

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

SCOTT STOREY
Assistant Deputy Chief U.S. Probation Officer

TIM MECHEM
Assistant Deputy Chief U.S. Probation Officer



REPLY TO:

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

www.caep.uscourts.gov

June 17, 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: 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 must be received no later than **Friday, July 15, 2021, 4:30 pm local time.**

- **Electronic Submission (Preferred)** – Email your proposal to: Samantha Washington, Procurement Administrator, samantha_washington@caep.uscourts.gov. Electronic signatures are acceptable.
- **Mailed or Hand-Carried Submission** – At the address specified in Section A of the RFP.

Thank you for your interest in providing services to Federal defendants and offenders in the Eastern District of California.

Sincerely,



Samantha Washington
Procurement Administrator