

UNITED STATES DISTRICT COURT
DISTRICT OF COLORADO
PROBATION OFFICE



LAVETRA A. CASTLES
Chief U.S. Probation Officer

Byron G. Rogers U.S. Courthouse
1929 Stout Street, Suite C-120
Denver, CO 80294-0101
Phone: (303) 844-5424

212 North Wahsatch Avenue, Suite 300
Colorado Springs, CO 80903-3476
Phone: (719) 471-3387

ELIZABETH OPPENHEIMER
Deputy Chief U.S. Probation Officer

400 Rood Avenue, Room 309
Grand Junction, CO 81501-2520
Phone: (970) 245-5396

103 Sheppard Drive, Suite 206
Durango, CO 81303-3439
Phone: (970) 385-9564

June 17, 2015

RESPOND TO: Denver

RE: **FISCAL YEAR 2016 TREATMENT SERVICES SOLICITATION**
District of Colorado - Catchment Area: Fort Collins or Loveland
Solicitation No. 1082-2016-0015

Dear Program Administrator:

The U.S. Probation Office for the District of Colorado is soliciting proposals to provide treatment services for male and female federal defendants and offenders supervised in this district. Announcement of this solicitation was posted on the *Federal Business Opportunities/FBO for Vendors* on May 12, 2015.

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.cop.uscourts.gov under the Vendor Information Tab on June 24, 2015. If your agency does not have Internet access, please contact Budget and Procurement Officer Theresa Hunt 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.** All proposals will be evaluated by the criterion identified in Section "M."

REQUEST FOR PROPOSALS

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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. Please read the RFP carefully. Do not rely on knowledge of previous RFPs or knowledge of previous federal procurement procedures.

The estimated monthly quantity 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), twelve (12) month intervals, at the Government's discretion.

For all proposals, an original and one (1) copy must be received no later than July 24, 2015, at 1:00 p.m. **There will be no exceptions.** Proposals should be delivered to U.S. Probation Office, Attn: Theresa Hunt, Budget and Procurement Officer, 1929 Stout Street, Suite C-120, Denver, Colorado, 80294. You may not email the RFP. 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 your records. Please do not submit proposals in binders or notebooks.

The deadline to ask questions about this proposal is July 9, 2015. All questions must be directed in writing to Theresa Hunt by email at 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. Please see our website for a list of common errors.

Sincerely,

A handwritten signature in black ink that reads "Theresa M. Hunt". The signature is written in a cursive, flowing style.

Theresa M. Hunt
Budget and Procurement Officer
(303) 335-2441