

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

MINDY MCQUIVEY
Chief U.S. Probation Officer

SARAH JOHNSON
Deputy Chief U.S. Probation Officer

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Assistant Deputy Chief U.S. Probation Officer

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REPLY TO:

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July 18, 2022

Program Administrators
All Service Providers and
Potential Offerors

**RE: QUESTIONS & ANSWERS
 FY-2023 SOLICITATIONS**

Dear Program Administrators,

The purpose of this letter is to answer questions received, regarding **Fiscal Year 2023 Solicitations** by the Eastern District of California. This will be updated twice a week on Tuesdays and Fridays:

Question: If we submit a proposal electronic, do we also need to submit a hard Copy?

Answer: No, just electronic not hard copy is required.

Question: How will we confirm it was received?

Answer: Please request confirmation on the RFP email or send a second email requesting confirmation.

Question: Is the county is willing to have their client housed outside of the county?

Answer: Treatment must be provided in the catchment area stated in the RFP, section B. We are soliciting for sex offender treatment in the following sears, please review the RFPs for details: Shasta County, Sutter/Yuba Counties, Merced County, Kern County.

We are only soliciting for Substance Abuse Inpatient Residential treatment in Butte County. Please review the RFP for details.

Question: Can you confirm that we are not required to submit resumes, licensed, certification for staff with the proposes and that we should just submit and complete the staff qualifications form?

Answer: You must provide a Certification of Compliance Statement as well as one for each subcontractor that certifies you will provide the mandatory requirements states in

sections C, E, F and G and if there are any staffing changes vendor will notify probation in writing and provide documentation of any required licensing, certification, experience, and education requirements of the new staff. This can be found in the RFP under C 10 **Staff Requirements and Restrictions** and Section I sections **B Preparation of Certification of Compliance Statement**

Section 10.0 Staff Requirements and Restrictions:

The Vendor shall notify the USPO/USPSO in writing of any staff changes and provide documents of any required licensing, certification, experience and education requirements, or changes thereof. The vendor shall submit an Offeror's Staff Qualifications form (Section L – Attachment C) for each new staff member added under the agreement.

Preparation for Staff Qualifications

The Offeror shall prepare and submit the **Offeror's Staff Qualification Form** (see Attachment C in the RFP) for all staff performing services under any resultant contract. The Offeror shall include the name title, duties that will be performed under any resulting agreement by numeric project code, education, experience, and credentials (licenses and certifications) for all staff members who will be performing services under any resultant agreement. **Note: The Offeror is not required to provide documentation of the education, credentials, licenses, and certification of staff members; however, the Offeror shall verify the information is accurate and that any required licenses are current.**

IMPORTANT REMINDER

Proposals are no longer being accepted.

Thank you for your interest in providing services to Federal defendants and offenders in the Eastern District of California. Feel free to email me if you wish you be included in the FY24 Solicitations.

Sincerely,



Samantha Washington
Procurement Administrator