

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
PROBATION AND PRETRIAL SERVICES OFFICE**

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Lansing, MI 48933
TX: (517) 377-1825
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REBECCA A. HOWELL
CHIEF U.S. PROBATION OFFICER

101 Federal Building
110 Michigan Ave., NW
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410 W. Michigan Ave.
Kalamazoo, MI 49007
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REPLY TO: Grand Rapids

November 9, 2023

100 N. Front St., Ste. 202
PO Box 906
Marquette, MI 49855
TX: (906) 228-7432
Fax: (906) 228-5514

Dear Vendor:

The United States Probation and Pretrial Services Office for the Western District of Michigan is soliciting proposals to provide treatment services for substance abuse treatment and urine collection/breathalyzer testing.

The vendor would provide services for male and female federal defendants/persons under supervision who have been ordered by the Court to participate in treatment. These individuals include persons on probation, supervised release, or parole, who are under supervision of the United States Probation Office, as well as persons on Pretrial status under the supervision of United States Pretrial Services Office.

The vendor is not required to maintain a call-in phone system for urine collection, as this will be operated by the U.S. Probation and Pretrial Services Office. It should be noted the district utilizes an on-site laboratory that will conduct testing of urine samples collected.

The Request for Proposal (RFP) can be found at <https://www.miwp.uscourts.gov/solicitations>. 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 each item and supply all information requested.

Section "L" provides specific directions for potential vendors in completing the proposal. **The offeror should fully read Section "L" and follow the directions set forth.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement. All proposals will be evaluated by the criterion explained in Section "M." Note if you intend to subcontract any services, instructions are included in Section "L" the offeror should follow.

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; do not rely on knowledge of previous RFPs, or knowledge of previous federal procurement procedures. As a reminder, the vendor must have a site within the catchment area, which will be evaluated during an on-site visit. Note: a catchment area may consist of multiple counties, in which case the vendor must have a site within at least one of the counties identified in that catchment area.

A vendor must be capable of providing **all** services identified in Section “B,” including local services identified at the end of Section C, and must have a site located within the geographic area identified in Section “B.” If the vendor is unable to provide a service identified in Section B, and does not identify/subcontract with someone to provide the service, the vendor will be technically unacceptable.

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.**

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 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.

Proposals are due by **November 27, 2023, at 4:00 p.m.** Proposals shall be e-mailed to treatmentservices@miwp.uscourts.gov. All e-mail submissions must reference in the subject line, the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance. Hard copies will not be accepted. It is the responsibility of the vendor to confirm the government’s receipt of the proposal.

All proposals must be signed by a representative authorized to commit the vendor to contractual obligations. The signature can be electronic or physical.

A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files.

Sincerely,

/s/ Jessica McConville
Jessica McConville
U.S. Probation Officer Specialist