

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY
PROBATION OFFICE**

**Rozel L. Hollingsworth
Chief U.S. Probation Officer**



**Reply to: Stacey M. Suter
Senior U.S. Probation Officer
35 West Fifth Street, Room 116
Covington, Kentucky 41011
Phone: (859) 486-2119
Fax: (859) 392-7940**

July 1, 2016

RE: REQUEST FOR PROPOSALS (RFPs)

Dear Program Administrator:

The United States Probation Office for the Eastern District of Kentucky is soliciting proposals to provide substance abuse and/or mental health treatment for male and female offenders, through the Eastern District of Kentucky. These individuals include persons on Probation, Supervised Release, or Parole who are under the supervision of the United States Probation Office, as well as clients under Pretrial Services supervision.

On our website, you will find RFPs for various geographical areas. 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".

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 submitted 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 and is based on the past supervision caseload in the described catchment area. 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 of 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. Because of this, it is imperative that each potential vendor provide unit prices for Fiscal Years 2017, 2018 and 2019. A vendor must be capable of providing all services identified in "Section B" and within the geographical area identified in "Section B."

For all proposals, an original and two (2) copies must be received no later than 4:00 p.m. on August 5, 2016. Offers will not be accepted unless they are received in a timely fashion. All copies must be originally signed. Please submit your proposal(s) to the United States Probation Office, 35 West Fifth Street, Room 116, Covington, Kentucky 41011. A copy of the Blanket Purchase Agreement and the

Clauses and Terms of Agreement should be retained by the vendors for their files. Please do not submit proposals in binders or notebooks.

Should you have any questions or comments about the RFP, or the proposal process, please feel free to contact me at 859-486-2119 or Carol Martin at 859-469-7223. Thank you for your attention in this matter.

Respectfully,

A handwritten signature in cursive script that reads "Stacey M. Suter".

Stacey M. Suter
Sr. U.S. Probation Officer