

UNITED STATES DISTRICT COURT
DISTRICT OF COLORADO
PROBATION OFFICE

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April 17, 2014

RESPOND TO: DENVER

**RE: Job Readiness Training and Subsidized On-the-Job-Training for Females
District of Colorado - Catchment Area: *Denver Metro Area*
Solicitation No. 1082-2014-SubF**

Dear Program Administrator:

The U.S. Probation Office for the District of Colorado intends to procure job readiness and subsidized on the job training services for female defendants and offenders supervised in this district.

This is a request for Open Market Pricing. Required services and deliverables are detailed in the RFQ. 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 RFQ; 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 Request for Quote (RFQ) for this solicitation will be posted to our agency's public website at www.cod.uscourts.gov/Home.aspx on April 22, 2014. The RFQ is located in the "United States Probation Procurement" section of this site. If your agency does not have Internet access, please contact Budget and Contracting Officer Theresa Hunt at the number listed below, and you will be mailed a hard copy of the RFQ.

The RFQ contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFQ. In responding to the RFQ, you should answer fully each item and supply all information requested in section 1.5.

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. This contract will be awarded for a period of 12 months to the lowest priced technically acceptable vendor.

The estimated quantity listed on the Quote Sheet of the RFQ is an estimate of the number of clients we estimate will be placed in the 12 month period. Please note that it is only an estimate. We do not anticipate exceeding 10 placements but we could place fewer. Again, this is only an estimate. A vendor must be capable of providing the services identified in the RFQ within the Denver Metro Area.

Quotes must be received no later than Wednesday May 8, 2014, at 1:00 p.m. **There will be no exceptions.** Proposals should be delivered to U.S. Probation Office, Attn: Theresa Hunt, Budget and Contracting Officer, 1929 Stout Street, Suite C-120, Denver, Colorado, 80294. You may not email your quote. Your quote must be originally signed.

All questions regarding this RFQ must be directed in writing to Theresa Hunt by email at 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.

Sincerely,

A handwritten signature in black ink that reads "Theresa M. Hunt". The signature is written in a cursive, flowing style.

Theresa Hunt
Budget and Contracting Officer
(303) 335-2441