

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

**Greg Forest**  
Chief Probation Officer

**Keith Snyder**  
Deputy Chief Probation Officer

**Mike Bonelli**  
Assistant Deputy Chief Probation Officer

**Barbara Carrigan**  
Assistant Deputy Chief Probation Officer

June 14, 2021

***Reply to:***  
Mary Ellen Kysor  
200 S. College Street  
Suite 1650  
Charlotte, NC 28202-2005

Tel: (704) 350-7600  
Fax: (704) 344-6175



**RE: REQUEST FOR PROPOSALS**  
**Western District of North Carolina - Catchment Area: Jackson County**  
**SOLICITATION # 0419-2022-12c**

Dear Director:

The United States Probation Office for the Western District of North Carolina is soliciting proposals to provide Sex Offender 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. Interested vendors must respond on time and clearly show that:

- You are able to provide **all** of the required services listed in Section B, or you will be considered technically unacceptable.
- All required services will be provided by qualified staff as defined for each service in the RFP, or as noted in the Locally Defined Services.
- 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 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
- All proposals will be evaluated by the criterion laid out in Section M.
- Proposals can be submitted electronically, by mail, or hand-delivered by the date and time specified, or they will not be considered for award. There will be no exceptions.
- Proposals will be awarded on the basis of initial offers submitted and 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**, and do not rely on knowledge of previous RFPs or knowledge of previous federal procurement procedures.
- Estimated monthly quantities in Section B of the RFP is an estimate of the services to be provided each month during the term of the agreement. **It is only an estimate.** A vendor must be capable of providing **all services identified in Section B**, and within the geographic area (a/k/a the catchment area) identified in Section B. **If you cannot provide all services being requested, you will be considered technically unacceptable and will not be considered for award.**
- **PLEASE SEE ATTACHED LIST OF SIGNIFICANT CHANGES TO TREATMENT CONTRACTING PROCEDURES.**

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, 2021, and if option years are extended, may go through September 30, 2024.

**ALL PROPOSALS TO BE DELIVERED AS OUTLINED BELOW,  
AND RECEIVED NO LATER THAN: Wednesday, July 14, 2021 by  
5:00pm. There will be no exceptions.**

Electronically by email: [treatmentservices@ncwp.uscourts.gov](mailto:treatmentservices@ncwp.uscourts.gov). Make sure your original and one copy of the proposal are signed prior to emailing and please request a confirmation that your proposal was received.

If mailing or hand-delivering proposals, **all paper copies must be originally signed. An original and one copy are required as follows:**

Submitted in a sealed envelope marked CONFIDENTIAL and addressed to Treatment Services.

**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 [treatmentservices@ncwp.uscourts.gov](mailto:treatmentservices@ncwp.uscourts.gov)**, to be received in this office no later than **June 30, 2021 at 5:00 p.m.** Answers to all questions submitted will be addressed to all prospective bidders and posted to our agency website promptly. Please check our web page frequently to see any questions/answers posted. Please see our website for a list of common errors when submitting an RFP.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ellen Kysor".

Mary Ellen Kysor  
Contracting Officer/Procurement Specialist

Enclosures

## **MUST READ**

### **SIGNIFICANT CHANGES TO TREATMENT CONTRACTING PROCEDURES**

- **All Requests for Proposals (RFP) will be posted to our agency's website** at [www.ncwp.uscourts.gov/](http://www.ncwp.uscourts.gov/) under the Treatment Agencies tab in June each year. Vendors will not be mailed a copy of the RFP, and will need to download or print to complete their proposal. We do not have a pdf fillable version of the RFP. **Please visit our website to see the full list of FY22 solicitations which will be posted on June 14<sup>th</sup>.**
- **Proposals can be submitted electronically** to email: [treatmentservices@ncwp.uscourts.gov](mailto:treatmentservices@ncwp.uscourts.gov) by the date and time listed for each proposal on our website. Please be sure your proposal is signed prior to emailing.
- **Monthly invoices can be submitted electronically** to our email address: [treatmentservices@ncwp.uscourts.gov](mailto:treatmentservices@ncwp.uscourts.gov). If you have an issue with sending your invoices and attachments by email, please let us know. Be sure all attachments are included with Part A and Part B of the invoice (monthly treatment report, daily treatment log, assessment report (if applicable), treatment plan (if applicable), and any other documents your agency wishes to include. We are transitioning towards being paperless in Fiscal Year 2022!
- **Monthly Treatment Reports will not be provided in paper form** to vendors as done in the past. A pdf fillable form will be attached to the RFP, and will also be posted on our website at [www.ncwp.uscourts.gov/](http://www.ncwp.uscourts.gov/). You can fill it out electronically, or print a copy and fill it out manually.
- **Vendor to supply an Initial Treatment Plan within the first 30 days** of treatment for each new client, and an **updated treatment plan every 90 days thereafter** until discharged. The Treatment Plan should be submitted with the Monthly Treatment Report.
- **Vendor to supply a Discharge Summary** for each client (whether successfully completed or not).
- **Vendor must have a clinician available 1 day per month to staff cases** with Probation Officers. The scheduled date must be agreed upon by the vendor and the U.S. Probation Office Treatment Services Team.
- **Telemedicine** – For fiscal year FY22 (10/1/2021 to 9/30/2022), **we will not allow vendors to use telemedicine unless unusual circumstances warrant same, and prior to allowing the same, the situation must be staffed with and approved by our Treatment Services Team.** The use of telemedicine will require a SF-30 Modification of Contract to be signed **prior** to commencement.