

UNITED STATES PROBATION OFFICE
DISTRICT OF NEW MEXICO

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BPA RFP SOLICITATION COVER LETTER

The United States District Court for the District of New Mexico is soliciting proposals to provide treatment services in the following areas:

Urine Collection and Reporting Services

1084-25-3900 Roswell, NM

The offeror 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 offeror is required to maintain a call-in phone system for urine collection and reporting. It should be noted the district utilizes an on-site laboratory that will conduct testing of urine samples collected.

Request for Proposals (RFPs) can be found on the District of New Mexico website at www.nmpp.uscourts.gov under the solicitations tabs. 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 offerors 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.

If you have any questions regarding the RFP, please submit your questions in writing by May 1, 2025, to Stephanie Dameron, Contracts Supervisor at stephanie_dameron@nmp.uscourts.gov

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. *As a reminder, the offeror must have a physical site within the catchment area (unless otherwise indicated in the RFP), which will be evaluated during an on-site visit.* Note: a catchment area may consist of multiple counties/zip codes, in which case the offeror must have a physical site within at least one of the counties/zip codes identified in that catchment area.

An offeror 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 physical site located within the geographic area identified in Section B. If the offeror is unable to provide a service identified in Section B, and does not identify/subcontract with someone to provide the service, the offeror 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 terms of this agreement. **It is only an estimate.**

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple offerors, the Government reserves the right to award a single offeror.

The term for this Blanket Purchase Agreement is five (5) months with a start date of May 9, 2025, with a provision that shall allow the Government to unilaterally extend the agreement for an additional four (4) years, at four (4) twelve (12) month intervals, at the Judiciary's discretion.

Proposals are due by Thursday, May 8, 2025, at 4:00 Mountain Daylight Time. Proposals shall be e-mailed in pdf format to stephanie_dameron@nmp.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, unless otherwise noted. It is the responsibility of the offeror to confirm the government's receipt of the proposal.

All proposals must be signed by a representative authorized to commit the offeror to contractual obligations. Electronic signatures are accepted.

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

Sincerely,

A handwritten signature in black ink that reads "Stephanie Dameron". The signature is fluid and cursive, with the first name and last name clearly legible.

Stephanie Dameron
Contracts Supervisor