



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

April 21, 2020

**Re: *REQUEST FOR PROPOSALS***  
***SOLICITATION # 0975-20-S036***

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.

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

Enclosed is a Request For Proposal (RFP). The 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. 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.

The term for this Competitive Purchase Order is to cover the remainder of fiscal year 2020, which will end on **September 30, 2020**.

A vendor must be capable of providing all services identified in Section "B" and within the geographic area identified in Section "B."

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All questions regarding the RFP must be submitted in writing to the U.S. Pretrial Services Office by **April 28, 2020**, to Alison Thom via fax number (808) 541-3507 or email address [alison\\_thom@hipt.uscourts.gov](mailto:alison_thom@hipt.uscourts.gov). Responses will be sent out to all vendors who received this letter by **May 1, 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. 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 must be received no later than **4:00 p.m. on May 12, 2020**, at 300 Ala Moana Blvd., Room 2100, Honolulu, Hawaii 96850. Please do not submit proposals in binders or notebooks with tabs.

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 Pretrial Services Office is limited.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alison G.K. Thom', with a long horizontal flourish extending to the right.

Alison G.K. Thom  
Contracting Officer