

UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
PROBATION OFFICE

FREDERICK G. BACH  
Chief U.S. Probation Officer

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April 4, 2012

ROSA A. MIRAFLORES  
Deputy Chief U.S. Probation Officer

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103 Sheppard Drive, Suite 202  
Durango, CO 81303-3439  
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RESPOND TO: DENVER

RE: **Vocational/Occupational/Career Planning Assessments/Reports  
Job Readiness Training  
Subsidized On-the-Job-Training  
Individual Career Counseling  
District of Colorado - Catchment Area: *Centennial*  
Solicitation No. 1082-2012-SubB**

The U.S. Probation Office for the District of Colorado intends to procure job readiness, subsidized on the job training services, vocational/occupational/career-planning assessments and reports, individual career counseling for defendants and offenders supervised in this district.

This is a request for Open Market Pricing. Required services and deliverables are detailed in the RFQ. 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 RFQ; and 3) prices of such services 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 Quote (RFQ) for this solicitation will be posted to our agency's public website at [www.cod.uscourts.gov/Home.aspx](http://www.cod.uscourts.gov/Home.aspx) on April 10, 2012. The RFQ is located in the "United States Probation Procurement" section of this site. 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 RFQ.

The RFQ contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFQ. In responding to the RFQ, you should answer fully each item and supply all information requested in section 1.5.

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 technical standpoint. This contract will be awarded for a period of 12 months to the lowest priced technically acceptable vendor.

The estimated monthly quantity listed on the Quote Sheet of the RFQ is an estimate of the number of clients we estimate will be placed monthly. Please note that it is only an estimate. A vendor must be capable of providing the services identified in the RFQ within the Centennial Area.

Quotes must be received no later than April 26, 2012, at 1:00 p.m. **There will be no exceptions.** Proposals should be delivered to the U.S. Probation Office, Attn: Mary Ellen Kysor, Procurement Officer, 1929 Stout Street, Suite C-120, Denver, Colorado, 80294. You may not email your quote. Your quote must be originally signed.

All questions regarding this RFQ must be directed in writing to Mary Ellen Kysor by email at [uspo\\_procurement@cod.uscourts.gov](mailto:uspo_procurement@cod.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.

Sincerely,

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

Mary Ellen Kysor  
Procurement Officer  
(303) 335-2454