

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

JENNIFER K. WILLIAMS  
CHIEF PROBATION OFFICER

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P.O. BOX 1563  
ROANOKE, VA 24007



PHONE: (540) 857-5180  
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August 5, 2019

Eligible Treatment Providers

**RE: Request for Proposal (RFP) for Medication Assisted 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 medication assisted treatment services for male and female defendants and offenders in multiple catchment areas. These individuals include persons on pretrial release, probation, supervised release and parole who are under the 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 visiting the below website:**

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

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 vendors with the preparation of technically acceptable proposals, our agency created the attached checklist. The checklist should only be used for proposals for our agency. **PLEASE REVIEW THE CHECKLIST BEFORE SUBMITTING A PROPOSAL TO OUR AGENCY.** It is also important to read the entire RFP, especially *Section L - Instructions, Conditions, and Notice to Offerors*, before submitting a proposal.

A vendor must be capable of providing all of the services listed on pages B-2 and B-3 of the RFP within the geographic area (a.k.a. catchment area) identified on page B-1 of the RFP. **A vendor must have at least one office in the catchment area when they submit a proposal to the U.S. Probation Office.** The estimated monthly quantities listed on pages B-2 and B-3 of the RFP are the estimate of services to be provided during the term of the agreement. It is only an estimate.

**Request for Proposals (RFP) for Medication Assisted Treatment Services**  
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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, and do not rely on knowledge of previous RFPs or knowledge of previous federal procurement procedures. It is also important to utilize the attached checklist.

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 approximately 11 months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional two years, at the Government's discretion.

If you have any questions regarding an RFP, please email the questions to the below addresses no later than **5:00 PM on August 23, 2019**. All questions and responses will be posted on the below webpage, under the section labeled "RFP Questions and Answers - Medication Assisted Treatment," by **5:00 PM on September 6, 2019**. Please check the website prior to submitting a proposal for any clarification that may be needed. You cannot call the U.S. Probation Office with questions regarding an RFP.

Email Addresses for Questions:

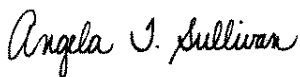
angela\_sullivan@vawp.uscourts.gov  
jake\_fletcher@vawp.uscourts.gov

Webpage for Answers to Questions:

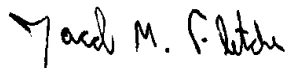
[www.vawd.uscourts.gov/programs-services/probation-treatment-services.aspx](http://www.vawd.uscourts.gov/programs-services/probation-treatment-services.aspx)

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 September 27, 2019**, and 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.

Sincerely,



Angela T. Sullivan  
Senior U.S. Probation Officer



Jacob M. Fletcher  
Senior U.S. Probation Officer

## CHECKLIST FOR PROPOSALS FOR MEDICATION ASSISTED 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 a Blanket Purchase Agreement for Medication Assisted Treatment Services. This checklist is not part of the Request for Proposal (RFP), and should only be utilized while preparing proposals for the Western District of Virginia. Please read the entire RFP, especially *Section L - Instructions, Conditions, and Notice to Offerors*, before submitting a proposal.**

- Complete boxes 8, 9, 10, 11, 12, 13, 14 and 15 on pages A-1 and A-2 of the RFP.**
- Do not provide a price for the following services or items listed on page B-2 of the RFP: Physical Examination and Report (Project Code 4010), Laboratory Studies and Report (Project Code 4020) and Agonist/Antagonist Medication (Project Code 7020).**

Note #1: If your agency provides a service or item listed above to a client, you must bill the U.S. Probation Office for the amount your agency charged for the service on the day it was provided, the amount the laboratory charged for the test on the day it was conducted, or the amount the pharmacy charged for the medication on the day the prescription was filled.

- Do not provide a price for the following service listed on page B-2 of the RFP: Administrative Fee for Agonist/Antagonist Medication (Project Code 7021).**

Note #1: If your agency acquires medication from a pharmacy for a client, you may bill the U.S. Probation Office for an administrative fee not exceeding 5% of the funds expended for the medication.

- Provide prices for Fiscal Years 2020, 2021 and 2022 for the following services listed on page B-3 of the RFP: Administration of Agonist/Antagonist Medication (Project Code 9020) and Agonist/Antagonist Medication Monitoring Visit (Project Code 9021).**

Note #1: The "Visit Price" for the Administration of Agonist/Antagonist Medication (Project Code 9020) pertains to the following services: 1) Providing oral medication to a client and monitoring the ingestion of the medication; and 2) Administering intramuscular injections to a client. If you do not provide a price for each fiscal year, your proposal will be deemed technically unacceptable.

Note #2: The "Take Home Price" for the Administration of Agonist/Antagonist Medication (Project Code 9020) pertains to the following service: Providing oral medication to a client. Please be advised that the U.S. Probation Office may not authorize vendors to bill the government for simply providing oral medication to a client. If you do not provide a price for each fiscal year, your proposal will be deemed technically unacceptable.

- 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.**

Note #1: If your agency provided treatment services for the U.S. Probation Office for the Western District of Virginia during the past 18 months, you must attach copies of all monitoring reports you received during the past 18 months to page L-10.

Note #2: If your agency provided services to another federal, state or local government organization (e.g. Virginia Probation and Parole, Roanoke City Jail, etc.) during the past 18 months, you must attach copies of all monitoring reports you received during the past 18 months to page L-10. If your agency did not receive any monitoring reports from other government organizations, you must obtain a letter from each organization stating your agency had a satisfactory or higher rating during the previous 18 months and attach those letters to page L-10. If you are unable to obtain letters from the other government organizations, you must note that fact on page L-10.

Note #3: You must provide the full address of each office at which your agency intends to provide medication assisted 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.

Note #4: If local law requires your agency to have a business license, you must attach a copy of the license to page L-10. If you are not required to have a business license, you must note that fact on page L-10.

Note #5: If state or federal law requires your agency to have an operating license, you must attach a copy of the license to page L-10. If you are not required to have an operating license, you must note that fact on page L-10.

Note #6: You must attach documentation verifying your agency's compliance with all federal, state and local fire, safety and health codes (e.g. elevator inspection reports, fire suppression system inspection reports, etc.) 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.

Note #7: You must identify all documents attached to page L-10 using labels.

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

Note #1: You must provide the requested background information for every staff member that will perform the following services: Physical Examination and Report (Project Code 4010), Administration of Agonist/Antagonist Medication (Project Code 9020), and Agonist/Antagonist Medication Monitoring Visit (Project Code 9021). Please refer to the below table for examples.

Project Code	Name	Title	Duties	Education	Experience	Credentials
4010, 9021	Jane Doe	Physician	Physical exams, medication monitoring	MD	10 years experience as a physician	Medicine & Surgery License
4010, 9020	John Doe	Nurse Practitioner	Physical exams, dispense oral medication and monitor ingestion, administer medication injections	MSN	5 years experience as a nurse practitioner	Nurse Practitioner License

Note #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 on pages C-4, C-5, and C-6.

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

Note #1: The references must be organizations for which your agency provided treatment services during the past three years (e.g. Virginia Probation and Parole, Roanoke City Jail, etc.).

Note #2: You must provide the reference's name and telephone number.

- Submit all RFP questions to the following email addresses by 5:00 PM on August 23, 2019:**

**jake\_fletcher@vawp.uscourts.gov**  
**angela\_sullivan@vawp.uscourts.gov**

Note #1: All questions and responses will be posted on the below webpage, under the section labeled "RFP Questions and Answers," by 5:00 PM on September 6, 2019:

[www.vawd.uscourts.gov/programs-services/probation-treatment-services.aspx](http://www.vawd.uscourts.gov/programs-services/probation-treatment-services.aspx)

- Ensure that your agency's proposal (Pages A-1, A-2, B-1, B-2, B-3, K-1, K-2, L-9, L-10, L-11, L-12, and all attachments), and one hard copy is submitted to the U.S. Probation Office by 4:00 PM on September 27, 2019.**

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

Note #2: Proposals may 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.