



UNITED STATES DISTRICT COURT
District of Hawaii
U.S. Pretrial Services Office



Carol M. Miyashiro
Chief U.S. Pretrial Services Officer

Prince Kuhio, Federal Building
300 Ala Moana Boulevard, Room 2100
Honolulu, Hawaii 96850
Tel: (808) 541-3412
Fax (808) 541-3507

July 8, 2020

**Re: REQUEST FOR PROPOSALS
FISCAL YEAR 2021**

Dear Program Administrator:

The United States Pretrial Services Office for the District of Hawaii is soliciting proposals to provide stress and anxiety counseling for pretrial defendant's charged with a sex offense for male and female federal clients, in the area of Honolulu, Hawaii. The following is a list of service(s) we are soliciting:

Island of Oahu:

Specialized Treatment for Pretrial Defendants Charged with Sex Offense
(0975-21-SOT-01)

These individuals include persons on pretrial status under the supervision of United States Pretrial Services Office.

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 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 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. Pretrial Services Office by **July 20, 2020**, to Alison Thom via fax number (808) 541-3507 or email address alison_thom@hpt.uscourts.gov. Responses will be sent out to all vendors who received this letter by **July 23, 2020**.

The RFP is accessible for download online at www.hid.uscourts.gov. Refer to the Treatment Services section under the U.S. Pretrial Services Office link. If you are unable to download the RFP, please contact Alison Thom at (808) 541-1338 for a copy.

For all proposals, an original copy and two (2) copies must be received no later than **4:00 p.m. on August 14, 2020**, at 300 Ala Moana Blvd., Room 2100, 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 with tabs.**

Proposals can also be submitted electronically via email to alison_thom@hpt.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 email proposal from our office, please call (808) 541-1338.

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 the U.S. Probation or U.S. Pretrial Services Office, should conditions necessitate it (such as a state mandated stay at home order or social distancing, etc.). The local needs for telemedicine are only for the duration of the COVID-19 pandemic.

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

Sincerely,


Alison G.K. Thom
Contracting Officer