

UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
PROBATION OFFICE



ELIZABETH RUSSELL  
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

KYLA HAMILTON  
Deputy Chief U.S. Probation Officer

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

La Plata County Courthouse  
1060 E. 2<sup>nd</sup> Avenue, Suite 130  
Durango, CO 81301  
Phone: (970) 385-1934

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:

**1082-25-0004 Urine Collection: The area east of I-25, south of I-70, and west and north of 470**

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.

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,

A handwritten signature in blue ink, appearing to read "Theresa M. Sperry", with a stylized flourish at the end.

Theresa M. Sperry  
Budget and Procurement Officer