

# UNITED STATES PROBATION OFFICE



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## NORTHERN DISTRICT OF IOWA

REPLY TO: *CEDAR RAPIDS*

July 1, 2015

Dear Potential Vendor,

The United States Probation Officer for the Northern District of Iowa is soliciting proposals to provide treatment services in the following area:

### **Mental Health Treatment**

BPA 0862-16-21 – Sioux City, Iowa, Area

The vendor would provide mental health intake assessments, individual counseling, psychiatric evaluations, and medication monitoring for male/female federal offenders/defendants who are ordered by the Court to participate. The vendor may subcontract some of these services to another provider. The offenders/defendants include persons on pretrial, probation, supervised release, or parole who are under supervision of the United States Probation Office.

A Request for Proposal (RFP) is posted on the U.S. District Court for the Northern District of Iowa website at [www.iand.uscourts.gov](http://www.iand.uscourts.gov). Please click on the “Probation Office” link on the left hand side of the Court’s home page. Then click on the “Request for Proposal” link. Then, click on the “Mental Health Treatment” link. The RFPs contain the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFP in your areas. Please note that subcontracted service providers are also subject to all government regulations and to the provisions of the RFP. If you are unable to access the web site or if you have difficulty printing the RFP please contact Brian Draves at 319-899-7828 and a copy will be mailed to you.

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 minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criterion explained in Section “M.”

There will also be a link on the web page for RFP clarifications. This link will only be used in the event an error is found within an RFP or if a vendor seeks clarification on an issue. If you have any questions regarding the RFPs, please submit your questions via e-mail [brian\\_draves@ianp.uscourts.gov](mailto:brian_draves@ianp.uscourts.gov). All responses will be returned via e-mail, as well as all questions and responses posted on the clarification portion of the web page. Therefore, please check the web site occasionally while working on the RFP and prior to submitting the RFP for any clarification issues.

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 or 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 terms of this agreement. **It is only an estimate.**

Although the Government may choose to enter into a Blanket Purchase Agreement (BPA) with multiple vendors, the Government reserves the right to award a single vendor.

The term for this Blanket Purchase Agreement (BPA) 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.

A vendor must be capable of providing **all** services identified in Section "B" and within the geographic area identified in Section "B."

**For all proposals, an original and one (1) copy must be received in the U.S. Probation Office, 111 7<sup>th</sup> Avenue, Cedar Rapids, IA 52401, no later than August 10, 2015, at 4:30 p.m.**

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

Sincerely,

John Zielke  
Chief U.S. Probation Officer