

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  
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212 North Wahsatch Avenue, Suite 300  
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ELIZABETH MILLER  
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400 Rood Avenue, Room 309  
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103 Sheppard Drive, Suite 206  
Durango, CO 81303-3439  
Phone: (970) 385-9564

August 2, 2016

RESPOND TO: Denver

**RE: FISCAL YEAR 2017 TREATMENT SERVICES SOLICITATION**  
**District of Colorado – Catchment Area: Jefferson County**  
**Solicitation Number: 1082-2017-0005**

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 9, 2016.

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](http://www.cop.uscourts.gov) under the Vendor Information Tab on August 5, 2016. 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.

For all proposals, an original and one (1) copy must be received no later than August 31, 2016, 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 August 24, 2016 at 1:00pm . All questions must be directed in writing to Theresa Hunt by email at [uspo\\_procurement@cod.uscourts.gov](mailto: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.

Please see the attached message from Chief Probation Officer Lavetra Castles regarding sex offense specific treatment for federal offenders.

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

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July 25, 2016

RESPOND TO: Denver

A Message from Chief U.S. Probation Officer Lavetra A. Castles to Potential Vendors for Sex Offense Specific Treatment for Federal Sex Offenders:

We are currently soliciting for vendors to provide sex offense specific treatment for our agency. We supervise sex offenders convicted of federal sex offenses which include: "hands-on" offenses, manufacturing and/or possession of child pornography, and failure to register as a sex offender.

As you will note in our solicitation we have several "local needs" specified in relation to the applicability of the Colorado State Sex Offender Management Board's Standards & Guidelines. We recently met with Chris Lobanov-Rostovsky, Program Manager for the Sex Offender Management Board and Jeanne Smith, Director of the Division of Criminal Justice with the State of Colorado regarding the interaction between the state's guidelines and those under federal supervision for a sex offense. They have confirmed with us that because federal offenders are supervised under the jurisdiction of the U.S. District Court they are not legally subject to the state's standards and guidelines. Although the state's standards and guidelines may not apply, the U.S. Probation Office strongly believes in the containment approach and we utilize this in supervision of all sex offender cases.

There are times that judicial orders may be in conflict with what a treatment provider feels should be required in a particular case and we must follow the orders of the sentencing court. For instance, if the sentencing court has ordered contact with minors is allowed or a requirement that the offender not undergo polygraph testing we must honor the Court's orders. The state Sex Offender Management Board has assured us that since our offenders are not under state jurisdiction, treatment providers are not required to request variances in these cases in order to provide treatment. While we understand that this presents challenges for treatment agencies to adapt to differing requirements, we also firmly believe that if an offender is released and in our community having them in sex offense specific treatment is much preferred over no treatment at all.

We look forward to considering your proposal and to the successful bidder forging a strong relationship.

Sincerely,

Lavetra A. Castles  
Chief U.S. Probation Officer