



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
U.S. Pretrial Services and Probation Office**

Suzanne L. Evans
Chief Pretrial Services &
Probation Officer

Reply to: Cleveland

Headquarters Office:
801 West Superior Avenue, Suite 3-100
Cleveland, Ohio 44113-1850
FAX 216.357.7350

Akron
Two South Main Street, Room B3-55
Akron, OH 44308
FAX 330.252.6240

Toledo
1946 North 13th Street, Room 292
Toledo, OH 43604
FAX 419.213.5799

Youngstown
125 Market Street, Suite 210
Youngstown, OH 44503
FAX 330.884.7485

June 4, 2025

BPA RFP SOLICITATION COVER LETTER

The United States Pretrial Services and Probation Office for the Northern District of Ohio is soliciting proposals to provide treatment services in substance use, mental health, sex offender and cognitive behavioral treatment for federal defendants/ persons under supervision for Fiscal Year 2026, beginning October 1, 2025.

The offeror would provide services for male and female federal defendants/persons under supervision who have been ordered by the Court to participate in treatment. These individuals include persons who are under supervision of the United States Probation Office, as well as persons on Pretrial status under the supervision of United States Pretrial Services Office.

The offeror is not required to maintain a call-in phone system for urine collection, as the Northern District of Ohio U.S. Pretrial Services and Probation Office utilizes their own randomized call-in system referred to as Code-A-Phone (CAP). Urine samples collected will be mailed via USPS to a regional laboratory in Buffalo, New York, that will conduct testing of urine samples collected. All urine collection supplies, and shipping materials are provided by the U.S. Pretrial Services and Probation Office.

Request for Proposals (RFPs) will be accessible on our website on or about June 16, 2025: www.ohnp.uscourts.gov/treatment-services-vendors under Services-Treatment Services Vendors. 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, each item must be answered, and all requested information provided.

Section L provides specific directions for potential offerors in completing the proposal. The offeror should fully read Section L and follow the directions set forth. The minimum standards for the services listed are contained in the Clauses and Terms of Agreement. All proposals will be evaluated by the criterion explained in Section M. Please note that if subcontractors will be providing services, the offer should follow the instructions in Section L.

All questions or clarifications may be submitted via the "Submit A Question" link on our website. All questions will be answered and posted under the "Frequently Asked Questions" section within 3 business days of receipt. Please check the website frequently for these updates: www.ohnp.uscourts.gov/treatment-services-vendors. All questions must be submitted by 4:30 p.m. on

July 24, 2025. No further questions or clarification will be answered after this date.

Proposals will be awarded based on initial offers submitted, and each initial offer should contain your organization's best terms from a cost 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 or previous Federal procurement procedures.

As a reminder, the offeror must have a physical site within the catchment area (unless otherwise indicated in the RFP), which will be evaluated during an on-site visit. **Note: a catchment area may consist of multiple counties/zip codes, in which case the offeror must have a physical site within at least one of the counties/zip codes identified in that catchment area.**

An offeror must be capable of providing all services identified in Section B, including local services identified at the end of Section C, and must have a physical site located within the geographic area identified in Section B. If the offeror is unable to provide a service identified in Section B and does not identify/subcontract with someone to provide the service, the offeror will be technically unacceptable.

The estimated monthly quantity listed in Section B of the RFP is the estimate of the services to be provided during the terms of this agreement. It is only an estimate.

Although the Government may choose to enter into a Blanket Purchase Agreement (BPA) with multiple offerors, the Government reserves the right to award a single offeror.

The term for this Blanket Purchase Agreement is twelve (12) months with a start date of October 1, 2025, with a provision that shall allow the Government to unilaterally extend the agreement for an additional four (4) years, at four (4) twelve (12) month intervals, at the Government's discretion.

Proposals are due by 11:45 pm on August 4, 2025. Proposals must be e-mailed in pdf format to [Takiesha Sams@ohnp.uscourts.gov](mailto:Takiesha.Sams@ohnp.uscourts.gov). All e-mail submissions must reference in the subject line, the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance. Hard copies will not be accepted, unless otherwise noted. It is the responsibility of the offeror to confirm the government's receipt of the proposal.

All proposals must be signed by a representative authorized to commit the offeror to contractual obligations. Electronic signatures are accepted.

A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the offeror for their files.

ANY PROPOSALS RECEIVED AFTER THE SPECIFIED DATE CANNOT BE ACCEPTED.

Any agency that does not have the capability to access our website can request a copy of the RFP by contacting Takiesha Sams at [Takiesha Sams@ohnp.uscourts.gov](mailto:Takiesha.Sams@ohnp.uscourts.gov).

A virtual Bidder's Conference will be held on July 11, 2025, at 10:00AM via Zoom. Please RSVP by July 7, 2025, by selecting the following link. <https://forms.office.com/g/xqUnsVJUSM>. A recording of the Bidder's conference will be posted on the [website](#).

Sincerely,
Takiesha Sams, Contracting Officer