

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ALABAMA  
PROBATION OFFICE**

June 16, 2016

DAVID A. RUSSELL  
CHIEF PROBATION OFFICER  
ROBERT S. VANCE COURTHOUSE  
AND FEDERAL BUILDING  
1800 FIFTH AVENUE NORTH  
BIRMINGHAM, ALABAMA 35203  
COM. (205) 716-2900  
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HEADQUARTERS

REPLY TO:  
U.S. PROBATION OFFICE  
ROBERT S. VANCE COURTHOUSE  
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1800 FIFTH AVENUE NORTH, 2<sup>ND</sup> FLOOR  
BIRMINGHAM, AL 35203  
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Dear Program Administrator:

The United States Probation/Pretrial Service Office for the Northern District of Alabama is soliciting proposals to provide urine collections/reporting, substance abuse treatment (outpatient and residential), mental health treatment, sex offender treatment, and polygraphs for male and female federal defendants and offenders who are drug dependant, alcohol dependent, and or suffering from a psychiatric disorder.

These individuals include persons on federal probation, supervised release, pretrial release, or parole who are under the supervision of the United States Probation Office.

The required Request For Proposals (RFP) will be posted on the district's website ([www.alnp.uscourts.gov](http://www.alnp.uscourts.gov)) for your review. Please utilize the "Vendor" tab for information. Each RFP will contain the full text of 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 and instructions 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 documents and 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 (BPA) with multiple vendors, the Government reserves the right to award to a single vendor.

The term for this BPA is 12 months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional 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."

An offeror's conference will be hosted on July 21, 2016, from 10 a.m. to 12 noon, at the address listed below.

For all proposals, an original and two (2) copies must be received no later than August 19, 2016, by 4:30 pm, at :

United States Probation Office  
Robert S. Vance Federal Building  
1800 5<sup>th</sup> Avenue North, 2<sup>nd</sup> Floor  
Birmingham, AL 35203  
(205) 716-2900

All copies must be originally signed. A copy of the BPA, clauses and terms of the agreement, should be retained by your agency for your records. Please do not submit proposals in binders or notebooks.

The district website will be updated to make announcements and publish pertinent dates.

Respectfully,

Michelle C. Bryant