

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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July 5, 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. This will be updated at least once a week and final questions are due in by end of day Friday July 7, 2023. The following are the questions received up until 07/04/2023:

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).

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