

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS
PROBATION OFFICE**

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501 WEST FIFTH STREET, SUITE 2100
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111 E. BROADWAY STREET, SUITE 200
DEL RIO 78840-5573

700 E. SAN ANTONIO AVENUE, SUITE 500
EL PASO 79901-7009

100 E. WALL STREET, SUITE P-111
MIDLAND 79701-5200

410 S. CEDAR STREET
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WACO 76701-1934

July 11, 2016

**ANSWERS TO QUESTIONS SUBMITTED BY TREATMENT PROVIDERS RECEIVING REQUESTS
FOR PROPOSALS FOR SOLICITATIONS FOR FISCAL YEAR 2017 ISSUED BY THE UNITED
STATES PROBATION OFFICE FOR THE WESTERN DISTRICT OF TEXAS**

Dear Vendor:

Please reference the June 21, 2016, cover letter referencing the Request for Proposal issued by the U.S. Probation Office for the Western District of Texas. The letter indicated that questions relative to this solicitation were to be submitted in writing by July 8, 2016. The opportunity for submitting questions is now closed.

Enclosed are all the questions received for this specific RFP and the answers to those questions.

Please remember Proposals are due by 5:00 p.m. on July 22, 2016.

Thank you for your interest in providing treatment services to federal referrals from the Western District of Texas.

Sincerely,

Daniel A. Martinez
Supervising U. S. Probation Officer

**UNITED STATES PROBATION
WESTERN DISTRICT OF TEXAS**

**ANSWERS TO WRITTEN QUESTIONS SUBMITTED REGARDING THE REQUEST FOR PROPOSALS FOR
FISCAL YEAR 2017**

SOLICITATION NUMBER 0542-17-2146

Provided herein are the questions submitted by programs receiving the Request for Proposal (RFP) for Solicitation No. 0542-17-2146, as are the answers to those questions as provided by the U. S. Probation Office. The deadline for submitting questions concerning the solicitation was July 8, 2016, at 5:00 p.m., as identified in the cover letter. Questions received by the U. S. Probation Office after the deadline, including questions received after the issuance of these questions and answers, will not be answered. The proposals are due to the U.S. Probation Office, 727 E. Cesar E. Chavez Blvd., Suite B-310, San Antonio, Texas 78206-1200, by 5:00 p.m. on July, 22, 2016. We appreciate your interest in providing treatment services for our federal offenders.

1. As I was reading over the attachment and website, the proposal acceptance and agreement to limit disclosure form were the only documents I found that you may require for me to sign and return. Is that correct?

The Agreement to Limit Re-Disclosure is located under the Procurement Form section and is for current vendors. It is not part of the Request for Proposal. Detailed information on how to complete the Request for Proposal begins on page L-1. Only forms located within the Proposal require the signature of the bidder.

2. Do you require my resume at this time?

No. Instructions for the submission of staff qualifications begins on page L-4. You will list information regarding education, experience, and credentials in Attachment C, (page L-12). If more room is necessary, you may submit a resume as long as all required elements are completed. You will submit this along with your Proposal and not individually.

3. I noted that the price for items and pay rates were left blank on the Proposal, except for mileage pay.

Mileage reimbursement is predetermined by Judiciary Travel Regulations and is set. Prices for Required Services are listed by you, for each service, for each year. This allows the offeror to adjust prices based on inflation if they choose. The offeror may also choose to keep the same price for each year. Please note that the judiciary intends to evaluate offers and award the contract without discussions with offerors (except for clarifications). Therefore, the offeror's initial offer shall contain the offeror's best terms from a price or price and technical standpoint. Selection of vendors with whom the Probation Office will establish BPA's will be based on technical acceptability and the lowest price to the Government. Please read instructions beginning on page M-1 for more details.