

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

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CHIEF PROBATION OFFICER

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July 20, 2020

Potential Treatment Providers

**RE: Request for Proposals (RFP) for Treatment Services
Fiscal Years 2021 to 2023**

Dear Vendor:

The U.S. Probation Office for the Western District of Virginia is soliciting proposals to provide substance abuse, mental health and sex offender 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."

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.

Request for Proposals (RFP) for Treatment Services
Page 2

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.

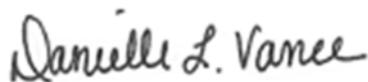
If you have any questions regarding an RFP, please email the questions to the following individual no later than **5:00 PM on Friday, August 7, 2020:**

danielle_vance@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, August 12, 2020. 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.**

All proposals must be mailed to the address listed in Box 4 of the RFP, hand-delivered to the location listed in Box 6 of the RFP, or emailed to danielle_vance@vawp.uscourts.gov. If vendors submit proposals by email, multiple emails can be submitted if files are too large and the offeror must confirm receipt of the proposal after submission. All proposals must be received by the U.S. Probation Office no later than **4:00 PM on Friday, August 28, 2020.** 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.**

Sincerely,



Danielle L. Vance
Procurement Specialist

CHECKLIST FOR PROPOSALS FOR TREATMENT SERVICES

The U.S. Probation Office for the Western District of Virginia created this checklist to assist treatment providers with the preparation of technically acceptable proposals for treatment services. This checklist should only be used for proposals for the Western District of Virginia. Please read the entire Request for Proposal (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.

- Complete boxes 8, 9, 10, 11, 12, 13, 14 and 15 on page A-1 of the Request for Proposal (RFP).

Reminder #1: If your agency received an *Amendment of Solicitation/Modification of Contract* form that extended the deadline for submitting a proposal or otherwise amended the RFP, you must record the "Amendment/Modification No." and "Effective Date" in Box 10 of page A-1.

- Provide a "Unit Price" for every service listed on pages B-2 and B-3 of the RFP for 2021, 2022 and 2023.

Reminder #1: Your agency must be able to provide all of the services listed on pages B-2 and B-3 or your proposal will be deemed technically unacceptable.

Reminder #2: Your agency's "Unit Price" for each service must be for the type of unit (e.g. one 30-minute session, one visit, one day) listed on pages B-2 and B-3.

Reminder #3: If your agency plans to provide a service at no charge, you must write "N/C" as the "Unit Price."

- Complete Sections K.1 and K.2 of pages K-1 and K-2 of the RFP.

- Complete, sign and date page L-9 (a.k.a. Attachment A) of the RFP.

- Complete, sign and date page L-10 (a.k.a. Attachment B) of the RFP.

Reminder #1: If your agency provided treatment services for the U.S. Probation Office for the Western District of Virginia, or any other government organization (e.g. Virginia Department of Corrections) during the past 18 months, you must attach copies of all monitoring reports you received from those organizations during the past 18 months to page L-10. If you did not receive any monitoring reports, you must attach a letter or certificate from the above organizations stating you had a satisfactory or higher rating for the past 18 months to page L-10. If you are unable to obtain letters or certificates from the above organizations, you must note that fact on page L-10.

Reminder #2: You must provide the full address of each office at which your agency intends to provide treatment services on page L-10. The offices must be located within the geographic area listed in paragraph 1 of page B-1. You must have at least one office in the geographic area or your proposal will be deemed technically unacceptable.

Reminder #3: If state or local law requires your agency to have a business license and/or operating license, you must attach a copy of each license to page L-10. If you are not required to have a business license and/or operating license, you must note that fact on page L-10.

Reminder #4: You must attach documentation verifying your agency's compliance with all federal, state and local fire, safety and health codes to page L-10. If you are not required to comply with any fire, safety or health codes, you must note that fact on page L-10.

Reminder #5: You must identify all documents attached to page L-10 by using label tabs.

Complete, sign and date page L-11 (a.k.a. Attachment C) of the RFP.

Reminder #1: You must provide the requested background information for every staff member that will perform a service listed on pages B-2 and B-3 (See below table for examples). The “Project Code” for each service is listed on pages B-2 and B-3.

Project Code	Name	Title	Duties	Education	Experience	Credentials
2011, 2010, 2020	John Doe	Substance Abuse Counselor	Substance abuse assessments, individual counseling, group counseling	MSW	5 years experience as a substance abuse counselor	CSAC, LCSW
5030, 6051	Jane Doe	Psychiatrist	Psychiatric evaluations, medication monitoring	MD	10 years experience as a psychiatrist	Certified Psychiatrist
5012, 6012, 6022, 7013	Joe Public	Sex Offender Therapist	Sex offender evaluations, individual counseling, group Counseling	MSW	15 years experience as a sex offender therapist	LCSW, CSOTP

Reminder #2: Every staff member that will perform a service listed on pages B-2 and B-3 must meet the qualifications to perform that service. The qualifications are listed in Section C of the RFP.

Provide three references on page L-12 (a.k.a. Attachment D) of the RFP.

Reminder #1: The references must be organizations for which your agency provided treatment services during the past three years.

Ensure that your agency's proposal (Pages A-1, B-2, B-3, K-1, K-2, L-9, L-10, L-11, L-12, and all attachments) is submitted to the U.S. Probation Office by 4:00 PM on August 28, 2020.

Reminder #1: Do not submit Sections C, D, E, F, G, H, and I of the RFP with your proposal.