

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS
PROBATION OFFICE

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SAN ANTONIO

September 3, 2021

2450 STATE HIGHWAY 118
ALPINE 79830-2020

501 WEST FIFTH STREET, SUITE 2100
AUSTIN 78701-3822

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
PECOS 79772-3200

727 E. CESAR E. CHAVEZ BOULEVARD, SUITE B-310
SAN ANTONIO 78206-1200

800 FRANKLIN AVENUE, SUITE 100
WACO 76701-1934

RE: REQUEST FOR PROPOSALS

Dear Program Administrator:

The United States Probation Office for the Western District of Texas is soliciting proposals to provide treatment services for persons under supervision. These individuals include persons on probation, supervised release, or parole who are under the supervision of the United States Probation Office. This group could also include persons on Pretrial status under the supervision of United States Pretrial Services Office.

If applicable, urine specimens and Sweat Patches collected by the program under this agreement will be mailed to a laboratory for analysis. Your program will only observe, collect, and mail urine samples and/or Sweat Patches. The U.S. Probation Office will provide the needed supplies and you will not pay for testing. Postage for mailing urine specimens is pre-paid by the Government; however, postage for Sweat Patches is not supplied by the Government but is mailed in a standard-sized business envelope.

If you are interested in providing these services for the U.S. Courts, please review and complete the Request For Proposal (RFP). 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 fully each item and supply all information requested. Section "L" provides specific directions for potential vendors in completing their proposals. All proposals will be evaluated by the criteria identified in Section "M."

The offeror shall provide three references (Federal, State, or local government agencies and/or private organizations), using Attachment D, for whom the offeror has provided treatment and other services identified in this RFP within the past 3 years. Provide the name and address for each reference, as well as a contact person and phone number. The Government reserves the right to contact any reference and consider the information provided as part of its responsibility determination. ***Do not include current employees of the U.S. Probation or U.S. Pretrial Services Office for the Western District of Texas.***

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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 price 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. Please send questions relative to the specific solicitation number by September 13, 2021, at 5:00 p.m. to the following:

Robert Morales at robert_morales@txwp.uscourts.gov,
Diane Hernandez at diane_hernandez@txwp.uscourts.gov, and
Criselda Fuentes at criselda_fuentes@txwp.uscourts.gov

Questions received by prospective vendors will be answered by September 14, 2021 and posted under CLINICAL SERVICES on the following website: www.txwp.uscourts.gov.

The estimated monthly quantity listed in Section "B" of the RFP is the estimate of the services to be provided during the term 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 to a single vendor.

The term for this 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.

A vendor must be capable of providing all services identified in Section "B," and within the geographic area identified in Section "B."

For all proposals, an original and three (3) copies must be received no later than September 17, 2021, by 5:00 p.m. at 727 East Cesar E. Chavez Boulevard, Suite B-310, San Antonio, Texas 78206.

All copies must be originally signed and in blue ink. A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files. **Please do not submit proposals in binders or notebooks.**

Sincerely,

Robert Morales
Supervising U.S. Probation Officer
Treatment Procurement and Monitoring