to these EMQs.

Section B

PROJECT CODE		REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY		UNIT PRICE
X #	6026	Group Counseling	Base Year	<input type="text" value="3"/>	<input type="text" value="\$XX"/>
			Option Year 1	<input type="text" value="3"/>	<input type="text" value="\$XX"/>
			Option Year 2	<input type="text" value="6"/>	<input type="text" value="\$XX"/>
			Option Year 3	<input type="text" value="6"/>	<input type="text" value="\$XX"/>
			Option Year 4	<input type="text" value="6"/>	<input type="text" value="\$XX"/>
			Unit: per 30-minute session		
PSYCHOLOGICAL/PSYCHIATRIC WORK-UP, EVALUATION, AND REPORT:					
PROJECT CODE		REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY		UNIT PRICE
X	5011	Mental Health Intake Assessment and Report	Base Year	<input type="text" value="1"/>	<input type="text" value="\$ XXX"/>
			Option Year 1	<input type="text" value="1"/>	<input type="text" value="\$ XXX"/>
			Option Year 2	<input type="text" value="1"/>	<input type="text" value="\$ XXX"/>
			Option Year 3	<input type="text" value="2"/>	<input type="text" value="\$ XXX"/>
			Option Year 4	<input type="text" value="2"/>	<input type="text" value="\$ XXX"/>
			Unit: per report		


Local need

Unit cost is based on per 30-minute session or per report or specimen.


A unit price for each year must be provided

Subcontractor

If there is “unknown” under Unit Price, no price is required.



Common errors continue...



- **Section K:** Is not filled out or submitted. This is required and must be filled out and submitted with the proposal.
- **Section L:** Attachment A is not provided or signed. This is required to be signed and dated for the organization. Each subcontractor must be indicated on Attachment A.
 - Attachment B: Vendors do not provide the required monitoring reports or a statement as to why there are no reports. Monitoring reports for 24 months must be provided. Note: Current vendors do not need to provide monitoring reports. We will use the reports in your file to review.
 - Attachment B: Address provided is NOT within the catchment area. All addresses where services are to be provided must be within the catchment area. Address for **all** subcontractors are not provided and/or not within the catchment area.
 - Attachment B: Vendors fail to sign and date or provided the required documents.

Section L common errors continued

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 - Attachment C: Vendors fail to include subcontractors on the Staff Qualifications which Attachment C is certifying. This is required for all staff and subcontractors providing direct delivery of service.
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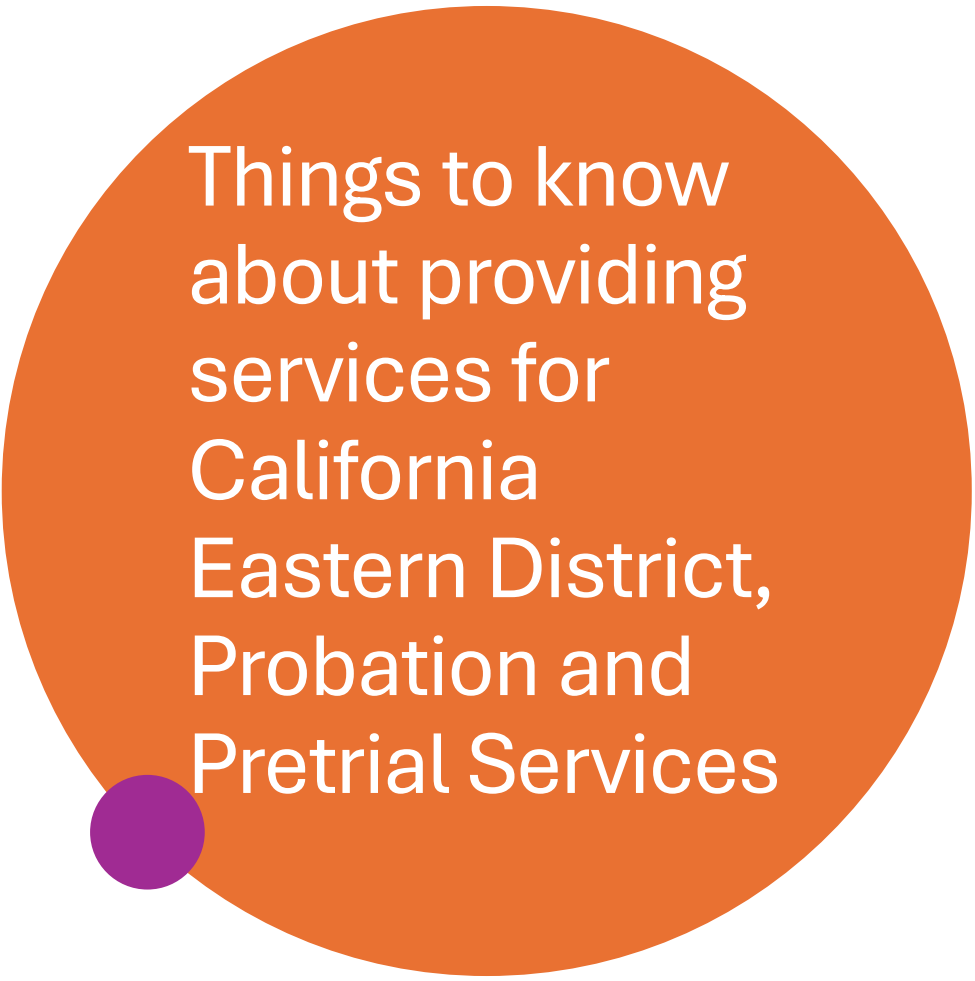
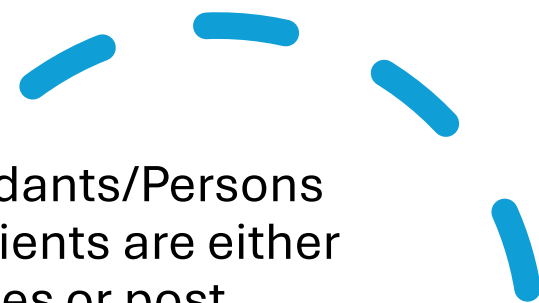
Attachment D: Vendors do not provide the required references. Tip: you may want to make sure your reference is appropriate, willing, and provide current contact information.

References are not required for incumbent vendors.

Helpful Tips:



- Each RFP is specific for each treatment type. Sex Offender treatment RFPs will contain services specific to treatment of sex offenders under supervision. Substance Abuse and Mental Health treatment will contain services specific to Substance Abuse and Mental Health persons under supervision.
- Each RFP contains detailed information for each project code being requested. Please review and only submit proposals if you can meet those requirements.
- Once the proposal is submitted it cannot be revised. Please fully review and make sure all is signed, dated and required documents are included before submitting.
- Other offers will not be shared.
- Only electronic proposals will be accepted.
- Read Section L carefully, this provides step by step instructions.



Things to know about providing services for California Eastern District, Probation and Pretrial Services

- Services provided are for Defendants/Persons Under Supervision – meaning clients are either supervised under pretrial services or post conviction and are on federal supervised release/probation.
- Services for pretrial clients will be invoiced and sent to pretrial and services for post conviction will be invoices and sent to probation.
- Specific forms are required to use and are provided within the RFP.
- Post-Award monitoring reports are conducted once each year.

Things to Know, Continued

Each BPA is for 1 year with four 1-year extensions.
Extensions are not automatic.

Referrals are made via a Probation 45 form for each client
and only those services can be provided.

Vendor does not need to maintain a phone system for UA
testing. Our office maintains a phone system for UA Testing.

Vendor does not pay for testing supplies or shipping cost;
we provide supplies and pay for shipping.



Wrap Up

- Use Section L as your guide to filling out the RFP
- Review to ensure everything is signed and all required information is provided
 - Check the website weekly for questions and answers pertaining to this year's solicitation
- Don't assume things are the same, carefully review all sections as many things have changed.
- Submit timely, proposals are due by **4:30PM Wednesday. July 24, 2024. No extensions will be given**

Questions





**We are in this
together to help
persons under
supervision heal
and to keep the
community safe!**

Thank you!