



**UNITED STATES DISTRICT COURT  
DISTRICT OF MONTANA  
U. S. Probation Office**

**Thomas M. Holter**  
Chief U.S. Probation Officer

June 28, 2016

Missoula Division  
P. O. Box 7675  
Missoula, MT 59807  
(406) 542-7100  
Fax (406) 542-7119

**Re: District of Montana Solicitation No. 0977-2017-0700B  
Request for Proposals /Collection Services**

Dear Program Administrator:

The United States District Court for the District of Montana is soliciting proposals to provide urine collection services for male and female Federal defendants/offenders who are addicted/drug dependent and/or alcohol dependent. **The service area is Lincoln and Sanders Counties.** These individuals include persons on probation, supervised release, parole and pretrial services. This group could also include inmates in the United States Bureau of Prisons who are residing in Federal or contract community treatment centers or who have been released via electronic monitoring.

**Please note that not every area has a need for the above-listed services. Please pay particular attention to Part B of the Request for Proposals (RFP) which has the needs for your catchment area checked.**

The procurement procedures will involve the use of blanket purchase agreements (BPAs) for a variety of services. The services required for the District of Montana will include intake assessments, evaluations, testing, case management, medication monitoring, mental health counseling, sex offender counseling and the collection of client co-payments, among others. Interested vendors must respond on time and clearly show that: 1) they can provide the required services within a geographic area; 2) such services will be provided by qualified staff as defined for each service in the Request for Proposal (RFP), and/or noted in the Local Services; and 3) prices for such treatment shall be as low or lower than those charged the vendor's most favored customer for comparable quantities under similar terms and conditions.

The RFP for this geographic solicitation area has been posted to our agency's public website directly at <http://www.mtd.uscourts.gov/us-probation-pre-trial-services>. A link is also available from the home page at [www.mtd.uscourts.gov](http://www.mtd.uscourts.gov).

If viewing from the home page, under "News & Announcements" in the right-side boxed section of the website, click on "2017 Treatment Service RFPs" to be directed to the .pdf file RFP 0977-2017-0700B. If your agency does not have internet access, please contact the undersigned contracting officer at the contact information listed below and you will be mailed a hard copy of the RFP. Be advised the other FY 2016 RFPs for treatment services for other geographic area have also been posted to our public website and you are more than welcome to submit proposals for those services as well.

The RFP contains the full text of all applicable Government regulations, and all offers 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.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criteria laid out in Section "M".

**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 as there has been changes since our last solicitation. DO NOT rely on knowledge of previous RFPs or knowledge of previous Federal procurement procedures.**

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. Additionally, there may be some project codes marked UNK (unknown) or 1. This will delineate the fact that we historically have used little if any of that project code in the area; however, we would like to have that service available should the need arise.

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 12 months, with an option that allows the Government to unilaterally extend the agreement for an additional two (2) years, at two (2) 12-month intervals, at the Government's discretion.

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

Please note that should you receive more than one RFP for various services, you have to respond to each RFP. Some areas have been identified where it was determined that multiple RFPs were

issued for a particular area.

All questions regarding the RFP shall be submitted in writing, must be addressed to the undersigned contracting officer and should be received no later than July 29, 2016 at 5:00p.m. Questions may be emailed to [joe\\_mcelroy@mtp.uscourts.gov](mailto:joe_mcelroy@mtp.uscourts.gov) or faxed to (406) 542-7119.

For all proposals, an original and one copy must be received no later than August 29, 2016 at 5:00 p.m. in the United States Probation Office, P.O. Box 7675, Missoula, Montana 59807. All copies must be originally signed. 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,

Joseph McElroy  
Treatment Services Supervisor