

PROBATION OFFICE

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July 10, 2023

Program Administrators  
All Service Providers and  
Potential Offerors

**RE: QUESTIONS & ANSWERS  
FY-2024 SOLICITATIONS**

The purpose of this posting is to answer questions received, regarding **Fiscal Year 2024 Solicitations** by the Eastern District of California. Questions will no longer be accepted. The following are the questions received up until 07/07/2023:

**Question:** I was unable to attend the Bidder's Conference that was held Friday June 23, 2023, is there a recording that can be shared?

**Answer:** Unfortunately, there is no recording. However, the PDF of the power point that was used for the Bidder's Conference along with the questions and answers from the session are posted on the Solicitations page on the Vendor Resources section of our website. You can find both under the header "Questions and Answers."  
<https://www.caep.uscourts.gov/solicitations>

**Question:** Would you please confirm the following: We are following the instructions on Section L of the Bidder package to structure out proposal page numbers. Our understanding is that the first page of the proposal should be form "Section A" following by sections B, etc. Excluding letter of interest and table of contents.

**Answer:** Per section L.2 (c) (2) – pasted below - which outlines the first page of the offer and then required sections and other required documents would follow in order starting with Section A. A table of contents and letter of interest are not required and will not be used when reviewing the offer if they are submitted.

- (2) The first page of the offer shall show:
- (i) the solicitation number
  - (ii) the name, address, and telephone and facsimile numbers of the Offeror (and electronic address if available);
  - (iii) a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or

all items upon which prices are offered at the price set opposite each item;  
(iv) names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the Offeror's behalf with the judiciary in connection with this solicitation; and  
(v) name, title, and signature of person authorized to sign the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

**Question:** Question on Part B – Supplies or Services. A Project Code has the number of 10 in the estimated monthly quantity. We see that units are measured per 30-minute sessions. Does this mean if we charge for example \$100.00 for a 60-minute session, we take half of that - \$50 – and multiply that with the number under quantity, which in this example is 106, and list the unit price as \$500.00?

**Answer:** If you charge \$100 per session and plan to charge \$50 for 30-minutes (1 unit), under “Unit Price” you would enter \$50. We want to know the price per 30-minute session. The EMQs is to advise you the average number of units per that project code, but the Unit Price should indicate the cost per 1 unit (30-minutes).

**Question:** Is a short introduction to our agency, a cover letter, permissible or will this disqualify our organization?

**Answer:** A cover letter is permissible, but it is not required and will not disqualify you. It will not be used when reviewing your RFP for being technically acceptable.

**Question:** If a smaller county with an open RFP is close to a larger county with an open RFP, can we combine the smaller county with the larger one.

**Answer:** No, you must submit separate proposals for each RFP and cannot combine different counties from different RFPs.

**Question:** The RFP states “typed” in multiple areas regarding reports, please confirm all reports and documentation can be generated electronically.

**Answer:** We allow electronic submission of all reports and documents.

**Question:** The RFP states the Monthly Logs can be typed; therefore, they can be generated electronically. Given this, are we required to use the USPO/USPSO-provided Monthly Log report or can we use an electronically created report that mirrors the Monthly log?

**Answer:** Once an award is made if the vendor wishes to submit a proposed form that mirrors the new Monthly Sign-In log we would consider reviewing such requests. Discussion of this is not part of the RFP and will not allowed as part of the RFP submission.

**Question:** Section L, Background Disclosure states "Offerors who are currently awarded an agreement with the USPO/USPSO conducting the solicitation are not required to provide copies of the monitoring reports but shall provide copies of all monitoring reports for the previous 24 months from other federal, state, and local agencies for similar services provided within the catchment area(s) solicited." To clarify, we do not submit monitoring reports for the catchment area we are bidding that we are currently the provider for but must include monitoring reports for other catchment areas that we are also providers for. For example, if we are the current provider in Madera County and are bidding on El Dorado County, do we submit Madera County monitoring reports in the El Dorado County bid submission? And do we refrain from submitting any monitoring reports in our Madera County bid submission? Or if we are the current provider in the catchment area, we do not have to submit any monitoring reports?

**Answer:** If you are the current vendor for the catchment area you are submitting a proposal, you do not have to provide USPO/USPSO monitoring reports; however, if you have other federal, state, or local agency monitoring reports for similar services provided with that catchment area, those should be submitted. If you are submitting for a catchment area in which you are not the current provider, then you would need to supply the monitoring reports you wish to use.

**Question:** Section L, Offeror's References states "Offerors who are currently awarded an agreement with the USPO/USPSO are not required to provide references." Does this apply to only those locations the offeror is currently the provider for or if the offeror holds any agreements with the USPO/USPSO then the offeror is excluded from submitting any references for any bid submissions?

**Answer:** We do not need references if you are a current provider even if the catchment area is a new one for you.

**Question:** Can a current federal sub-contractor who has created a new entity use references developed through their relationships with their sub-contacting organization.

**Answer:** The Offeror shall provide three references (Federal, State, or local government agencies and/or private organizations), using Attachment D, for whom the Offeror has provided the same or similar type of treatment and other services identified in this RFP within the past 3 years. It is the responsibility of the Offeror to notify references that they will be using them as a reference. The government reserves the right to contact any reference and consider the information provided as part of its responsibility determination. This

would apply to a new organization as well. It's up to the vendor to provide the references and advise the references that they could be contacted by the government to provide a reference.

**Answer:** A follow-up question regarding the monitoring reports. If we don't have monitoring reports for similar services in a catchment area, can we submit reports from other catchment areas instead or should we just make note that we do not have monitoring reports for the catchment area we are bidding on?

**Question:** If you are bidding on a new catchment area where you are not the current provider, but are a current provider in different catchment areas, you can decide which monitoring reports you want to provide. We don't want to decide which reports you might want to submit so it's up to you in this specific case to submit the reports you want.

**IMPORTANT REMINDER**

Proposals are due by 3PM Monday July 17, 2023.

Thank you for your interest in providing services to US Pretrial and Probation in the Eastern District of California. Feel free to email me if you wish to be included in the FY25 Solicitations.

Sincerely,



Samantha Washington  
Procurement Administrator