



June 23, 2015

RE: FISCAL YEAR 2016 TREATMENT SERVICES SOLICITATION

Dear Program Administrator,

The United States Probation Office, and the United States Pretrial Services Office, for the Eastern District of New York intend to procure treatment services for defendants and ex-offenders supervised in this district. Official announcement for this solicitation was posted on the *Federal Business Opportunities/FBO for Vendors Net* (www.fbo.gov) website on May 12, 2015.

The procurement procedure will involve the use of blanket purchase agreements (BPAs) for a variety of services. Required services will include drug testing; intake assessments; outpatient counseling; residential treatment; MICA (Dual diagnosis) treatment services; detoxification; mental health counseling; sex offender counseling; and the collection of client copayments, among others. 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 Request for Proposals (RFP), or as noted in the Locally Defined Services, and 3) prices for 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 RFP's for each solicitation area will be posted to our agency's public website at www.nyep.uscourts.gov as of **9:00 a.m. on Wednesday, July 1, 2015**. They can be located in the "For Vendors" section of that site. If your agency does not have Internet access, please contact either myself, at the contact information noted below, or U.S. Probation Officer Assistant Jessica Roman, at 347-534-3450 or Jessica_Roman@nyep.uscourts.gov, and you will be mailed a hard copy of the RFP(s) to which you are interested in responding.

Each 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.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criterion laid out in Section "M."

EILEEN KELLY
Chief U.S. Probation Officer

HELEN GEORGOPOULOS
RICHARD L. JAMES
VITA QUARTARA
Assistant Deputy Chief U.S. Probation Officers

REPLY TO:

- | | | |
|-------------------------------------|--------------------|--|
| <input checked="" type="checkbox"/> | BROOKLYN | 147 Pierrepont Street, Brooklyn, NY 11201-2712 Tel. No. (347) 534-3400 Fax No. (347) 534-3509 |
| <input type="checkbox"/> | LONG ISLAND | Alfonse M. D'Amato United States Courthouse 202 Federal Plaza, 2nd Floor, Central Islip, NY 11722-4425 Tel. No. (631) 712-6300 Fax No. (631) 712-6395 |
| <input type="checkbox"/> | QUEENS | 90-02 161 st Street, Jamaica, NY 11432-6108 Tel. No. (718) 374-8800 Fax No. (718) 487-5830 |

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 RFP's 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 (BPA) with multiple vendors, the Government reserves the right to award to a single vendor. The term for this BPA 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 two (2) signed copies must be received no later than **Friday, July 31, 2015, at 3:00 p.m. There will be no exceptions.** Proposals should be delivered to U.S. Probation Office, Attn: Jessica Roman, U.S. Probation Officer Assistant, 147 Pierrepont Street, Brooklyn, NY 11201-2712. 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.**

An Offeror's Conference will not be held. The website wherein the RFP documents are posted will contain a Sample Proposal, in addition to a Frequently Asked Questions (FAQ) tab with commonly asked questions regarding the RFP process. Please review the FAQ's before submitting questions. **Any specific questions regarding the proposal process must be directed in writing to Jessica Roman by regular mail or email at Jessica.Roman@nyep.uscourts.gov no later than Friday, July 10, 2015 at 5:00 p.m.** Answers to all questions submitted will be addressed to all prospective bidders and posted to our agency website no later than 5:00 p.m. on Friday, July 17, 2015. Any potential vendor without Internet access will be faxed a copy of all questions and answers upon request.

Very truly yours,



Edward Kanaley
Senior U.S. Probation Officer
631-712-6325 or Edward.Kanaley@nyep.uscourts.gov