



**UNITED STATES PROBATION & PRETRIAL SERVICES
DISTRICT OF NEW HAMPSHIRE
55 Pleasant Street - Room 211
Concord, NH 03301**

Jonathan E. Hurtig
Chief U. S. Probation Officer
Kevin L. Lavigne
Deputy Chief U. S. Probation Officer

TEL (603) 225-1515
FAX (603) 230-7611

July 19, 2018

RE: REQUEST FOR PROPOSAL

Dear Vendor:

The United States District Court for the District of New Hampshire is soliciting proposals to provide cognitive behavioral, substance abuse, mental health, sex offender and polygraph services for male and female federal offenders who are drug dependent, alcohol dependent, and/or suffering from a psychiatric disorder.

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

A Request for Proposal (RFP) can be found at our agency's public website at <http://www.nhp.uscourts.gov> under the section titled "Treatment Services". Please download the proposals that you are interested in responding to. If your agency does not have Internet access, please contact Evidenced Based Programs/Contracting Specialist Matthew DiCarlo at the number listed below or at **Matthew_DiCarlo@nhp.uscourts.gov** and you will be mailed a hard copy of the documents.

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 to 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 listed are contained in the Clauses and Terms of the Agreement, and all proposals will be evaluated by the criterion 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 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.

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.

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 no later than

August 17, 2018 at 4:00 p.m.

and should be mailed or hand delivered to:

U.S. Probation Office
55 Pleasant Street, Room 211
Concord, NH 03301

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 your files. **Please do not submit proposals in binder or notebooks.**

All questions regarding this proposal must be directed in writing to Matthew DiCarlo by email at **Matthew_DiCarlo@nhp.uscourts.gov** no later than August 1, 2018 at 4:00 p.m. Answers to all questions submitted will be addressed to all prospective bidders and posted to our agency website no later than 4:00 p.m. on August 10, 2018.

Sincerely,

Jonathan E. Hurtig
Chief U.S. Probation Officer

/s/ Matthew J. DiCarlo
Matthew J. DiCarlo
U.S. Probation Officer

MJD/mjd