

## General Terms to Know

- 1) **Request for Proposal (RFP)**-It is a document, which can be obtained from our website, containing Sections A through M, identifying the vendor's requirements in order to meet the needs of the requested services.
- 2) **Blanket Purchase Agreement (BPA)**-A charge account arrangement using a purchase order form, between buyer and seller, for recurring services. BPAs are not contracts and do not obligate Government funds in any way. BPAs are valid for a specific period of time, not to extend beyond the 12-month fiscal year. The BPA includes two, 12-month option periods and are reevaluated every 12 months. BPAs are utilized for treatment services which are expected to exceed \$25,000; however, they can also be used for services which are less than \$25,000.
- 3) **Estimated Monthly Quantity (EMQ)**-These are derived from each of the treatment services and their historical trends.
- 4) **Catchment Area**-A catchment area is based on geography, type of service, and proximity to clients. Catchment areas are determined by the U.S. Probation Office.
- 5) **Subcontracting**-Not all agencies can provide all of the requested services, which have been outlined in Section B of the RFP. This is when an agency subcontracts with another agency to provide a portion of the requested services.
- 6) **Technically Acceptable**-The requirements to be technically acceptable are in Section M of the RFP. A vendor will be technically acceptable if they fulfill the mandatory requirements in Sections C, E, F, and G of the RFP.
- 7) **Units**- for individual and group counseling, 1 unit=30 minutes. Each requested service will be defined by unit cost (30 minutes); per day cost; per visit cost; or, per report cost.
- 8) **Piggybacking**- When awarded a BPA, other federal agencies may also utilize these services. In the past, the U.S. Probation Office in Cincinnati, Ohio and the U.S. Pretrial Services Office in Cincinnati, Ohio have piggybacked off our treatment services

contracts. Personnel in the Western District of Kentucky has also piggybacked our sex offender treatment contract in Pulaski County, Kentucky.

For additional definitions, please refer to Section L-Instructions, Conditions and Notice to Offerors.