



**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA PROBATION OFFICE**

**June 21, 2018**

**Michelle A. Carey  
Chief U.S. Probation Officer**

**Douglas B. Bys  
Deputy Chief U.S. Probation Officer**

**RE: REQUEST FOR PROPOSALS  
SUBSTANCE USE, MENTAL HEALTH  
AND SEX OFFENDER SERVICES FOR THE  
CENTRAL DISTRICT OF CALIFORNIA**

Dear Program Administrator:

The United States District Court for the Central District of California is soliciting proposals to provide substance use, mental health and sex offender treatment services for male and female Federal defendants and offenders.

These individuals include persons on probation, supervised release, or parole, supervised by the United States Probation Office. This group could also include persons on pretrial release, under the supervision of the United States Pretrial Services Office.

Enclosed is a Request for Proposal (RFP). The 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, answer fully each item and supply all information requested.

Section "L" provides specific directions for completing proposals. All proposals will be evaluated by the criteria identified in Section "M."

A vendor must be capable of providing all services identified in Section "B," within the geographical area identified in Section "B." Descriptions of these services are located in Section "C."

**Additional Instructions for Specific Sections (See Section "L" for complete instructions)**

Section A: All copies must have an original signature. Include a fax number and email address in block 13 of Section "A."

Section K: Include the names of all personnel authorized to sign invoices.

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms from a price and technical standpoint. There will be no additional opportunity to modify your proposal.

Please note that for drug testing, the analysis and most supplies will be paid for by the Government. Refractometers and breathalyzers must be purchased by vendors.

Please read the RFP carefully; do not rely on knowledge of previous RFPs, or knowledge of previous Federal procurement procedures.

A Blanket Purchase Agreements (BPA) will be awarded to a vendor determined to be **technically acceptable**, based on the Evaluation Criteria contained in Section "M" of the Request for Proposals (RFP), and **the lowest cost to the Government**.

Although the Government may choose to enter into a BPA with multiple vendors within a solicitation area, the Government reserves the right to award to a single vendor.

The term for this Blanket Purchase Agreement is twelve (12) months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional two (2) years, at twelve (12) month intervals, at the Government's discretion.

For all proposals, an original and two copies must be received no later than **12:00 p.m. on Thursday, July 26, 2018**, at the U.S. Probation Office, 501 West Ocean Boulevard, Suite 6340, Long Beach, California, 90802.

A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files. **Please do not submit proposals in binders or notebooks.**

Once the Request for Proposals (RFPs) has been mailed to offerors, any questions to the contracting agency must be prepared in writing and directed to Jennifer Smith, Treatment Services Coordinator, at Jennifer\_Smith@cacp.uscourts.gov, or they can be faxed to (562) 940-3421 and received no later than July 11, 2018. **Offerors must reference the applicable solicitation number on the email or fax.**

An online bidders web conference will take place on **July 10, 2018 at 10:00 a.m.** To join the online conference, please go to <https://ao-courts.webex.com/meet/WebEx2888555> and click "Join Online Meeting." To call in, dial the toll-free number: (877)411-9748. The input code is 2888555#.

Thank you for your interest in providing services to Federal defendants and offenders in the Central District of California.

Very Truly Yours,

A handwritten signature in black ink that reads "Michelle A. Carey". The signature is written in a cursive style with a large, prominent "M" and "C".

MICHELLE A CAREY

Chief U.S. Probation Officer