

**UNITED STATES DISTRICT COURT
NORTH CAROLINA WESTERN
PROBATION OFFICE**

Lisa G. Morris
Chief Probation Officer

Dwayne Capps
Deputy Chief Probation Officer II

Keith S. Snyder, II
Assistant Deputy Chief Probation
Officer

June 22, 2020

Reply to:
Jackie Anderson/Richard
Graybill
200 S. College Street
Suite 1650
Charlotte, NC 28202-2005
Tel: (704) 350-7600
Fax: (704) 344-6319



RE: REQUEST FOR PROPOSALS
Western District of North Carolina - Catchment Area: Catawba County
SOLICITATION # 0419-2021-11ab

Dear Director:

The United States Probation Office for the Western District of North Carolina is soliciting proposals to provide Substance Abuse and Mental Health treatment services for male and female offenders, to include persons on probation, parole, or supervised release, who are under the supervision of the United States Probation Office. This group could also include inmates in the Federal Bureau of Prisons, who are residing in federal or contract community treatment centers, as well as offenders subject to Pretrial Services Supervision, who are also under the supervision of the United States Probation Office, Pretrial Services Division.

The procurement procedure will involve the use of blanket purchase agreements. Required services are listed in Section B of the solicitation. Interested vendors must respond on time and clearly show that: 1) they can provide the required services; 2) such services will be provided by qualified staff as defined for each service in the RFP, or as noted in the Locally Defined Services, and 3) prices of such treatment shall be as low or lower than those charged the vendor's most favored customer for comparable quantities under similar terms and conditions.

The Request for Proposals (RFP) for this solicitation will be posted to our agency's public website at www.ncwp.uscourts.gov/ under the Treatment Agencies tab on June 22, 2020. If your agency does not have Internet access, please contact Procurement Officer Mary Ellen Kysor at the number listed below and you will be mailed a hard copy of the RFP.

The 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, you should answer fully each item and supply all information requested. **Section L provides specific directions for potential vendors in completing their proposals.** The minimum standards for the services listed are contained in the 'Clauses and Terms of Agreement' and all proposals will be evaluated by the criterion laid out in Section M.

Proposals will be awarded on the basis of initial offers submitted and each initial offer should contain your organization's best terms from a cost and a technical standpoint. There will be no additional opportunity to modify your proposal. **Please read the RFP carefully.** Do not rely on knowledge of previous RFPs or knowledge of previous federal procurement procedures.

The estimated monthly quantities listed in Section B of the RFP is an estimate of the services to be provided each month during the term of this agreement. **It is only an estimate.** A vendor must be capable of providing **all services identified in Section B,** and within the geographic area identified in Section B.

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple vendors, the Government reserves the right to award to a single vendor. The term for this Blanket Purchase Agreement is twelve (12) months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional two (2) years, at two twelve-month intervals at the Government's discretion. The vendor selected for this contract will start services on October 1, 2020 and if option years are extended may go through September 30, 2023.

FOR ALL PROPOSALS, AN ORIGINAL PRINTED COPY AND ONE ADDITIONAL COPY, MUST BE MAILED, AND RECEIVED, NO LATER THAN:

Friday, 7/31/2020 by 5:00pm. There will be no exceptions.

***All copies must be originally signed.** A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement should be retained by the vendor for their files. **Please do not submit proposals in binders or notebooks.** Proposals should be delivered to the U.S. Probation Office as follows:

Postal mail to:
United States Probation Office
Attn: Treatment Services
200 South College Street, **Suite 1650**
Charlotte, NC 28202

Hand-delivered: (must be labeled)
United States Probation Office
Attn: Treatment Services
200 South College Street, **Suite 1700**
Charlotte, NC 28202

Should you have any questions, please submit these **in writing, via email at uspo_treatmentservices@ncwp.uscourts.gov**, to be received in this office no later than **July 20, 2020**. All questions and further correspondence in reference to this solicitation should be directed to Treatment Specialists **Jackie Anderson and Richard Graybill at uspo_treatmentservices@ncwp.uscourts.gov**. Answers to all questions submitted

will be addressed to all prospective bidders and posted to our agency website promptly. Any vendors without Internet access will be faxed a copy of all questions and answers. Please see our website for a list of common errors when submitting an RFP.

Sincerely,



Mary Ellen Kysor
Contracting Officer/Procurement Specialist

Enclosures