



UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII  
PROBATION OFFICE

December 7, 2020

JONATHAN K. SKEDELESKI  
Chief U.S. Probation Officer

TIMOTHY M. JENKINS  
Deputy Chief U.S. Probation Officer

Room 2300  
300 Ala Moana Boulevard  
Honolulu, Hawaii 96850-2300  
Tel: (808) 541-1283  
Fax: (808) 541-1345

RE: REQUEST FOR PROPOSALS  
FISCAL YEAR 2021

Dear Program Administrator:

The United States Probation for the District of Hawaii is soliciting proposals to provide treatment services for persons under supervision who are who are drug dependent and/or alcohol dependent, and/or in need of court-ordered treatment. The following is a list of service(s) we are soliciting:

Island of Maui:

**Substance abuse outpatient treatment (0975-21-DAP-03A)**

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 United States Pretrial Services.

The Request For Proposal (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 listed are contained in the Clauses and Terms of Agreement, and 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.

The estimated monthly quantity (EMQ) 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 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."

All questions regarding the RFP must be submitted in writing to the U.S. Probation Office by December 17, 2020, to Lisa Jicha via fax number (808) 541-1345 or email address [uspohi\\_treatment@hip.uscourts.gov](mailto:uspohi_treatment@hip.uscourts.gov). Responses will be sent to all vendors who received this letter by December 22, 2020.

The RFP is accessible for download online at [www.hid.uscourts.gov](http://www.hid.uscourts.gov). Refer to the Treatment Services section under the U.S. Probation Office link. If you are unable to download the RFP, please contact Lisa Jicha at (808) 541-1315 for a copy.

For all proposals, an original and two (2) copies must be received no later than **4:00 p.m. on January 11, 2021** at 300 Ala Moana Blvd., Room 2300, Honolulu, Hawaii 96850. **Please do not resubmit a blank copy of the RFP** with the proposal.

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 their files. **Please do not submit proposals in binders or notebooks or with tabs.**

Proposals can also be submitted electronically via email to [uspohi\\_treatment@hip.uscourts.gov](mailto:uspohi_treatment@hip.uscourts.gov) by the deadline noted above. Emailed proposals need to be originally signed, then scanned and emailed; or signed using a digital signature. If you do not get a confirmation receipt for the emailed proposal from our office, please call 808-541-1283 x1315.

In your review of the RFP requirements, if applicable, please note the **Local Needs section** for the modification to the Description/Statement of Work.

Due to the COVID-19 pandemic, local needs for telemedicine were added, should the pandemic continue in the new fiscal year. Vendors are authorized to utilize telemedicine upon approval from U.S. Probation or U.S. Pretrial Services, should conditions necessitate it (such as state mandated stay at home orders or social distancing, etc.). The local needs for telemedicine are only for the duration of the COVID-19 crisis.

Please note that federal clients are to receive priority placement in the treatment programs, and a contractor's ability to discharge a federal client without the involvement of the Probation or Pretrial Services Officer is limited.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Jicha', with a horizontal line extending to the right.

Lisa K.T. Jicha  
Supervising U.S. Probation Officer