

UNITED STATES DISTRICT COURT
DISTRICT OF COLORADO
PROBATION OFFICE



LAVETRA A. MORGAN
Chief U.S. Probation Officer

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1060 E. 2nd Avenue, Suite 130
Durango, CO 81301
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April 30, 2020

RESPOND TO: Denver

RE: **FISCAL YEAR 2021 HALFWAY HOUSE SOLICITATION**
District of Colorado - Catchment Area: Larimer, Weld or Boulder County
Solicitation Number: 1082-2021-0060

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 federal defendants supervised in this district.

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 May 8, 2020. Please pay attention to which RFP you select as we have multiple documents that will be posted this year. Each RFP is for different services and service areas. 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."

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. The vendor selected for this contract will start services on October 1, 2020 and if option years are extended may go thru September 30, 2023.

Proposals must be received no later than, June 5, 2020 at 4:00 p.m MST. **There will be no exceptions.** Proposals should be emailed to Theresa Hunt, Budget and Procurement Office at

Theresa_Hunt@cod.uscourts.gov

It is very important that after emailing your proposal you contact me at 303-335-2441 to ensure your proposal was received. At times, documents have been blocked by our firewall/spam blocker, emails can be entered incorrectly, or other technical glitches may occur. Your proposal should have an original signature on it. A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement should be retained by the vendor for your records.

The deadline to ask questions about this proposal is May 22, 2020 1:00 p.m. All questions must be directed in writing to Theresa Hunt by email at the email address noted above. 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