

**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

June 16, 2023

Dear Vendor:

The United States Probation Office for the Western District of Virginia is soliciting proposals to provide treatment services in the following areas:

0423-24-0837 Sex Offender Treatment for Washington County & the City of Bristol, VA  
0423-24-0325 Sex Offender Treatment for the City of Staunton, VA  
0423-24-0863 Sex Offender Treatment for the City of Harrisonburg, VA  
0423-24-0733 Sex Offender Treatment for the City of Roanoke, VA  
0423-24-0734 Sex Offender Treatment for the City of Radford, VA  
0423-24-0862 Sex Offender Treatment for the City of Martinsville, VA

The vendor would provide services for male and female federal defendants/persons under supervision who have been ordered by the Court to participate in treatment. These individuals include persons on probation, supervised release, or parole, who are under supervision of the United States Probation Office, as well as persons on Pretrial status under the supervision of United States Pretrial Services Office.

Request for Proposals (RFPs) can be found on <http://www.vawd.uscourts.gov/programs-services/probation-treatment-services>. 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 each item and supply all information requested.

Section "L" provides specific directions for potential vendors in completing the proposal. **The offeror should fully read Section "L" and follow the directions set forth.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement. All proposals will be evaluated by the criterion explained in Section "M." Note if you intend to subcontract any services, instructions are included in Section "L" the offeror should follow.

If you have any questions regarding the RFP, please submit your questions in writing to [danielle\\_vance@vawp.uscourts.gov](mailto:danielle_vance@vawp.uscourts.gov) no later than **5:00 PM on Friday July 7, 2023.**

All questions and responses will be posted on the website containing the RFPs, under the section labeled "RFP Questions and Answers," on Friday, July 14, 2023. 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.**

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 or previous Federal procurement procedures. **As a reminder, the vendor must have a site within the catchment area (unless otherwise indicated in the RFP), which will be evaluated during an on-site visit.** Note: a catchment area may consist of multiple counties/zip codes, in which case the vendor must have a site within at least one of the counties/zip codes identified in that catchment area.

A vendor must be capable of providing **all** services identified in Section "B," including local services identified at the end of Section C, and must have a site located within the geographic area identified in Section "B." If the vendor is unable to provide a service identified in Section B, and does not identify/subcontract with someone to provide the service, the vendor will be technically unacceptable.

The estimated monthly quantity listed in Section "B" of the RFP is the estimate of the services to be provided during the terms of this agreement. **It is only an estimate.**

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple vendors, the Government reserves the right to award 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) years, at two (2) twelve (12) month intervals, at the Government's discretion.

Proposals are due by **Friday, August 4, 2023, at 4:00 PM.** **Proposals shall be e-mailed** to [danielle\\_vance@vawp.uscourts.gov](mailto:danielle_vance@vawp.uscourts.gov). All e-mail submissions must reference in the subject line, the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance. Hard copies will not be accepted, unless otherwise noted. It is the responsibility of the vendor to confirm the government's receipt of the proposal.

All proposals must be signed by a representative authorized to commit the vendor to contractual obligations. The Signature can be electronic or physical.

A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files.

Sincerely,



Danielle L. Vance  
Contracting Officer

## 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.

**SPECIAL NOTE: All offerors shall be registered in sam.gov prior to award, during performance, and through final payment of the blanket purchasing agreement resulting from this solicitation.**

- Complete boxes 8, 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 2024, 2025 and 2026.

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-10 (a.k.a. Attachment A) of the RFP.

Reminder #1: A separate certification of compliance statement signed by the offeror for each subcontractor must be submitted.

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

Reminder #1: If your agency provided treatment services for any federal, state or local agencies (e.g. Virginia Department of Corrections) during the past 24 months, you must attach copies of all monitoring reports you received from those organizations during the past 24 months to page L-11. 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 24 months to page L-11. If you are unable to obtain letters or certificates from the above organizations, you must note that fact on page L-11.

**NOTE: Offerors who are currently awarded an agreement with the USPO/USPSO conducting the solicitation are not required to provide copies of USPO/USPSO monitoring reports, but shall provide copies of all monitoring reports, letters or certificates for the previous 24 months from other federal, state, and local agencies for similar services provided within the catchment area(s) solicited.**

Reminder #2: You must provide the full address of each office at which your agency and all proposed subcontractors intends to provide treatment services on page L-11. 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: You must identify all documents attached to page L-11 by using label tabs.

- Complete, sign and date page L-12 (a.k.a. Attachment C) of the RFP.**

Reminder #1: You must provide the requested background information for every staff member that will be providing direct delivery of services listed on pages B-2 and B-3 (See below table for examples and use Page L-13). The “Project Code” for each service is listed on pages B-2 and B-3.

<b>Name</b>	<b>Services performed specified by Project Code for each staff person</b>	<b>Education</b>	<b>Relevant Experience</b>	<b>Current Licensure/Credentials</b>
John Doe	2011, 2010, 2020	MSW	5 years experience as a substance abuse counselor	CSAC, LCSW
Jane Doe	5030, 6051	MD	10 years experience as a psychiatrist	Certified Psychiatrist
Joe Public	5012, 6012, 6022, 7013	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.

- New offerors provide three references on page L-14 (a.k.a. Attachment D) of the RFP.**

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

**NOTE: Offerors who are currently awarded an agreement with the USPO/USPSO are not required to provide references.**

- Ensure that your agency's proposal (Pages A-1, B-2, B-3, K-1, K-2, L-10, L-11, L-12, L-14, and all applicable attachments) is submitted to the U.S. Probation Office by 4:00 PM on August 4, 2023.**

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