

U.S. PROBATION OFFICE DISTRICT OF NEW MEXICO FY 2026 TREATMENT SERVICES



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Offerors' Conference

Albuquerque, New Mexico
July 16, 2025

Housekeeping Items

- ▣ Please mute your microphones and turn off cameras
- ▣ Please save all questions until the end
- ▣ All information presented today will also be posted to our website and will be available until solicitations close.
- ▣ Q&A posted to the website

Solicitation FY 2026 Timeline

08/04/25

Proposals are due by 3:00pm in PDF format
to:

stephanie_dameron@nmp.uscourts.gov

Please verify receipt by email or by calling
505-348-2728

FY 2026 Timeline Con't

8/4/2025 – 9/30/2025

Proposal evaluation / award period

- technical evaluation
- clarification requests
- site visits (only conducted on technically acceptable offerors)
- cost analysis
- responsibility determination
- award process
- vendor training

10/01/2025 - BPA effective date

Changes for FY 2026

1. One Monitoring Visit within 180 days of award, typically January-March
 - a. Group Observation requirement, minimum 1 per year
2. BPA is 12 months with 4 additional option years
3. Must be registered in SAM.gov prior to award

Blanket Purchase Agreement (BPA)

- ▣ A “charge account” arrangement, using a purchase order form, between buyer and seller for recurring purchases of services.
- ▣ Not a contract.
- ▣ Services are ordered on an as-needed basis using the form PROB 45 as found in Section J.
- ▣ Valid for up to five (5) years pending successful satisfactory performance; monitoring visits carried out 180 days after award.
- ▣ Can be awarded to multiple offerors

AO367

Section A

Solicitation/ Offer/ Acceptance

- ▣ Provides notice of proposal due date, and issuing agency information
- ▣ Offeror must fill out the following blocks:
 - (1) Block 8, as instructed on the form
 - (2) Block 9, discount for prompt payment.
If you elect for discount for prompt payment, your invoice will be given priority processing for payment within 10 days of receipt. This is optional.
 - (3) Block 10, Acknowledgement of Amendments
Leave blank unless amendments are posted to the website

Section A Continued

- (4) Block 11 – name and address
- (5) Block 12 – telephone number
- (6) Block 13 – name and title of authorized representative
- (7) Block 14 – Section A must have a signature – electronic signatures accepted
- (8) Block 15 – date of offer

RFP may be completed electronically; however, no content of the RFP shall be altered.

Section B

- ▣ Services identified in Section B are considered Mandatory Requirements. The offeror must provide a response to every requested service item.
- ▣ Local Services (Local Services are denoted by an asterisk (*) in section B and C;
- ▣ For service items that the offeror will be subcontracting, the offeror shall insert an “S” following the price in the unit price column.

Pricing

- ▣ Understand Units
 - Units are listed in Section B of the RFP for each project code
- ▣ Should factor into the unit price – none of these items can be billed separately:
 - Telephone contacts with clients
 - Written reports and conferences (2011, 6016 and 5011, etc.)
 - Case staffings with officers
 - No shows – “no shows” occur when a client does not appear for a scheduled service

Section B

Estimated Monthly Quantities

- ▣ Estimated Monthly Quantities (EMQs) are based on historical need.
- ▣ Each vendor placed on the BPA will receive a share of the total quantity stated.
- ▣ EMQ's are estimates only and do not bind the government to meet these estimates.

Section C

Description/Statement of Work

- ▣ The U.S. Probation office is required to ensure all vendors adhere to the specifications in the Statement of Work
- ▣ Read Section C carefully and completely to ensure understanding of the requirements of each project code, including local needs.
- ▣ Describes how work is to be performed and requirements for providers.
- ▣ The vendor shall be able to provide all services required as described in the statement of work.

Local Needs

- ▣ Specific needs for the catchment
- ▣ Listed at the end of Section C for any applicable project codes
- ▣ Establishes additional requirements such as; operating hours, staffing requirements, exemptions to physical location, etc..

Section E

Inspection and Acceptance

- ▣ Vendor shall maintain physical facilities in accordance with all local and state regulations/codes (building, health, sanitation, fire, electrical, and zoning).
 - Include code compliance and business license with proposals

Provide physical facilities that preserve both the integrity of the confidential relationship and the personal dignity of the client.

Section F

Deliveries or Performance

- ▣ Vendors shall be able to immediately deliver services to federal clients without regard to placement backlog or waiting lists.
 - ▣ The vendor shall perform and comply with the mandatory requirements set forth in Sections C, E, F, G, H, and I of this agreement. A vendor's noncompliance or failure to do so shall be the basis for termination.
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Section G

Agreement Administration Data

- ▣ Keep and identify all financial records that disclose the identity of any defendant/person under supervision as CONFIDENTIAL
- ▣ Preparation of Invoices – invoices must be received no later than the 10th day of the month for services provided during the preceding month

Section H

Special Agreement Requirements

- ▣ Indemnification Language
- ▣ Drug Free Workplace
- ▣ Government furnished property
 - UA supplies, etc

Section I

Required Clauses

- ▣ Subcontracting – Vendor may subcontract the provision of treatment services to other providers subject to the Contract Officer's approval.
 - Subcontractors must have physical location in catchment area

Section J

List of Attachments

- ▣ Includes all supplementary documentation as part of the agreement including, program plan (Prob45), authorization to release information form (Prob11), Monthly Sign-in log, invoice forms, urinalysis log, change/addition of performance site, Monitoring Report, and wage determination.

Section K

- ▣ Must include vendor contact information and Federal Tax ID Number.
 - All boxes must be checked

- ▣ Note: Vendors must be registered with SAM.gov

SECTION L

Instructions, Conditions and Notice to Offerors

- ▣ Read carefully – this section gives instructions for preparing a proposal
- ▣ Preparation of Background Disclosure
- ▣ Preparation of Staff Qualifications
- ▣ Submission of References
- ▣ Attachments
- ▣ Do not attach sections C through J as part of the proposal

Section M

Evaluation Criteria (Pass/Fail)

- ▣ Identifies the criteria used to determine technical acceptability.
- ▣ Awards will be made to vendors determined to be technically acceptable, and offering the lowest price (using the Evaluation Criteria established in Section M).
- ▣ Offerors not awarded will receive a letter via email provided in the proposal.

District of New Mexico U.S. Probation and Pretrial Services FY 2026 Treatment Services BPAs

Questions ?

