

**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**



**REPLY TO DIVISION OFFICE:**

**P.O. Box 621  
Abingdon, VA 24212-0621  
PHONE: (276) 628-3183  
FAX: (276) 628-1354**

July 1, 2019

Potential Treatment Providers

**RE: Request for Proposals (RFP) for Treatment Services  
Fiscal Years 2020 to 2022**

Dear Vendor:

The U.S. Probation Office for the Western District of Virginia is soliciting proposals to provide substance abuse and mental health treatment services for male and female defendants and offenders. These individuals include persons on pretrial release, probation, supervised release and parole who are under supervision of the U.S. Probation Office. This group could also include inmates in the Federal Bureau of Prisons who are residing in federal or contract community treatment centers.

**The Request for Proposal (RFP) for each catchment area in the Western District of Virginia may be accessed by clicking on the below link:**

<http://www.vawd.uscourts.gov/programs-services/probation-treatment-services.aspx>

**If your agency provides a variety of services, please review the entire list of RFPs to ensure you submit a proposal for each category of services. For example, if your agency provides outpatient substance abuse services, outpatient mental health services, and inpatient substance abuse services, you must submit three separate proposals.**

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, vendors 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" section. Please note if you intend to subcontract any services, instructions for including this information in the RFP are included in Section "L". All proposals will be evaluated by the criteria identified in Section "M."

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In an effort to assist treatment providers with the preparation of technically acceptable proposals, our agency created the attached checklist. The checklist should only be used for proposals for our agency. You should still read the entire RFP, especially *Section L - Instructions, Conditions, and Notice to Offers*, before submitting a proposal. If you do not read the entire RFP, and follow the instructions in Section L, it is unlikely your proposal will be technically acceptable.

A vendor must be capable of providing all of the services listed in Section “B” of the RFP within the geographic area (a.k.a. catchment area) identified in Section “B” of the RFP. **A vendor must have at least one site in the catchment area which will be evaluated during an on-site visit.** The estimated monthly quantities listed in Section “B” of the RFP are the estimate of services to be provided during the term of the agreement. It is only an estimate.

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. There will be no additional opportunity to modify your proposal. Please read the RFP carefully; do not rely on knowledge of previous RFPs or knowledge of previous federal procurement procedures.

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 the Blanket Purchase Agreement is 12 months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional 2 years, at the Government’s discretion.

If you have any questions regarding an RFP, please **email** the questions to the following individual no later than **5:00 PM on Friday, July 26, 2019:**

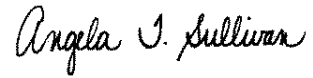
[angela\\_sullivan@vawp.uscourts.gov](mailto:angela_sullivan@vawp.uscourts.gov)

All questions and responses will be posted on the website containing the RFPs, under the section labeled “RFP Questions and Answers,” on Wednesday, July 31, 2019. Please check the website prior to submitting the RFP for any clarification that may be needed. **You cannot call the U.S. Probation Office with questions regarding an RFP and all questions must be submitted by the deadline of 5:00 PM on Friday, July 26, 2019.**

All proposals 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. All proposals must be received by the U.S. Probation Office no later than **4:00 PM on Friday, August 16, 2019.** All proposals must contain an original signature. A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their file. **Please do not submit proposals in binders or notebooks.**

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Sincerely,

A handwritten signature in cursive script that reads "Angela T. Sullivan".

Angela T. Sullivan  
Senior U.S. Probation Officer