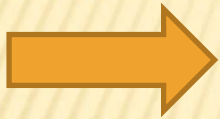
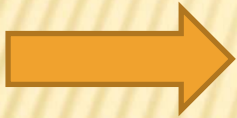


# BLANKET PURCHASE AGREEMENT



A Blanket Purchase Agreement (BPA) is a simplified method of addressing anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources or supply.



BPA's promote competition and allow districts to utilize multiple vendors. It also simplifies the procurement of services.



BPA's are solicited for one year, with two one-year options. The district has the option whether or not to renew for an option year.

# CATCHMENT AREAS ND/AL

## Probation Offices

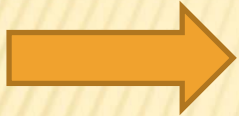


## County/Servicing Office

Bibb/[Birmingham](#)  
Blount/[Birmingham](#)  
Calhoun/[Gadsden](#)  
Colbert/[Florence](#)  
Cherokee/[Gadsden](#)  
Clay/[Gadsden](#)  
Cleburne/[Gadsden](#)  
Cullman/[Birmingham](#)  
DeKalb/[Gadsden](#)  
Etowah/[Gadsden](#)  
Fayette/[Birmingham](#)  
Franklin/[Florence](#)  
Greene/[Tuscaloosa](#)  
Jackson/[Huntsville](#)  
Jefferson/[Birmingham](#)  
Lamar/[Birmingham](#)  
Lauderdale/[Florence](#)  
Lawrence/[Huntsville](#)  
Limestone/[Huntsville](#)  
Madison/[Huntsville](#)  
Marion/[Florence](#)  
Marshall/[Huntsville](#)  
Morgan/[Huntsville](#)  
Pickens/[Tuscaloosa](#)  
Shelby/[Birmingham](#)  
St. Clair/[Birmingham](#)  
Sumter/[Tuscaloosa](#)  
Talladega/[Gadsden](#)  
Tuscaloosa/[Tuscaloosa](#)  
Walker/[Birmingham](#)  
Winston/[Birmingham](#)

# SECTION A (BPA)

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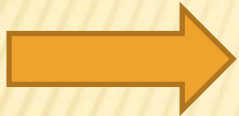


- Block 8: Date until which you will honor prices and terms of agreement. (365 Days)
- Block 9: If any. See JP3 Clause 7 thru 140 for full text.
- Block 10: If any. If none, leave blank.
- Block 11: Print or Type.
- Block 12: Print or Type.
- Block 13: Print or Type.
- Block 14: An original signature is required on both copies of the proposal submitted in response to the solicitation.
- Block 15: Date of proposal is submitted to the U.S. Probation Office.

**\*\*THIS SECTION IS TO BE RETURNED\*\***

# SECTION B (BPA)

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This section lists the services we are soliciting. Only those services marked with an “X” in Section B are required.

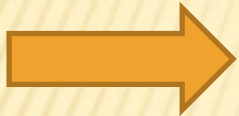
Only respond to the items in Section B which we are soliciting.

The estimated monthly quantity (EMQ)

In addition, we looked at the number of offenders in each catchment area.

The EMQ is an estimate ONLY and does not obligate the Government.

# SECTION B (BPA) - CONTINUED



EMQ's - To be technically acceptable, all services requested must be provided - if you cannot provide the service, you can team (essentially sub contract) with other vendors to provide the service. Section L, contains more information (L-3,1 and 2c and d).

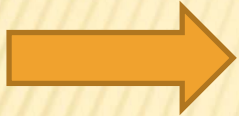
The vendor must enter a price for each year for each service (all three years).

Also, please consider a 5% no show rate when calculating a bid for services as the Government cannot pay for no shows or missed appointments.

**\*\*THIS SECTION IS TO BE RETURNED\*\***

# SECTION C (BPA)

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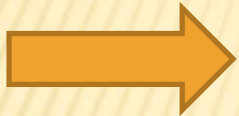
Required services listed in Section B and described in Section C are mandatory requirements and must be performed in accordance with the descriptions listed in Section C (Pages 1 thru 50).

Our Local Services are enclosed in this section. These are needs particular to our district and that may vary from needs for services in other districts.

The vendor's **ability** to provide these services does not necessarily mean we will actually use them.

Vendors may “team” (essentially subcontract) with other vendors to provide a service that they may not be able to provide on their own. If this is to be done, the vendor should detail this in the proposal, and must submit the qualifications of the teaming individual or agency (See Subcontracting sections for submission).

# SECTION C (BPA) – CONTINUED

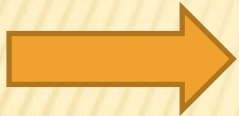


There are a couple of newer program codes case management services for substance abuse (project code 2000) and mental health counseling (project code 6000).

There is a newer program code for sex offender treatment which is 6091 – Chaperone Training and Support.

New Residential Treatment Code: Co-occurring Disorders, mental health and substance abuse (similar to previous codes for Crisis Stabilization)

# SECTION C (BPA) - CONTINUED

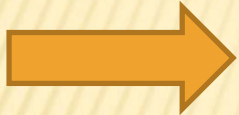


For those interested in providing substance abuse residential services, we are soliciting again for long term residential services (up to 270 days) in addition to the short term residential services (up to 90 days)

**\*\*DO NOT RETURN THIS SECTION. READ CAREFULLY\*\***



# SECTIONS E, F & G (BPA)



Sections E, F and G are considered Mandatory Requirements.

Section E relates to building standards and inspection of services.

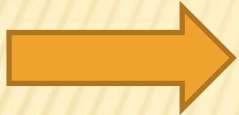
Section F relates to the placement of federal defendants/offenders in services, termination of federal defendants/offenders from services, and refusal to provide services. (Section F-1,c )

Section G relates to Agreement Administration Data including Fiscal Records, Invoices and Reimbursements or Copayments.

**\*\*DO NOT RETURN THESE SECTIONS. READ CAREFULLY\*\***

# SECTION H & I (BPA)

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Section H pertains to special agreement requirements.

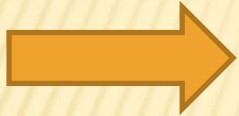
Section I contains requirement clauses. Section I.7 on Page I3 lists several clauses that are applicable to the agreement, including a clause related to discounts. The full text of this clause is contained in the handout provided today.

These are informative sections of the agreement. The vendor is not required to acknowledge these sections in the proposal narrative.

**\*\*DO NOT RETURN THESE SECTIONS – READ CAREFULLY\*\***

# SECTION K (BPA)

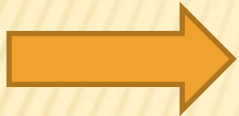
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Section K pertains to authorized negotiators and taxpayer information.

**\*\*READ, COMPLETE AND RETURN THIS SECTION\*\***

# SECTION J (BPA)

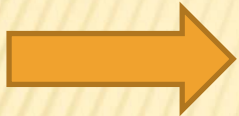


This is one of the most important sections.

**Narrative /Background Statement (Sections: J and L)** - Preparation of Section J is described in detail in Section L. Read Section L carefully. There are five (5) elements in the narrative statement. Of note are a couple of highlights. (Submit all required documents)

- (a) You should not copy Section C word for word but describe your program in your own words.
- (b) You should not merely state “that” you are going to comply with sections C, E, and F. Rather, the proposal should describe “**HOW**” you are going to comply.
- (c) You also need to describe your billings procedures, your treatment philosophy, and emergency contact procedures for offenders (i.e., crisis intervention, scheduling changes, and/or situations requiring immediate attention).

# SECTION J (BPA) - CONTINUED

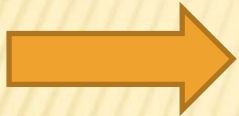


## Background Statement J1 (2) (See Page L 3 and 4)

The background statement should describe your experience in providing the required services. If you are currently doing business with us, you do not need to provide us with our monitoring report. Please submit monitoring reports from other federal, state, and/or local agencies. Pay particular attention to Page L3 (2b) in which you need to state expressly each location where you intend to provide services.

All proposals should contain a copy of the Certificate of Occupancy or Building Permit from the city where the treatment site is located. A copy of the documentation that a fire inspection has been conducted within the past year should also be included.

# SECTION J (BPA) - CONTINUED



## **Offeror's Staff Qualifications (L-4)**

Be sure to identify any of your staff who may be under pretrial, probation, or supervised release supervision. Be detailed in this qualification section for all staff providing services direction to defendants/offenders.

## **Offeror's References (L-4)**

The references must be from other organizations or businesses, not a private individual. \*\*\*Do not use US Probation Officers. List contacts you have worked with/for.

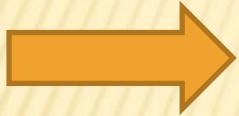
## **Program Discharge Summary Profile J.1(5)**

\*The incumbent programs should make sure a Program Discharge Summary Profile is completed. If you are a new provider, with no prior history, this information will be left blank. The offeror should note on the profile that it is a new business.

**\*\*\*RETURN THIS SECTION\*\***

# SECTION L (BPA)

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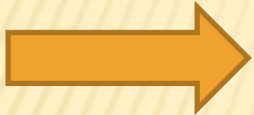


As stated, these are instructions for completing the RFP. Definitions are also included this section.

**\*\*DO NOT RETURN. PLEASE READ CAREFULLY\*\***

# SECTION M (BPA)

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The criteria which we use for our evaluation. Again, an RFP will be determined to be technically acceptable if you meet all the mandatory requirements in Sections L, E, F, and G.

By submission of a proposal, you accept all the Terms and Conditions of the RFP. Proposals that do not meet all the requirements of the RFP will not receive further consideration.

We use a pass/fail criteria as noted in Section M. Once evaluated on the pass/fail basis, the programs will be ranked by price. Site visits will be conducted on the offerors who meet the lowest price requirement.

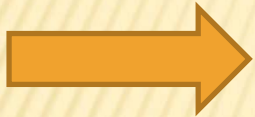
**\*\*Return this Section\*\***



# FY 2017 VENDOR CONFERENCE

QUESTIONS?

# REVIEW OF PROPOSAL PROCESS



All RFP's will be due no later than Thursday, August 19, 2016 @ 4:30 p.m. The Proposals should be mailed or hand delivered to the United States Probation Office, 1800 5<sup>th</sup> Avenue North, 2<sup>nd</sup> Floor, Birmingham, Alabama 35203.

Services must be in place and available for site review by August 19, 2016. (this means all teaming arrangements). If your agency represents in the RFP that all services can be provided, then have them ready)

BPA's will be reviewed and awards will be made based on technical acceptability and lowest price. Multiple awards can be made, or 1 award can be made.

The initial proposal you submit should contain your best offer in terms of both price and service. Once RFPs are received, there are no price modifications for BPAs/CPO, unless the Government chooses to re-solicit for services.

# REVIEW OF PROPOSAL PROCESS

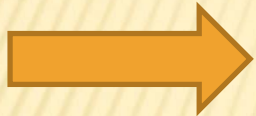


A **MANDATORY** Post award conference for all vendors who receive an award will be held on September 21st from 10 a.m. until 12:00 noon on the 2<sup>nd</sup> floor of the Robert S. Vance Building, Birmingham, Alabama 35203.

Preferred that clinical directors and office manager/billing specialist be present

The new fiscal year (FY 2017) will begin on October 1, 2016, and services cannot begin until this date.

# POST AWARD ADMINISTRATION

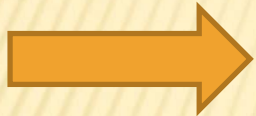


An initial monitoring visit will be conducted within 120 days of the award date which is 10/01/2016. A second monitoring visit is required prior to exercising the option to renew a BPA.

Upon completion of each monitoring visit, a report must be completed reflecting all findings and determinations. A copy of this report will be retained in your contract file.

Option contract years of the BPA's will not be extended unless the required monitoring reports have been completed and the contractor is performing at a satisfactory level.

# FY 2017 OFFEROR'S CONFERENCE

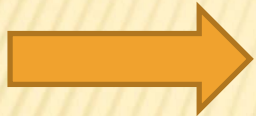


All questions that cannot be answered locally will be sent to the Administrative Office in Washington, D.C.

The questions and answers will be included in the transcript of the conference that will be posted on the website – [www.alnp.uscourts.gov](http://www.alnp.uscourts.gov) – under vendor info.

# CONTACTS

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Michelle C. Bryant, Sr. USPO / Contracting Specialist  
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[Michelle\\_Bryant@alnp.uscourts.gov](mailto:Michelle_Bryant@alnp.uscourts.gov)

Yasmin Smith, Sr. Clerk / Substance Abuse Contracting  
Technician  
(205) 716-2915  
[Yasmin\\_Smith@alnp.uscourts.gov](mailto:Yasmin_Smith@alnp.uscourts.gov)

# FY 2017 OFFERORS' CONFERENCE

Thanks for attending!