

**UNITED STATES DISTRICT COURT
OFFICE OF THE PROBATION OFFICER
WESTERN DISTRICT OF VIRGINIA**

JENNIFER K. WILLIAMS
CHIEF PROBATION OFFICER

RICHARD H. POFF FEDERAL BUILDING
P.O. BOX 1563
ROANOKE, VA 24007



PHONE: (540) 857-5180
FAX: (540) 857-5181

July 23, 2018

Eligible Treatment Providers

RE: AMENDMENT to Request for Proposal (RFP) for Treatment Services for Catchment Areas Harrisonburg 1-SA, Harrisonburg 3-SA, Roanoke 4-SA and Roanoke 8-SA

Dear Vendor:

The U.S. Probation Office for the Western District of Virginia has amended the Request for Proposal (RFP) for treatment services for catchment areas Harrisonburg 1-SA (Solicitation No. 0423-19-0321), Harrisonburg 3-SA (Solicitation No. 0423-19-0309), Roanoke 4-SA (Solicitation No. 0423-19-0702) and Roanoke 8-SA (Solicitation No. 0423-19-0760) by adding the following language to the Blanket Purchase Agreement's Statement of Work:

Harrisonburg 1-SA and Harrisonburg 3-SA Catchment Areas

At the request of the U.S. Probation Office, the vendor must send one (1) substance abuse counselor or case manager to all meetings and hearings for the district's new Drug Treatment Court Program (DTCP) when the vendor is providing services to defendants/offenders that are enrolled in the DTCP. The hearings and meetings for the DTCP will take place in the U.S. District Court located at 116 North Main Street, Harrisonburg, VA, and will occur at least one time per month.

When the vendor is asked to send a substance abuse counselor or case manager to all meetings and hearings for the DTCP, the U.S. Probation Office will authorize the vendor to provide case management services for each defendant/offender that is enrolled in the DTCP. When a counselor or case manager attends a meeting or hearing for the DTCP, the vendor may seek reimbursement for a portion of the total amount of time spent at the meeting or hearing for each defendant/offender that is receiving services.

For example, if a vendor is providing services to eight defendants/offenders, and a counselor or case manager attends a DTCP hearing for two hours, the vendor may bill the U.S. Probation Office for a ½ unit of case management services for each defendant/offender.

AMENDMENT to Request for Proposal (RFP) for Treatment Services
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Roanoke 4-SA and Roanoke 8-SA Catchment Areas

At the request of the U.S. Probation Office, the vendor must send one (1) substance abuse counselor or case manager to all meetings and hearings for the district's new Drug Treatment Court Program (DTCP) when the vendor is providing services to defendants/offenders that are enrolled in the DTCP. The hearings and meetings for the DTCP will take place in the U.S. District Court located at 210 Franklin Road SW, Roanoke, VA, and will occur at least one time per month.

When the vendor is asked to send a substance abuse counselor or case manager to all meetings and hearings for the DTCP, the U.S. Probation Office will authorize the vendor to provide case management services for each defendant/offender that is enrolled in the DTCP. When a counselor or case manager attends a meeting or hearing for the DTCP, the vendor may seek reimbursement for a portion of the total amount of time spent at the meeting or hearing for each defendant/offender that is receiving services.

For example, if a vendor is providing services to eight defendants/offenders, and a counselor or case manager attends a DTCP hearing for two hours, the vendor may bill the U.S. Probation Office for a ½ unit of case management services for each defendant/offender.

We have also extended the deadline for proposals for catchment areas Harrisonburg 1-SA, Harrisonburg 3-SA, Roanoke 4-SA and Roanoke 8-SA. All proposals must now be received by the U.S. Probation Office no later than **5:00 PM on Monday, August 20, 2018**. The deadline for proposals for all other catchment areas is still 5:00 PM on August 6, 2018.

If your agency decides to submit a proposal for one of the above catchment areas, you must acknowledge receipt of the attached amendment by writing "001" in the "AMENDMENT NO." space of Block 10 on page A-1 of your proposal, and writing "7/23/18" in the "DATE" space of Block 10 on page A-1 of your proposal.

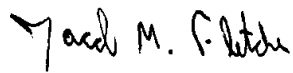
If your agency already submitted a proposal for one of the above catchment areas, a letter acknowledging receipt of attached the amendment must be mailed to the address listed in Box 4 of the RFP or hand-delivered to the location listed in Box 6 of the RFP. The letter must be received by the U.S. Probation Office no later than **5:00 PM on Monday, August 20, 2018**.

If your agency already submitted a proposal for one of the above catchment areas, and you would like to modify the proposal due to the attached amendment, a letter describing the modification must be mailed to the address listed in Box 4 of the RFP or hand-delivered to the location listed in Box 6 of the RFP. The letter must be received by the U.S. Probation Office no later than **5:00 PM on Monday, August 20, 2018**.

AMENDMENT to Request for Proposal (RFP) for Treatment Services
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If you have any questions regarding the amendment, please email the questions to jake_fletcher@vawp.uscourts.gov no later than 5:00 PM on Monday, August 6, 2018. All questions and responses regarding the amendment will be posted on the website containing the RFPs, under the section labeled "RFP Questions and Answers," on Wednesday, August 8, 2018. Please check the website prior to submitting your proposal for any clarification that may be needed.

Sincerely,

A handwritten signature in black ink that reads "Jacob M. Fletcher". The signature is written in a cursive style with a large initial "J" and "F".

Jacob M. Fletcher
Senior U.S. Probation Officer

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. Modification No. 001	3. EFFECTIVE DATE 07/23/2018	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Jacob M. Fletcher U.S. Probation Office P.O. Box 1563 Roanoke, VA 24007			<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. 0423-19-0321 & 0423-19-0309	<input checked="" type="checkbox"/> 9B. DATED (SEE ITEM 11) 06/18/2018
			<input type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.	<input type="checkbox"/> 10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to extend the deadline set forth in Block 6 of the Request for Proposal (RFP), and add some language to the Blanket Purchase Agreement's Statement of Work.

Offers in original for furnishing the required services listed in Section B of the RFP must now be received at the places specified in Block 4 or Block 6 of the RFP by 5:00 PM on Monday, August 20, 2018.

*Please see the attached page, labeled "Amendment of Solicitation - Section 14 (Continued)," for additional information.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jacob M. Fletcher, Senior U.S. Probation Officer
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED 07/23/2018
(Signature of person authorized to sign)	(Signature of Contracting Officer)

Amendment of Solicitation - Section 14 (Continued)

At the request of the U.S. Probation Office, the vendor must send one (1) substance abuse counselor or case manager to all meetings and hearings for the district's new Drug Treatment Court Program (DTCP) when the vendor is providing services to defendants/offenders that are enrolled in the DTCP. The hearings and meetings for the DTCP will take place in the U.S. District Court located at 116 North Main Street, Harrisonburg, VA, and will occur at least one time per month.

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Jacob M. Fletcher U.S. Probation Office P.O. Box 1563 Roanoke, VA 24007				
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		Jacob M. Fletcher, Senior U.S. Probation Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	07/23/2018

Amendment of Solicitation - Section 14 (Continued)

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