



June 25, 2024

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 persons under community supervision in this district. Official announcement for this solicitation was posted as *Second Chance Act Goods and Services Pre-Solicitation Notice* on [www.sam.gov](http://www.sam.gov) on June 25, 2024.

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 RFPs 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 Wednesday, July 3, 2024**. It will be located in the "For Vendors" section of that site. If your agency does not have Internet access, please contact EDNY Treatment Services via email [treatment\\_services@nyep.uscourts.gov](mailto:treatment_services@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 based on 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

**JOVANNA A. CALDERON**  
Deputy Chief U.S. Probation Officer

**SHAYNA E. BRYANT**  
**RICHARD AZARIAN**  
Assistant Deputy Chief U.S. Probation Officers

REPLY TO:



**BROOKLYN**

27 Johnson Street, Brooklyn, NY 11201-2712  
Tel. No. (347) 534-3400  
Fax No. (347) 534-3509  
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



**LONG ISLAND**

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.

For all proposals, an original and (1) signed copy must be received no later than **Tuesday, July 30, 2024, at 3:00 p.m. There will be no exceptions.** Proposals should be delivered to **U.S. Probation Office, Attn: EDNY Treatment Services, 27 Johnson Street, Brooklyn, NY 11201-2712.** **RFPs will not be accepted via email.** 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 that contain staples or in binders or notebooks.**

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

Very truly yours,

*Phlaure Cadet*

Phlaure Cadet  
Treatment Program Assistant