

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

MINDY MCQUIVEY
Chief U.S. Probation Officer

JACK C. ROBERSON
Deputy Chief U.S. Probation Officer

501 "I" Street, Suite 2-500
Sacramento, California 95814
Tel: (916) 930-4300

BRIAN J. BEDROSIAN
Assistant Deputy Chief U.S. Probation Officer

2500 Tulare Street, Suite 3401
Fresno, California 93721
Tel: (559) 499-5700



March 31, 2020

REPLY TO:

(Headquarters)
501 "I" Street, Suite 2-500
Sacramento, California 95814
Tel: (916) 930-4300
Fax: (916) 930-4380

www.caep.uscourts.gov

QUESTIONS DUE BY: Wednesday, April 8, 2020

PROPOSALS DUE BY: Monday, April 20, 2020

Program Administrators
All Service Providers and
Potential Offerors

**RE: REQUEST FOR PROPOSAL
RFP NO. 0972-20-01SM**

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 include outpatient substance abuse and mental health treatment.

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 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 five (5) 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.

RFP Requirements:

Section L provides specific directions for completing proposals. All proposals will be evaluated by the criteria identified in Section M. Attached you will find an Offeror's Proposal Checklist, which you may use to ensure your proposal is complete.

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. 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 PROPOSAL – RFP # 0972-20-01SM
March 31, 2020

Urinalysis Collection Supplies:

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 and one (1) copy must be received no later than: **Monday, April 20, 2020, at 4:30 pm local time**, at the address specified in Section A of the RFP. In addition to the original proposal, it is requested that you provide one (1) electronic copy to: 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. Questions must be submitted by **Wednesday, April 8, 2020**.

Please visit our website at: 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.

Respectfully,

Michael S. Smith
Contracts Specialist

mss

Enclosures:

1. Request for Proposal (RFP)
2. Offeror's Proposal Checklist