



Burton E. Maroney
Chief

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

U.S. Pretrial Services and Probation Office
801 West Superior Avenue, Suite 3-1000
Cleveland, Ohio 44113-1850
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Tim Highbaugh
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Dear Program Administrators:

The United States Pretrial Services and Probation Office for the Northern District of Ohio will be soliciting proposals to provide substance abuse, mental health, sex offender and cognitive behavioral treatment services for federal defendants and offenders for Fiscal Year 2017, which begins October 1, 2016.

Request for Proposals (RFPs) will be accessible on our website on or about early June:
www.ohnd.uscourts.gov/home/u-s-pretrial-services-probation-office under Services-Treatment Services Vendors.

Please check this website often as this will be our primary source of communication during the solicitation cycle.

If you are interested in submitting a proposal, it is imperative that you review this letter carefully as it provides important information relative to the RFP.

Interested vendors must respond timely to solicitation deadlines and clearly show that (1) they can provide services, (2) such services will be provided by certified, licensed professionals with experience in such treatment, and (3) prices of such treatment shall be as low as or lower than those charged to the vendor's most favored customer for comparable quantities under similar terms and conditions.

The RFPs are listed by catchment area. For those agencies not familiar with the contracting process, a catchment area is a geographic area in which **your facility is located and where services must be provided**. Please note that there may be more than one RFP within a catchment area for different types of services. You are receiving this letter because it appears you have an agency location within at least one of our catchment areas. Please pay close attention to the catchment areas noted for each RFP, as some may be different from previous solicitations.

Wage Determination reports from the U.S. Department of Labor are included for each catchment area to assist in determining appropriate pricing for urine collection services.

Close attention should be given to Section L of the RFP. This section will provide step-by-step instructions on what needs to be submitted with the proposal.

The Estimated Monthly Quantities (EMQ's) listed in Section B of the RFP are estimates of the services to be provided during the term of this agreement, but are not guaranteed. Although the government may choose to enter into a Blank Purchase Agreement (BPA) with multiple vendors for each RFP, the government reserves the right to award to a single vendor.

The RFP contains the full text of all applicable government regulations and all offers are subject to the provisions contained in the RFP. In responding to the RFP, you should answer fully each item and supply information that is requested. The minimum standards for the services are contained in Section C - Description/ Statement of Work, and all proposals will be evaluated by the criteria identified in Section M.

Copies of licenses and credentials must be provided for staff providing services. If agencies choose to subcontract with another agency, all documentation regarding staff and minimum standards of services must be provided for that subcontracting agency. Please carefully consider the references that are being submitted with the proposal. A reference must be someone your agency has provided treatment or other services identified in the RFP within the past 3 years.

The term of the Blanket Purchase Agreement is twelve (12) months with two (2) option years for renewal at the government's discretion.

Proposals are awarded on the basis of initial offers submitted. Each initial offer should contain your agency's best price. Those proposals that do not meet the technical requirements as outlined in Sections M will be removed from consideration. There will be no additional opportunity to modify your proposal. Please read the RFP carefully. Do not rely on knowledge from previous solicitations or federal procurement procedures.

All questions or clarifications may be submitted via the "Submit A Question" link on our website. All questions will be answered and posted under the "Frequently Asked Questions" section within 3 business days of receipt. Please check the website frequently for these updates. All questions must be submitted by 4:30 p.m. on August 1, 2016. No further questions or clarification will be answered after this date.

For each proposal, please provide an **original and one copy. No faxed or electronic submissions will be accepted.** All proposals must be received no later than 3:00 p.m. on August 8, 2016, at the U.S. Pretrial Services and Probation Office, 801 West Superior Avenue, Suite 3-100, Cleveland, Ohio 44113-1850.

PLEASE DO NOT SUBMIT PROPOSALS IN BINDERS OR NOTEBOOKS. ANY PROPOSALS RECEIVED AFTER THE SPECIFIED DATE AND TIME CANNOT BE ACCEPTED.

Any agency that does not have the capability to access our website can request a hard copy of the RFP by contacting Angie Santiago (216) 357-7299.

A **Bidder's Conference** will be held on July 11, 2016 at 10:00 a.m. in the conference room on Level B-3 of the John F. Seiberling Federal Building and U.S. Courthouse, 2 South Main Street, Akron, Ohio. An RSVP to Angie Santiago(216-357-7299 or angelina_santiago@ohnp.uscourts.gov) by July 1, 2016 would be appreciated. Minutes from the Bidder's conference will be posted on the website.