# UNITED STATES DISTRICT COURT
## DISTRICT OF COLORADO
## PROBATION OFFICE

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**July 9, 2012**

RE: **FISCAL YEAR 2013 TREATMENT SERVICES SOLICITATION**
**District of Colorado - Catchment Area: *Pueblo County***
**Solicitation No. 1082-2013-0360**

Dear Program Administrator:

The U.S. Probation Office for the District of Colorado intends to procure treatment services for defendants and offenders supervised in this district. Announcement of this solicitation was posted on the *Federal Business Opportunities/FBO for Vendors* on May 12, 2012.

The procurement procedure will involve the use of blanket purchase agreements. Required services may include drug testing; outpatient counseling; intake assessments; mental health counseling; sex offender counseling; and/or collection of copayment from clients. 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 RFP, or as noted in the Locally Defined Services, and 3) prices of 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 Request for Proposals (RFP) for this solicitation will be posted to our agency's public website at www.cod.uscourts.gov/Home.aspx on Monday, July 16, 2012. They are located in the "United States Probation Procurement" section of this site. If your agency does not have Internet access, please contact Budget and Procurement Officer Theresa Hunt at the number listed below, and you will be mailed a hard copy of the 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, you should answer fully each item and supply all information requested. **Section "L" provides specific directions for potential vendors in completing their proposals.** All proposals will be evaluated by the criterion identified 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. Please read the RFP carefully. Do not rely on knowledge of previous RFPs 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 with multiple vendors, 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), twelve (12) month intervals, at the Government's discretion.

For all proposals, an original and two (2) copies must be received no later than Thursday, August 16, 2012, at 1:00 p.m. **There will be no exceptions**. Proposals should be delivered to U.S. Probation Office, Attn: Theresa Hunt, Budget and Procurement Officer, 1929 Stout Street, Suite C-120, Denver, Colorado, 80294. 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.

All questions regarding this proposal must be directed in writing to Theresa Hunt by email at uspo_procurement@cod.uscourts.gov. Answers to all questions submitted will be addressed to all prospective bidders and posted to our agency website promptly. Any vendors without Internet access will be faxed a copy of all questions and answers.

Sincerely,

Theresa M. Hunt

Theresa M. Hunt
Budget and Procurement Officer
(303) 335-2441