



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK
PROBATION OFFICE



BRUCE D. VANTASSEL
CHIEF U.S. PROBATION OFFICER

June 13, 2018

RE: Fiscal Year 2019
Request For Proposal

Dear Program Administrator:

The United States Probation and Pretrial Services Office for the Northern District of New York is soliciting proposals to provide substance abuse treatment services for male and female federal defendant and/or offenders who are drug dependent, alcohol dependent, and/or suffering from a psychiatric disorder. Additionally, services are being sought to provide outpatient treatment and polygraph services for sex offenders.

These individuals include persons on probation, supervised release, or parole, who are under the supervision of the United States Probation Office. This group could also include inmates in the Federal Bureau of Prisons who are residing in federal or contract community treatment centers, as well as persons on pretrial status under the supervision.

The Request for Proposals (RFP) for each solicitation area have been posted to our agency's public website at www.nynp.uscourts.gov. They are located in the "Vendor Resources" section of this site. If your agency does not have Internet access, please contact Senior United States Probation Officer Liana Snyder at the number listed below, and you will be mailed a hard copy of the RFP. 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. All proposals will be evaluated by the criteria identified 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 from a price 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.

James M. Hanley Federal Building
100 S. Clinton Street, P.O. Box 7035
Syracuse, New York 13261
(315) 234-8700
Fax (315) 234-8701

James T. Foley U.S. Courthouse
445 Broadway, Room 347
Albany, New York 12207
(518) 257-1700
Fax (518) 257-1701

U.S. Courthouse & Federal Building
15 Henry Street
Binghamton, New York 13901
(607) 773-3202
Fax (607) 773-3140

U.S. Probation Office
14 Durkee Street, Suite 110
Plattsburgh, New York 12901
(518) 247-4510
Fax (518) 247-4516

The estimated monthly quantities listed in Section “B” of the RFP is the estimate of the monthly services to be provided during the term of this agreement. It is only an estimate. A vendor must be capable of providing all services identified in Section “B” and within the geographical area identified in Section “B.” Please review the Local Services language to be sure your agency can comply with these specific needs.

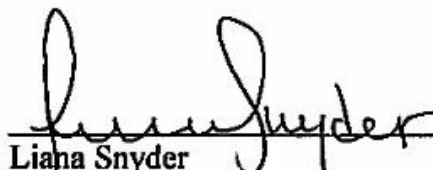
Although the Government may choose to enter into a Blanket Purchase Agreement with multiple vendors, the Government reserves the right to award to a single vendor. The term for this Blanket Purchase Agreement is twelve (12) months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional two (2) years, at the Government’s discretion.

An offeror’s conference has been scheduled for **July 25, 2018 at 10:00 a.m.**, at the U.S. Probation Office, located on the first floor of the Syracuse Federal Building. The conference is a forum to ask questions about the RFP and for the Probation Office to provide further explanation as needed. If you plan to attend the conference, please email me at Liana_Snyder@nynp.uscourts.gov. Attendance at the offeror’s conference is not mandatory but is strongly encouraged. If you do choose to attend, it is suggested that you bring a copy of the RFP with you as it is likely we will be referencing specific sections of the document during our discussion.

For all proposals, an original and one (1) copy must be received no later than **Friday, August 10, 2018, at 4:30 p.m. There will be no exceptions.** Proposals should be delivered to U.S. Probation Office, Attn: Liana Snyder, Senior U.S. Probation Officer, 100 S. Clinton St, Suite 101, Syracuse, New York 13261. You may not email the RFP. 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.**

All questions regarding this proposal must be directed in writing to Liana Snyder by email at Liana_Snyder@nynp.uscourts.gov no later than **July 25, 2018, at 5:00 p.m.** Answers to all questions submitted will be addressed to all prospective bidders and posted to our agency website.

Sincerely,


Liana Snyder
Senior U.S. Probation Officer