

**INSTRUCTION NOTICE FOR REQUEST FOR PROPOSALS (RFPs)
TO SUBSTANCE ABUSE/MENTAL HEALTH/SEX OFFENDER
TREATMENT PROVIDERS**

Effective July 7, 2014, the solicitation for blanket purchase agreements for treatment services in the Northern District of Florida is OPEN!

Thank you for your interest in providing treatment services for male and female Federal offenders for the United States Probation and Pretrial Service Office for the Northern District of Florida. These individuals include persons on pretrial status, probation, supervised release, or parole, who are under supervision of the United States Probation and Pretrial Services Office.

All documents necessary for submission of an Offer on a Request for Proposal (RFP) must be OBTAINED AND PRINTED from the links at the end of these instructions. They are listed by specific catchment areas for specific services, identified by counties within the area, and you must have a service location within the geographic area. In addition, if you are submitting a proposal for Substance Abuse Manualized Cognitive Behavioral Group, *Thinking for Change*, please submit your certificate of completion of training with your proposal.

IMPORTANT! Please note: Proposal submission has changed from previous solicitations. Per the RFP, Section L, by submission of a signed proposal, including the Certificate of Compliance (Attachment A), the offeror is agreeing to comply with all requirements, terms, and conditions of this solicitation and any resultant agreement of contract. **The Offeror is not required to submit solicitation sections C, D, E, F, G, H and I as part of its proposal. Please review Section L carefully.**

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 fully each item and supply all information requested. Section "L" provides specific directions for potential vendors in completing their proposals. The minimum standards for the services are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criteria laid out in Section "M".

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms for cost and technical standpoint. There will be no additional opportunity to modify your proposal.

Read the RFP carefully; **do not reply** on knowledge of previous RFPs, or knowledge of 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 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 beginning October 1, 2014, 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, beginning October 1, 2015 and 2016, 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". In addition, the vendor must be capable of electronically submitting the monthly invoice for services in Microsoft Excel spreadsheet format. The Government will provide a template of the invoice format to the vendor.

For all proposals, an original and two copies must be received no later than Friday, August 8, 2014, 4:00 p.m. CST at the U. S. Probation Office, 100 N. Palafox Street, Suite 305, Pensacola, FL 32502. **Copies (3) 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. **Please do not submit proposals in binders or notebooks.**

Any questions concerning this solicitation or process should be emailed to Kathy.Conn@flnp.uscourts.gov no later than Friday, August 1, 2014 at 4:00 p.m. CST. All questions and answers will be posted on this website.

FOR FISCAL YEAR 2015 RFP's - PLEASE SELECT THE LINK BELOW:

Escambia, Santa Rosa - 01

Mental Health Treatment Services 1129-15-MH01
Substance Abuse Treatment Services 1129-15-SA01
Sex Offender Treatment Services 1129-15-SO01
Cognitive Behavioral Therapy - Thinking for Change 1129-15-CBT1
Residential Treatment Services 1129-15-RT01

Okaloosa - 02

Mental Health Treatment Services 1129-15-MH02
Substance Abuse Treatment Services 1129-15-SA02
Sex Offender Treatment Services 1129-15-SO02
Urine Collection 1129-15-UA02
Cognitive Behavioral Therapy - Thinking for Change 1129-15-CBT2
Residential Treatment Services 1129-15-RT02

Walton, Holmes, Washington - 03

Mental Health Treatment Services 1129-15-MH03
Substance Abuse Treatment Services 1129-15-SA03
Sex Offender Treatment Services 1129-15-SO03
Urine Collection 1129-15-UA03
Cognitive Behavioral Therapy - Thinking for Change 1129-15-CBT3

Bay, Calhoun, Gulf - 04

Mental Health Treatment Services 1129-15-MH04
Substance Abuse Treatment Services 1129-15-SA04
Sex Offender Treatment Services 1129-15-SO04
Cognitive Behavioral Therapy - Thinking for Change 1129-15-CBT4
Residential Treatment Services 1129-15-RT04

Jackson - 05

Mental Health Treatment Services 1129-15-MH05
Substance Abuse Treatment Services 1129-15-SA05
Sex Offender Treatment Services 1129-15-SO05
Cognitive Behavioral Therapy - Thinking for Change 1129-15-CBT5

Gadsden, Leon, Wakulla - 06

Mental Health Treatment Services 1129-15-MH06
Substance Abuse Treatment Services 1129-15-SA06
Sex Offender Treatment Services 1129-15-SO06
Cognitive Behavioral Therapy - Thinking for Change 1129-15-CBT6
Residential Treatment Services 1129-15-RT06

Dixie, Gilchrist, Levy, Bradford, Alachua - 07

Mental Health Treatment Services 1129-15-MH07
Substance Abuse Treatment Services 1129-15-SA07
Sex Offender Treatment Services 1129-15-SO07
Cognitive Behavioral Therapy - Thinking for Change 1129-15-CBT7
Residential Treatment Services 1129-15-RT07