



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

July 14, 2021

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 2022

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 drug dependent, alcohol dependent, suffering from a psychiatric disorder, and/or in need of court-ordered sex offender treatment. The following is a list of service(s) we are soliciting:

Island of Oahu:

Substance abuse outpatient treatment – East Oahu **(0975-22-DAP-01E)**

Short-term residential substance abuse treatment – Island of Oahu **(0975-22-RES-01)**

Drug detection testing – Central Oahu **(0975-22-UA-01C)**

Drug detection testing – East Oahu **(0975-22-UA-01E)**

Drug detection testing – Windward Oahu **(0975-22-UA-01WW)**

Sex offender treatment (evaluation) – Island of Oahu **(0975-22-SOT-01A)**

Kauai:

Drug detection testing – Lihue to Kapaa on the Island of Kauai **(0975-22-UA-02K)**

Island of Hawaii:

Drug detection testing and substance abuse outpatient treatment on the Eastern area of the Island of Hawaii **(0975-22-DAP-04)**

Drug detection testing and substance abuse outpatient treatment on the Western area of the Island of Hawaii **(0975-22-DAP-05)**

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.

Please note, for Contract **0975-22-RES-01**, transportation service codes have been added to the RFP. The vendor may need to procure transportation services for our neighbor island clients to Oahu, which includes airfare and/or vehicle transportation to its program. The vendor will be reimbursed for exact costs, plus a 5% administrative fee.

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 July 23, 2021, to Kimberly Caspillo via fax number (808) 541-1345 or email address uspohi_treatment@hip.uscourts.gov. Responses will be sent to all vendors who received this letter by July 28, 2021.

The RFP is accessible for download online at 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 Kimberly Caspillo at (808) 541-3411 for a copy.

For all proposals, an original and two (2) copies must be received no later than **4:00 p.m. on August 13, 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 by the deadline noted above. Electronic 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 808-541-3411.

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 'K. Caspillo', written over a circular flourish.

Kimberly Caspillo
Contracting Officer