



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

Carol M. Miyashiro
Chief U.S. Pretrial Services Officer
Prince Jonah Kuhio Kalanianaʻole
Federal Building and U.S. Courthouse
300 Ala Moana Boulevard, Room 2100
Honolulu, HI 96850
Tel: (808) 541-3412
Fax: (808) 541-3507

**RE: REQUEST FOR PROPOSALS-
QUESTIONS/ANSWERS
FISCAL YEAR 2021**

Dear Program Administrator:

The following questions were received in response to the following Request for Proposals (RFPs): 0975-21-THM-01; 0975-21-THW-01; and 0975-21-SOT-01.

Question 1: Was there an orientation meeting for this solicitation?

Answer 1: The agency has the option of conducting an offerors' conference. No, there was no offerors' conference held for this solicitation.

Question 2: How does this contract differ from the current contract between the YWCA O'ahu and U.S. Pretrial Services, can providers choose which contract they will apply for, and can contracts overlap?

Answer 2: The current contract is a Non-Competitive Purchase Order (NCPO). An NCPO may be utilized if the estimated cost of the service is \$25,000 or less for the fiscal year, without soliciting competitive offers. Advertising is not required and the duration of an NCPO is for 12 months or less. There are no option years and the NCPO cannot extend beyond the current fiscal year (October 1, 2019 to September 30, 2020).

The agency determines the type of contract based on the needs of the district. The current need for the district meets the threshold for a Blanket Purchase Agreement (BPA). A BPA is established when it is anticipated that the services needed will exceed the \$25,000 threshold. Use of BPAs promotes competition and allows for districts to utilize multiple vendors.

An NCPO and a BPA cannot overlap.

Question 3: Would the Fernhurst building need to meet the Federal B.O.P. facility requirements:

Answer 3: This solicitation is for Emergency and Transitional Housing only and the vendor would need to meet the housing requirements as defined by Project Code 3101.

Question 4: Does the facility have to be co-ed?

Answer 4: There are two separate solicitations. A vendor seeking only to provide housing for female defendants may respond to solicitation 0975-21-THW-01. A vendor seeking only to provide housing for male defendants may respond to solicitation 0975-21-THM-01.



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Question 5: How do I respond to the RFP? Are we to write a proposal with services? The letter references Section L, are there forms that are to be used to complete this RFP?

Answer 5: Section L provides the Instructions, Conditions, and Notice to Offers. Section L.5 indicates that the Offeror is responsible for any and all expenses related to the preparation and submission of a response to this solicitation. Section L.6 provides general instructions on how to prepare and submit a response to this solicitation, and L.7 lists what the proposal must contain.

L.5 EXPENSES OF RESPONSE PREPARATION AND SUBMISSION

The Offeror is responsible for any and all expenses related to the preparation and submission of a response to this solicitation. The Court shall incur no obligation except pursuant to the execution of a contract by the Court and the successful Offeror (Contractor).

L.6 GENERAL INSTRUCTIONS FOR THE PREPARATION OF RESPONSES

This section provides general instructions on how to prepare and submit a response to this solicitation. The Offeror's response shall provide all of the information requested below. A cover letter may accompany the response to set forth any additional information that the Offeror wishes to bring to the attention of the Court, including any assumptions, and/or conditions, upon which the Offeror's proposal is based.

L.6.3 All responses must be in writing, signed by a representative of the Offeror who is authorized to submit an offer.

L.7 CONTENT OF PROPOSALS

The proposal must contain the following:

Sincerely,

Alison G.K. Thom
Contracting Officer