

UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
PROBATION OFFICE



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May 17, 2024

RESPOND TO: Denver

Dear Treatment Vendor:

The United States Probation Office for the District of Colorado is soliciting proposals to provide treatment services in the following areas:

**1082-25-0001 Urine Collection: The area west of Interstate 25, east of Kipling Street, north of Alameda and south of 72nd Avenue**

The offeror would provide services for male and female federal defendants/persons under supervision who have been ordered by the Court to participate in treatment and/or testing. These individuals include persons on probation, supervised release, parole, and persons on pretrial status.

The offeror is not required to maintain a call-in phone system for the urine collection, as this will be operated by the U.S. Pretrial Services and/or Probation Office. It should be noted the district utilizes an on-site laboratory that will conduct testing of urine samples collected. The Designee will provide the vendor with the necessary urinalysis collection materials (i.e. Chain of Custody forms, vials, specimen bags, mailing boxes, mailing labels which include the cost of shipping); however, the vendor is responsible for printer ink, disposable gloves, cleaning agents, coloring agent, etc.

Request for Proposals (RFPs) can be found on [www.cop.uscourts.gov](http://www.cop.uscourts.gov) on June 4, 2024. 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 each item and supply all the information requested.

Section L provides specific directions for potential offerors in completing the proposal. **The offeror should fully read Section L and follow the directions set forth.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement. All proposals will be evaluated by the criterion explained in Section M. Note if you intend to subcontract any services, instructions are included in Section L the offeror should follow.

Questions regarding the RFP should be submitted in writing by June 20, 2024 to [Theresa\\_Sperry@cod.uscourts.gov](mailto:Theresa_Sperry@cod.uscourts.gov). Questions and answers will be posted to our website, [www.cop.uscourts.gov](http://www.cop.uscourts.gov), after June 20th.

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. 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. *As a reminder, the offeror must have a physical site within the catchment area, which will be evaluated during an on-site visit.* Note: a catchment area may consist of multiple counties/zip codes, in which case the offeror must have a physical site within at least one of the counties/zip codes identified in that catchment area.

An offeror must be capable of providing all services identified in Section B, including local services identified at the end of Section C, and must have a physical site located within the geographic area identified in Section B. If the offeror is unable to provide a service identified in Section B, and does not identify/subcontract with someone to provide the service, the offeror will be technically unacceptable.

The estimated monthly quantity listed in Section B of the RFP is the estimate of the services to be provided during the terms of this agreement. **It is only an estimate.**

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple offerors, the Government reserves the right to award a single offeror.

The term for this Blanket Purchase Agreement is twelve (12) months with a start date of October 1 2024, with a provision that shall allow the Government to unilaterally extend the agreement for an additional four (4) years, at four (4) twelve (12) month intervals, at the Government's discretion.

Proposals are due by July 8, 2024 at 2:00PM MST. Proposals shall be e-mailed in pdf format to Theresa\_Sperry@cod.uscourts.gov. All e-mail submissions must reference in the subject line, the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance. Hard copies will not be accepted, unless otherwise noted. It is the responsibility of the offeror to confirm the government's receipt of the proposal.

All proposals must be signed by a representative authorized to commit the offeror to contractual obligations. Electronic signatures are accepted.

A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the offeror for their files.

Sincerely,



Theresa M. Sperry  
Budget and Procurement Officer