



United States District Court  
District of Hawaii  
U.S. Probation and Pretrial Services Office

Jonathan K. Skedeleski  
Chief U.S. Probation Officer  
Prince Kuhio Federal Building  
300 Ala Moana Boulevard, Room 2300  
Honolulu, HI 96850  
Tel: (808) 541-1400  
Fax: (808) 541-1345

August 8, 2022

RE: REQUEST FOR PROPOSAL  
FISCAL YEAR 2023

Dear Program Administrator:

The United States Probation and Pretrial Services Office (USPPSO) for the District of Hawaii is soliciting proposals to provide case management services for persons under supervision who may be 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:

**Case Management Services (Mental Health) – Oahu (0975-23-CM-01)**

These individuals include persons on pretrial status, probation, supervised release, or parole, who are under the supervision of the USPPSO. This group could also include inmates in the U.S. Bureau of Prisons who are residing in the community, or in federal or contract community treatment centers.

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. The EMQs may include telehealth services for neighbor island referrals.

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.

Page 2  
August 8, 2022

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 USPPSO by August 22, 2022, to Kimberly Caspillo 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 August 29, 2022.

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 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 September 12, 2022**, 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 (20MB max) to [uspohi\\_treatment@hip.uscourts.gov](mailto: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 Services section** for the modification to the Description/Statement of Work.

Vendors are authorized to utilize telehealth upon approval from USPPSO and/or upon request of USPPSO.

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,



Kimberly Caspillo  
Contracting Officer