

General Terms to Know

- 1) **Request for Proposal (RFP)**- Another name for the solicitation document. This is the entire document that is generated for each procurement. Depending on the agreement type, it may include Sections A – M, identifying the vendor's requirements to meet the needs of the requested services. This document can be found on our website.
- 2) **Blanket Purchase Agreement (BPA)**- An agreement entered into by the judiciary and a proposed offeror after a competitive solicitation process. A BPA can be used for services of any value (not restricted to services exceeding \$25,000; however, must be utilized for services exceeding \$25,000). BPAs are awarded to lowest price, technically acceptable based on Evaluation Criteria established in Section M of the RFP but can be awarded to more than one vendor. The duration of a BPA is 1 year with four 12-month options (for a total of 5 years).

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, not to extend beyond the 12-month fiscal year. The BPA includes four, 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)**- Estimates of the number of units the awarded offeror would be expected to provide monthly. These are derived from each of the treatment services and their historical trends.
- 4) **Catchment Area**- A specific geographic area where a vendor would need to have a site to provide services. Catchment areas are determined by the U.S. Probation Office.
- 5) **Subcontracting** - When a vendor proposes to use another individual/vendor to provide services under their agreement.

Not all agencies can provide all 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 another federal USPO/USPSO would like to utilize the BPA of the USPO/USPSO that holds the BPA. The piggybacking agency would use the BPA with the same terms, services, and pricing as the USPO/USPSO that has the agreement in place.
- 9) **Designee** - the person selected by the Chief Probation Officer or the Chief Pretrial Services Officer to act in their behalf in drug, alcohol, and mental health treatment matters.

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