



U.S. Probation Western District of Texas

**I was just awarded a Federal
Agreement for treatment services.**

Now what?

Important

- Ensure you are fully aware of all requirements listed in the Request For Proposal (RFP).**
- Section B contains the list of required services;**
- Section C is the Statement of Work which provides specific details on required service delivery and additional instructions to the vendor;**
- Section F describes the delivery of the service and provisions regarding the performance of the vendor;**
- Section G furnishes information about invoices.**

- This guide only provides a quick reference to the required services and will not substitute the material found in the RFP.**
- Please see the Forms Section to obtain listed forms.**

Notifying USPO of Offender Behavior

- Notify the USPO within 24 hours, in writing, if the offender fails to report for a drug test or does not provide a specimen suitable for testing (e.g., an insufficient amount, stall, adulterated). Place the notification in the offender's file.
- If the offender refuses to sign the Chain of Custody form, note the refusal on the Chain of Custody form and instruct the offender to personally contact his/her assigned USPO immediately to provide notification of their refusal to sign. Within 24 hours, notify the USPO in writing of the offender's refusal.
- Notify the USPO within 24 hours, in writing, if the offender fails to follow vendor staff directions.
- Notify the USPO within 24 hours, in writing, if the offender fails to report for treatment or testing, upon discovery of conduct violating a condition of supervision, or third-party risk issues are identified. Factors which increase general risk of violence shall be communicated to the USPO assigned to the case. If the assigned USPO is not available, notify a supervisor or the duty officer.
- Report any information from any source regarding a offender's apparent failure to comply with conditions of supervision.