



**UNITED STATES DISTRICT COURT  
DISTRICT OF MONTANA  
U. S. Probation Office**

**Thomas M. Holter**  
Chief U.S. Probation Officer

July 10, 2017

Missoula Division  
P. O. Box 7675  
Missoula, MT 59807  
(406) 542-7100  
Fax (406) 542-7119

**Re: Request for Proposals:  
Solicitation No. 0977-2018-0020  
Service: Urinalysis Testing – Missoula County**

Dear Program Administrator:

The United States Probation/Pretrial Services Office for the District of Montana is soliciting proposals to provide urinalysis testing in Missoula County, Montana for male and female Federal defendants/offenders who are drug dependent, alcohol dependent, and/or suffering from a psychiatric disorder. These individuals include persons on probation, supervised release, parole and pretrial services. This group could also include inmates in the United States Bureau of Prisons who are residing in Federal or contract community treatment centers or who have been released via electronic monitoring.

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.

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple vendors, the Government reserves the right to award to a single vendor.

The term for this Blanket Purchase Agreement 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."

The RFP for this geographic solicitation area has been posted to our agency's public website directly at <http://www.mtd.uscourts.gov/us-probation-pre-trial-services>. A link is also available from the home page at [www.mtd.uscourts.gov](http://www.mtd.uscourts.gov).

If viewing from the home page, under "Court News & Announcements" in the center boxed section of the website, click on "2018 Treatment Service RFPs" to be directed to the .pdf file RFP 0977-2018-0020. If your agency does not have internet access, please contact the undersigned contracting officer at the contact information listed below and you will be mailed a hard copy of the RFP. Be advised the other FY 2018 RFPs for treatment services for other geographic area have also been posted to our public website and you are more than welcome to submit proposals for those services as well.

All questions regarding the RFP shall be submitted in writing, must be addressed to the undersigned contracting officer and should be received no later than August 8, 2017, at 5:00 p.m. Questions may be emailed to [jr\\_waller@mtp.uscourts.gov](mailto:jr_waller@mtp.uscourts.gov) or faxed to (406) 542-7119.

For all proposals, an original and one copy must be received no later than August 11, 2017, at 2:00 p.m. in the United States Probation Office, P.O. Box 7675, Missoula, Montana 59807. All copies must be originally signed. A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files. **Please do not submit proposals in binders or notebooks.**

Sincerely,

JR Waller  
Treatment Services Specialist