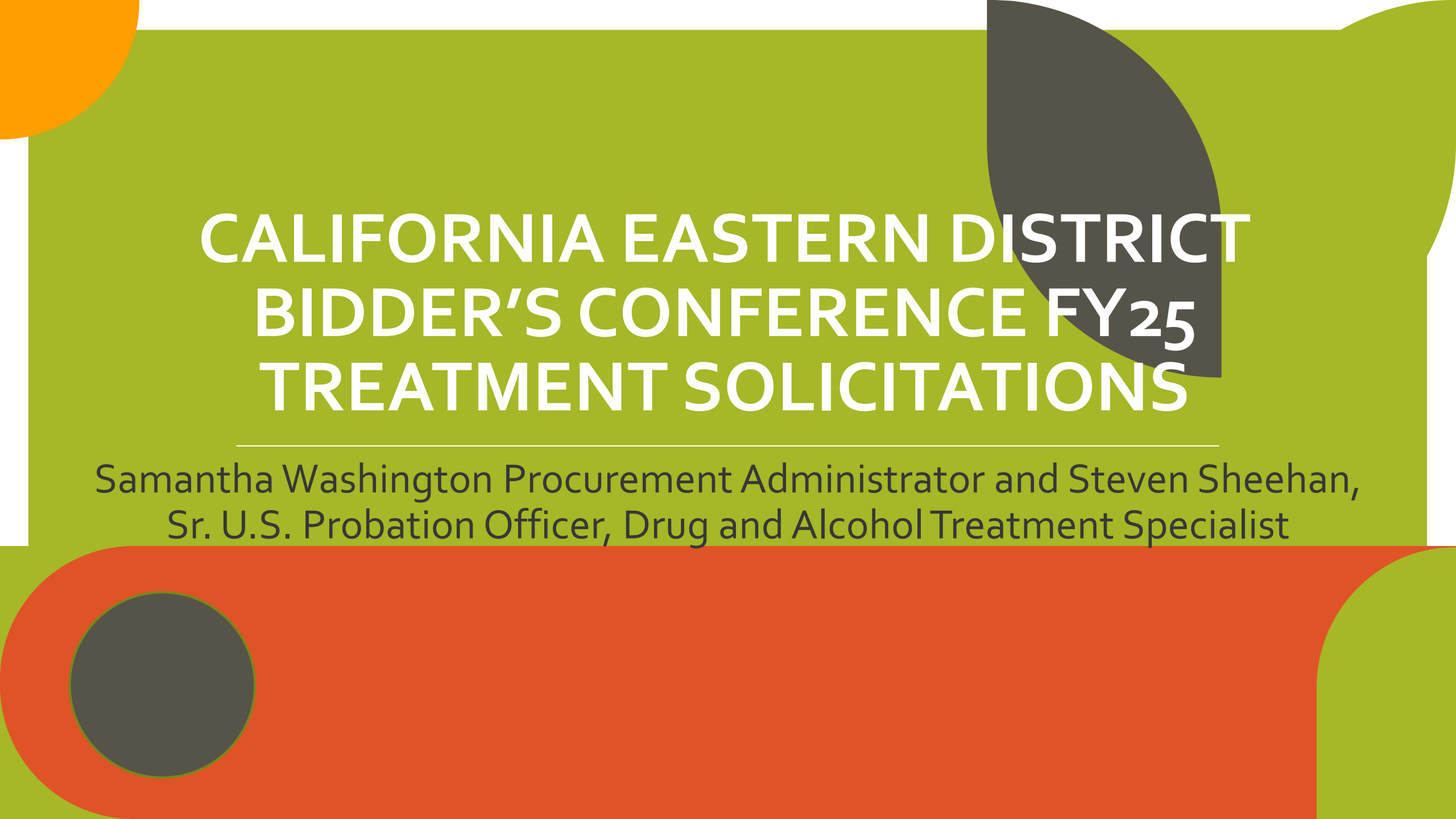




CALIFORNIA EASTERN DISTRICT BIDDER'S CONFERENCE FY₂₅ TREATMENT SOLICITATIONS

Samantha Washington Procurement Administrator and Steven Sheehan,
Sr. U.S. Probation Officer, Drug and Alcohol Treatment Specialist

Agenda

- Introduction
 - FY27 Solicitation Needs
 - Basic BPA Information
 - Common Errors
 - Helpful Tips
-
- *Please mute your mics*

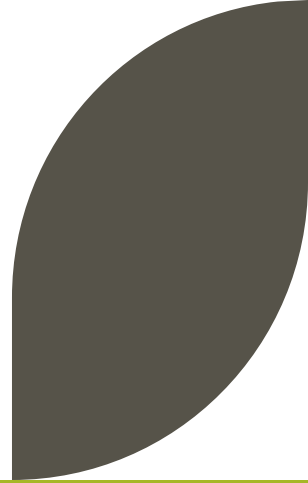


Samantha Washington – Contract Specialist. I am the contracting officer and send out the awards and process the invoices. I am the point of contact for awards and invoicing questions.



Steven Sheehan – Sr. U.S. Probation Officer, Drug and Alcohol Treatment Specialist. He is one half of the Drug and Alcohol Treatment Team, Sr. U.S. Probation officer, Breanna Garcia is our new second half of the DATS team. Steven and Breanna are your points of contact for testing supplies, and questions regarding treatment services.





CALIFORNIA EASTERN DISTRICT SOLICITATION FY27

The US Eastern District of California Probation and Pretrial Services are soliciting for treatment services for a third of our district for fiscal year 2027. This conference will go over the catchment areas services that are needed, services to be provided and highlight basic requirements to submit a proposal. We hope this will help to increase the number of complete bids and decrease the number of rejected bids. We are unable to go over the RFP in detail or all the changes made for this year, however we will share some of most common errors and significant changes.



FY27 Solicitation Catchment Areas:

- 01 Shasta County - Substance Abuse and Mental Health
- 02 Butte County - Substance Abuse and Mental Health
- 02 Butte County - Sex Offender Treatment
- 05 El Dorado County - Sex Offender Treatment
- 07 Solano County - Substance Abuse and Mental Health
- 14 Fresno County - Sex Offender Treatment
- 14 Fresno County – Residential Treatment
- 15 Kings and Tulare Counties - Sex Offender Treatment

All proposals must provide service within the specific catchment area for which a proposal is submitted.



EASTERN DISTRICT OF CALIFORNIA TREATMENT SERVICES



Important Dates and Helpful Links

- <https://www.caep.uscourts.gov/solicitations>
- <https://www.caep.uscourts.gov/treatment-services-forms>
- <https://www.caep.uscourts.gov/treatment-presentations>
- Solicitations posted June 18, 2026
- Questions close by end of day Tuesday, July 14, 2026
- Final answers posted by Friday, July 17, 2026
- Proposals due by 4:00PM Wednesday, July 22, 2026
- Contracts awarded by August 31, 2026
- Vendor's training, if needed, TBD
- BPA start date October 1, 2026



Blanket Purchase Agreement (BPA)

A BPA is a "Charge Account" arrangement between a buyer and seller for recurring purchases of services.

BPAs are valid for a specific period of time and not to extend beyond 12-month fiscal year.

BPAs include 4 12-month option periods.

Awards are issued to the vendor who is determined to be technically acceptable and has the lowest price. See section M for the evaluation criteria.

A BPA for a single catchment area could have multiple vendors in which case referrals will

- rotate among all the vendors.

BPAs are not contracts and do not obligate government funds in any way.

A Contract occurs upon the referral from either the U.S. Probation or Pretrial Services Office and the vendor's acceptance of the referral.

Referrals are made in the form of a Treatment Services Program Plan (Prob Form 45).

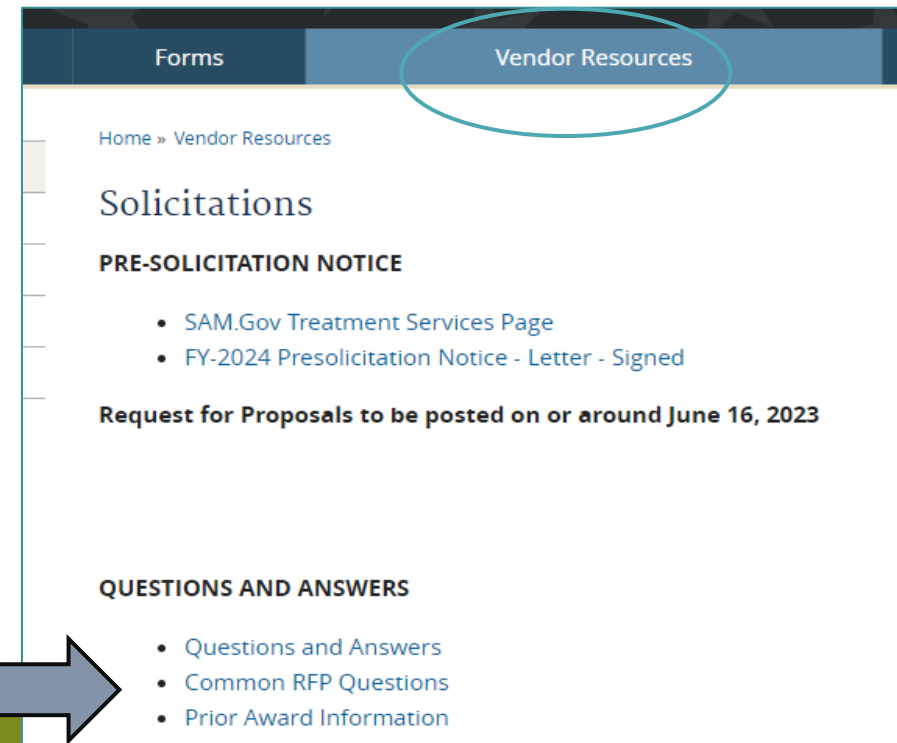
- Only the services and units on the treatment plan are authorized to be conducted

**BLANKET
PURCHASE
AGREEMENTS
HAVE STRICT PASS
OR FAIL CHECKS
FOR THE INITIAL
REVIEW:**

- Submitted on time
- Proposal is signed
- All required documents are submitted and signed if applicable
- Pricing provided for all PCs
- All staff and Subcontractors to provide service are listed
- Services provided within the catchment area
- Local needs are met

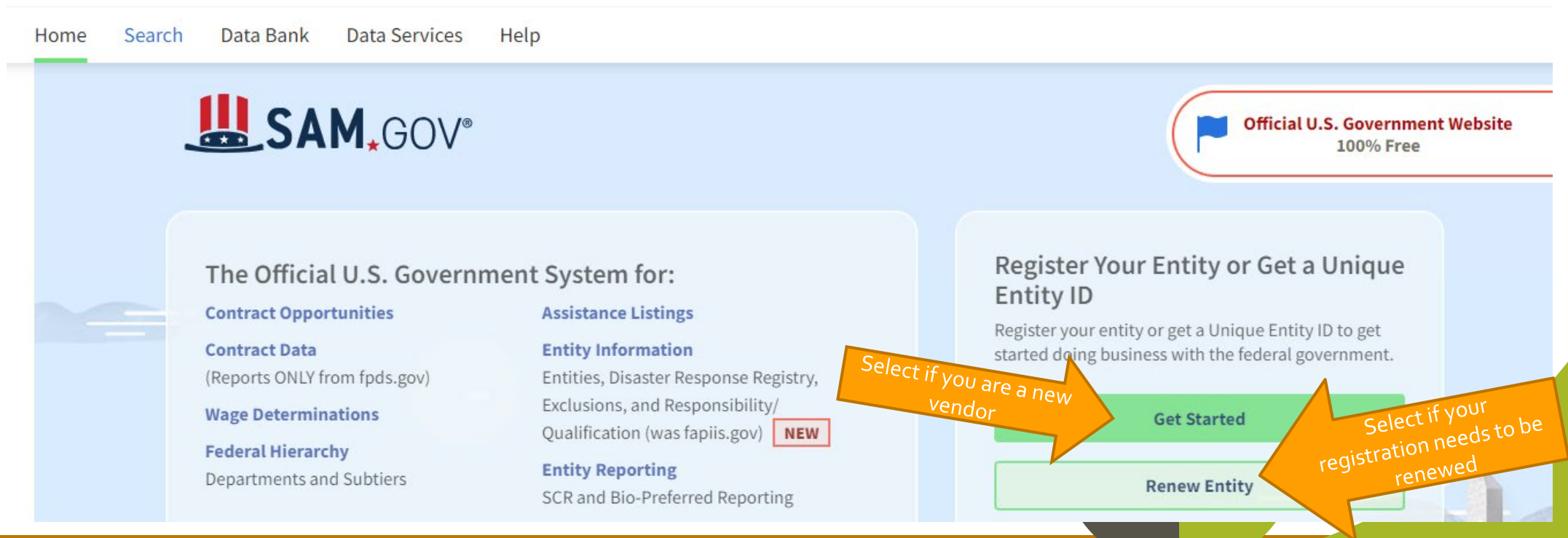
Questions:

- Submit all vendor questions by end of day Tuesday, July 14th
- Review Common RFP Questions on our website under Vendor Resources Solicitations
 - Questions and answers will be posted weekly under: Questions and Answers
 - Review past questions and answers
- Review the RFP in full, most questions can be answered via the RFP



Important requirement

- Every vendor must register with SAM.gov and **must maintain** a current registration to avoid late payments.
- Registering in SAM.gov is free and national so one registration is good for all treatment BPAs.



Request for Proposal (RFP) Instructions

- Section L – Provides Complete instructions for completing each section of the RFP

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS

L.1. GENERAL INSTRUCTIONS FOR PROPOSALS

Current vendors, read each section fully and do not assume it's the same requirements as last year. There are changes every year.

Section M – Provides Evaluation criteria. This is what is used to evaluate each proposal.

SECTION M - EVALUATION FACTORS FOR AWARD



SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS**L.1. GENERAL INSTRUCTIONS FOR PROPOSALS****Request for Proposals**

This Request for Proposal consists of Sections A through M.

Section A - Solicitation/Offer/Acceptance Form, AO 367

In Section A, page 1 is the Solicitation/Offer/Acceptance. The Offeror must fill out the following blocks on the form:

- (1) Block 8, as instructed on the form.
- (2) Block 10, acknowledgment of amendments.
- (3) Block 11, name and address of Offeror.
- (4) Block 12, telephone number.
- (5) Block 13, name and title of person authorized to sign the offer.
- (6) Block 14, signature of Offeror (this shall be signed by a representative authorized to commit the Offeror to contractual obligations. Signature can be electronic or physical.).
- (7) Block 15, date signed.

Section B - Submission of Prices**(1) Services**

The Offeror must provide a price for each identified project code (with the exception of actual cost or administrative fees).

(2) Prices

The prices submitted must reflect the requirements of the Statement of Work for each project code requested as well as all terms and conditions of the contract that relate to that service item. Note: the fiscal year for the federal Government begins on October 1 of one calendar year through September 30 of the next. Pricing shall include the base fiscal year, as well as pricing for each fiscal option year.

SECTION M - EVALUATION FACTORS FOR AWARD**M.1 Basis for Award**

Selection of vendors with whom the Probation/Pretrial Services Office will establish BPA's will be based on technical acceptability and the lowest price to the Government. If the solicitation document identifies that BPA's will be established with a specified number of vendors, the selection of technically acceptable vendors shall be based on price. For example, if a solicitation document identifies that 1 to 2 vendors are needed to provide services and 3 vendors are determined to be technically acceptable, awards will be made to no more than 2 of the lowest priced vendors.

M.2 Evaluation of Proposals

- a. To be acceptable and eligible for evaluation, proposals shall be prepared in accordance with the instructions given in Sections B and L of this solicitation document.
- b. By submission of a proposal, the offeror accepts all the terms and conditions of the RFP. Proposals that take exception to the terms and conditions will be determined technically unacceptable and the offeror will be so advised.
- c. Proposals will be evaluated to be considered Technically Acceptable using the following Pass/Fail Criteria. To determine that the offeror has met the following criteria, each proposal shall be evaluated to determine that every individual requirement has been met.

M.3 Pass-Fail Criteria

The following criteria address the offeror's ability to perform and comply with all the mandatory service requirements set forth in the Request for Proposals. **Offerors who do not meet these requirements will be deemed to be technically unacceptable and will receive no further consideration.** In the event all offeror proposals are deemed technically unacceptable, all offerors will be provided the opportunity to correct deficiencies and resubmit a technically acceptable proposal. The offeror(s) will be so advised. Proposed subcontractor personnel qualifications and facilities will be evaluated and considered in the determination of the offeror's technical acceptability. The review of the criteria shall be based on the Offeror's Technical Proposal, which contains the Offeror's Certification of Compliance, Offeror's Background, and the Offeror's Staff Qualifications. Each of these shall demonstrate how the offeror will perform/meet the requirements of the RFP.

Common Errors

Section A: Sections 11-15 are not complete.

Section B:

- Pricing for all five years not included. You must include pricing for all five years, even if the pricing is the same.
 - Indicates NA for requested services. You must be able to provide service for each treatment service requested.
- Not indicating services performed by a subcontractor. If subcontractors are used, you must indicate this by placing an S next to the service.
- For PC1010 (Urinalyses Testing) pricing includes supplies. We provide all UA supplies this should not be part of the pricing.



Section B/C common errors continue:

- Vendors submit pricing for full sessions and not for units. Units for group or individual sessions are based on 30-minute units, 1 unit equals 30 minutes. Typical sessions are 2 units per individual and 3 for group but the pricing is based on average units.
- Vendor cannot meet local need requirements. Project codes marked with * indicate there is a local need. Carefully review to ensure you can meet local need requirements. Local needs are found at the end of Section C.
- Vendor cannot meet the mandatory requirements outlined in Section C. Carefully review all of section C to make sure you can meet the requirements.

Section A

and related documents numbered and dated:

11. NAME AND ADDRESS OF OFFEROR	1
12. Telephone No. (Include area code)	1
13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	1
14. Signature	15. Offer Date

Please keep in mind, Estimated Monthly Quantity (EMQs) is just that, an estimate. We cannot be held to these EMQs.

Section B

PROJECT CODE		REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY		UNIT PRICE
X	6026	Group Counseling	Base Year	3	XXX
			Option Year 1	3	XXX
			Option Year 2	6	XXX
			Option Year 3	6	XXX
			Option Year 4	6	XXX
Unit: per 30-minute session					
PSYCHOLOGICAL/PSYCHIATRIC WORK-UP, EVALUATION, AND REPORT:					
PROJECT CODE		REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY		UNIT PRICE
X	5011	Mental Health Intake Assessment and Report	Base Year	1	S XXX
			Option Year 1	1	S XXX
			Option Year 2	1	S XXX
			Option Year 3	2	S XXX
			Option Year 4	2	S XXX
Unit: per report					

Local need

Unit cost is based on per 30-minute session or per report or specimen.

A unit price for each year must be provided

Subcontractor

If there is "unknown" under Unit Price, no price is required.

COMMON ERRORS CONTINUE...

- **Section K:** Is not filled out or submitted. This is required and must be filled out and submitted with the proposal.
- **Section L:** Attachment A is not provided or signed. This is required to be signed and dated for the organization. Each subcontractor must date and sign one for themselves.
 - Attachment B: Vendors do not provide the required monitoring reports or a statement as to why there are no reports. Monitoring reports for 24 months must be provided. Note: Current vendors do not need to provide monitoring reports. We will use the reports in your file to review.
 - Attachment B: Address provided is NOT within the catchment area. All addresses where services are to be provided must be within the catchment area. Address for all subcontractors are not provided and/or not within the catchment area.
 - Attachment B: Vendors fail to sign and date or provided the required documents.

**SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER
STATEMENTS OF OFFERORS OR QUOTERS**

K.1 Provision 3-130, Authorized Negotiators - (Jan 2003)

The offeror represents that the following persons are authorized to negotiate on its behalf with the judiciary in connection with this solicitation (*offeror lists names, titles, and telephone numbers of the authorized negotiators*).

Name: _____
Titles: _____
Telephone: _____
Fax: _____
Email: _____

K.2 Provision 3-5, Taxpayer Identification and Other Offeror Information - (APR 2011)

(a) Definitions.

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041, 6041A](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): _____

if TIN has been applied for

OFFEROR'S CERTIFICATION OF COMPLIANCE STATEMENT

As required in Section L.1, Preparation of Certification of Compliance Statement, the Offeror shall complete the certification below.

I, the Offeror, hereby certify I will provide the mandatory requirements stated in Sections C, E, F, G, H and I and all services in strict compliance with requirements, terms, and conditions of the RFP. I understand that failure to perform in accordance with any of the requirements, terms, and/or conditions may result in suspension or discontinuation of referrals or termination of the contract/BPA.

I, the Offeror, hereby certify all the below listed subcontractor(s) (if applicable) will provide the mandatory requirements stated in Sections C, E, F, G, H and I and all services in strict compliance with requirements, terms, and conditions of the RFP. I understand that failure to perform in accordance with any of the requirements, terms, and/or conditions may result in suspension or discontinuation of referrals or termination of the contract/BPA.

Include below the names of all subcontractor(s) OR ☐: check box to indicate no subcontractor(s) utilized in the agreement.

PRINTED NAME OF OFFEROR: _____

SIGNATURE OF OFFEROR: _____ DATE: _____

TITLE: _____

OFFEROR'S BACKGROUND DISCLOSURE

As required in Section L.1, Preparation of the Background Disclosure, the Offeror shall complete and sign the Background Disclosure below (attach pages as needed labeled as subsets of this Attachment number).

Identify in writing all agencies (to include federal, state, and local agencies) that have conducted monitoring/compliance/audits/performance reports for the previous five (5) years, indicate the types of services provided, indicate the date(s) of the auditing period and the rating and/or findings from each audit report, and attach a copy of each report (with the exception of providing reports from the USPO/USPSO conducting the solicitation). If the Offeror does not have any monitoring/compliance/audit/performance reports, or other certification of compliance reports (e.g. private practice), the Offeror shall explicitly note this in writing with an explanation of why no such reports exist.

List below the full address(es) of each performance site where services will be provided (as well as all performance sites a subcontractor will utilize) and, if utilizing multiple performance sites, specify which project codes or services will be provided at each site:

CERTIFICATIONS

By signing below, I certify that all information provided in the BACKGROUND DISCLOSURE is accurate, complete, and correct.

I certify the offeror and any subcontractors maintain compliance with all applicable business and/or operating licenses as required by state and local laws and regulations.

I certify the offeror and any subcontractors maintain compliance with all federal, state and local fire, safety and health codes.

PRINTED NAME OF OFFEROR: _____

SIGNATURE: _____

DATE: _____

Section L common errors continued

Attachment C: Vendors fail to include subcontractors on the Staff Qualifications which Attachment C is certifying. This is required for all staff and subcontractors providing direct delivery of service.

Attachment D: Vendors do not provide the required references. Tip: you may want to make sure your reference is appropriate, willing, and provide current contact information

References are not required for incumbent vendors.



OFFEROR'S STAFF QUALIFICATIONS

As required in Section L.1, Preparation of Staff Qualifications, the Offeror shall prepare and submit below, (attach pages as needed labeled as subsets of this attachment number), for all staff providing direct delivery of services under any resultant Agreement. The Offeror shall complete the certification section below.

CERTIFICATIONS

By signing below, I, the Offeror, certify the following:

- No proposed staff members providing direct delivery of services under this contract are currently under investigation for or charged with a criminal offense and/or under pretrial, probation, parole, mandatory release or supervised release (federal, state, or local).
- No proposed staff members providing direct delivery of services under this contract have been convicted of any sex offense (including but not limited to child sexual abuse material/pornography offenses, child exploitation, sexual abuse, rape, or sexual assault) or are required under federal, state or local law to register on sex offender registries.
- Staff specified to provide services listed by project code have the required education, relevant experience and current licenses/credentials listed in Section C of the RFP.

PRINTED NAME OF OFFEROR: _____

SIGNATURE: _____

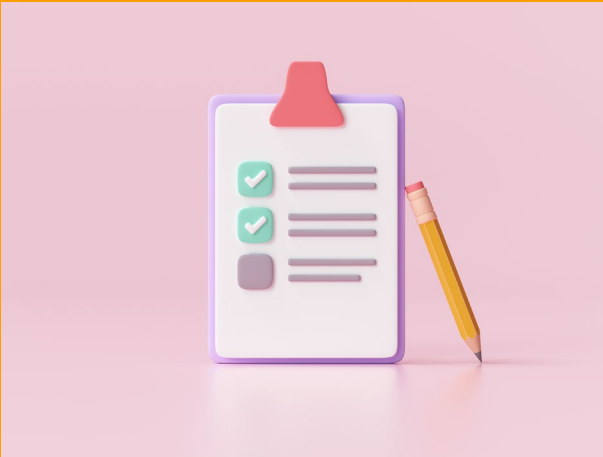
DATE: _____

OFFEROR'S STAFF QUALIFICATIONS

(add additional pages as needed)

Name of each staff person providing direct service delivery	Identify by Project Code all services each staff person will provide	Include the Educational Background of each staff person providing direct service delivery	Include all Relevant Experience based on the service delivery provided by the staff person	List Current Licensure, Credentials, Certifications, etc. to verify each person meets the staff qualifications related to the service delivery they are providing (if applicable)

Helpful Tips:



- Each RFP is specific for each treatment type. Sex Offender treatment RFPs will contain services specific to treatment of sex offenders under supervision. Substance Abuse and Mental Health treatment will contain services specific to Substance Abuse and Mental Health persons under supervision.
- Each RFP contains detailed information for each project code being requested. Please review and only submit proposals if you can meet those requirements.
- Once the proposal is submitted it cannot be revised. Please fully review and make sure all is signed, dated and required documents are included before submitting.
- Other offers will not be shared.
- Only electronic proposals will be accepted.
- Read Section L carefully, this provides step by step instructions.

Things to know about providing services for California Eastern District, Probation and Pretrial Services

- Services provided are for Defendants/Persons Under Supervision – meaning clients are either supervised under pretrial services or post conviction and are on federal supervised release/probation.
- Services for pretrial clients will be invoiced and sent to pretrial and services for post conviction will be invoices and sent to probation.
- Specific forms are required to use and are provided within the RFP.
- Post-Award monitoring reports are conducted once each year.

Things to Know, Continued

Each BPA is for 1 year with four 1-year extensions. Extensions are not automatic.

Referrals are made via a Probation 45 form for each client and only those services can be provided.

Vendor does not need to maintain a phone system for UA testing. Our office maintains a phone system for UA Testing.

Vendor does not pay for testing supplies or shipping cost; we provide supplies and pay for shipping.

WRAP UP

Use Section L as your guide to filling out the RFP

Review to ensure everything is signed and all required information is provided

Check the website weekly for questions and answers pertaining to this year's solicitation

Don't assume things are the same, carefully review all sections as many things have changed.

Majority of changes are in Sections L and M and are regarding subcontractors. Both sections clarify the need to include subcontractors.

It's possible that the next solicitation will be for FY29.

Submit timely, proposals are due by **4PM Wednesday, July 22, 2026. No extensions will be given**

Questions



**We are in this
together to help
persons under
supervision heal
and to keep the
community safe**

Thank you!

