

UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
PROBATION OFFICE



LAVETRA A. CASTLES  
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Durango, CO 81301  
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June 16, 2017

RESPOND TO: Denver

RE: **FISCAL YEAR 2018 HALFWAY HOUSE SOLICITATION**  
**District of Colorado - Catchment Area: El Paso County**  
**Solicitation No. 1082-2018-0410**

Dear Program Administrator:

The U.S. Probation Office for the District of Colorado is soliciting proposals to provide halfway house services for male and female defendants and material witnesses supervised in this district. Announcement of Judiciary solicitations was posted on the *Federal Business Opportunities/FBO for Vendors* on May 12, 2017.

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 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 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."

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."

## REQUEST FOR PROPOSALS

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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, 1:00 p.m on July 19, 2017. 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.

All questions must be directed in writing to Theresa Hunt by email at [uspo\\_procurement@cod.uscourts.gov](mailto:uspo_procurement@cod.uscourts.gov) by July 12, 2017. Answers to all questions submitted by July 12, 2017 will be addressed to all prospective bidders and posted promptly to our agency's website, [www.cop.uscourts.gov](http://www.cop.uscourts.gov). Any vendors without Internet access should immediately contact Theresa Hunt at 303-335-2441 so that questions and answers can be faxed to them. 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