

## COMMONLY USED TERMS

**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 the 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 is 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 that are less than \$25,000.

**Catchment Area** - A catchment area is based on geography, type of service, and proximity to clients. Catchments areas are determined by the U.S. Probation Office.

**Estimated Monthly Quantity (EMQ)** - These are derived from each of the treatment services and their historical trends.

**Request for Proposal (RFP)** - This is the document that will be provided to treatment agencies which contains sections A through M, identifying the vendor's requirements in order to meet the needs of the requested services.

**Subcontracting** - Not all agencies can provide all of the requested services. This is when an agency subcontracts with another agency to provide a portion of the requested services. The agency providing subcontracting must also meet the minimum standards specified in the RFP.

**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.