

The Western District of North Carolina Probation Office has compiled a list of common errors that we see on a yearly basis while reviewing vendor proposals. **Please note that section L of the request for proposal (RFP) provides step by step instructions as to how to respond to the Treatment Services RFP.** The list that follows is not meant to cover every area of the submission; it is simply a list of errors we see on a yearly basis.

**Section A:**

- Vendor forgets to complete boxes 11 thru 13

**Section B:**

- Vendor does not have a location that is in the catchment area (see page B-1).
- Vendor does not put pricing in for all three years.
- Vendor enters "N/A" in section B. If a vendor cannot provide a service then the vendor is technically unacceptable and should not submit a proposal (see subcontracting)
- Vendor is utilizing a subcontractor for some services they are bidding on, yet they forget to place an "S" next to that service (see page L-2)
- Vendor assumes they must pay for UA supplies, testing and shipping. The District of Colorado provides all UA cups, shipping and pays for testing.
- Vendor has some confusion as to what a unit represents for a group or individual session. A unit is 30 minutes, hence pricing for group and individual should reflect the price of one 30 minutes session. The typical individual session is 2 units and the typical group session is 3 to 4 units. Pricing in section B should reflect 1 unit (30 minutes).

**Section K:**

- Vendor does not submit and complete section K

**Section L - Attachment A:**

- Vendor fails to sign and date Attachment A for their organization.
- Vendor fails to get Attachment A signed and dated by their subcontractors.

**Section L - Attachment B**

- Vendor fails to provide all monitoring reports as stated in section L-3.
- Vendor fails to provide a copy of their most recent fire inspection.
- Vendor fails to check the appropriate box/es, sign and date Attachment B.
- Vendor fails to provide all of the items listed in the Background Statement (See pages L-3 through L-4).

**Section L - Attachment C**

- Vendor fails to provide the necessary information for subcontractors in attachment C.
- Vendor fails to check the appropriate box/es, sign and date Attachment C.

**Section L - Attachment D**

- Vendor fails to provide the required number of references.