



June 01, 2021

Dear Program Administrator,

The United States Probation Office, and the United States Pretrial Services Office, for the Eastern District of New York intends to procure treatment services for defendants and persons under community supervision in this district. Official announcement for this solicitation was posted on the Federal Business Opportunities/FBO for Vendors New ([www.fbohome.sam.gov](http://www.fbohome.sam.gov)) website on May 13, 2021.

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 substance use disorder counseling; residential treatment; 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](http://www.nyep.uscourts.gov) as of **9:00 a.m. on Tuesday, July 6, 2021**. It can be located in the "For Vendors" section of that site. If your agency does not have Internet access, please contact Senior U.S. Probation Officer Jessica Roman, at 347-534-3450 or via email [Jessica.Roman@nyep.uscourts.gov](mailto: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."

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.

**ROBERT L. CAPERS**  
Chief U.S. Probation Officer

**VITA QUARTARA**  
Deputy Chief U.S. Probation Officer

**RICHARD L. JAMES**  
**MARK GJELAJ**  
Assistant Deputy Chief U.S. Probation Officers

REPLY TO



**BROOKLYN**

147 Pierrepont Street, Brooklyn, NY 11201-2712  
Tel. No. (347) 534-3400

Fax No. (347) 534-3509



**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

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 (1) signed copy must be received no later than **Friday, July 30, 2021, at 3:00 p.m. There will be no exceptions.** Proposals should be delivered to U.S. Probation Office, Attn: Jessica Roman, Senior U.S. Probation Officer, 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.**

A virtual Offeror's Conference will be held on Thursday, July 15, 2021, at 2:00 p.m. If you are interested in attending the conference, please email Senior U.S. Probation Officer Jessica Roman and the link will be emailed two days prior to the conference. **Any specific questions regarding the proposal process must be directed in writing to Senior U.S. Probation Officer Jessica Roman by regular mail or email at [Jessica.Roman@nyep.uscourts.gov](mailto:Jessica.Roman@nyep.uscourts.gov) no later than Monday, July 19, 2021 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 Wednesday, July 21, 2021. Any potential vendor without Internet access will be faxed a copy of all questions and answers upon request.

Thank you very much and we look forward to receiving your proposal(s).

Very truly yours,

*Jessica A. Roman*

Jessica A. Roman  
Senior U.S. Probation Officer