UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

FELIX S. MATA
Chief Probation Officer

August 1, 2011

Room 2300
300 Ala Moana Blvd.
Honolulu, Hawaii 96850
Tel (808) 541-1283
FAX (808) 541-1345

RE: REQUEST FOR PROPOSALS - SOLICITATION # 0975-12-UA-03WW

Dear Program Administrator:

The United States District Court for the District of Hawaii is soliciting proposals to provide drug detection testing for male and female federal offenders/defendants.

These individuals include persons on probation, supervised release, or parole, who are under supervision of the United States Probation Office. This group also includes inmates in the United States Bureau of Prisons who are residing in federal or contract community treatment centers, as well as persons on Pretrial status under the supervision of the United States Pretrial Services.

The Request For Proposal (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. The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criterion laid out 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 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 of previous federal procurement procedures.

The estimated monthly quantity (EMQ) 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 and derived from the average of six months of services billed for both the U.S. Probation and Pretrial Services offices.

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 twelve (12) months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional two (2) years, at two (2) twelve (12) month intervals, 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."

All questions regarding the RFP must be submitted in writing to the U.S. Probation Office by August 12, 2011. Responses will be sent out to all vendors who requested an RFP by August 19, 2011.

The RFP is accessible for download at www.hipt.uscourts.gov. If you are unable to download the RFP, please contact Lisa K.T. Jicha at (808) 541-1315 for a copy.

For all proposals, an original and one (1) copy must be received no later than 4:00 p.m. on August 31, 2011, at 300 Ala Moana Blvd., Room 2300, Honolulu, Hawaii 96850. **Please do not resubmit a blank copy of the RFP** with the proposal.

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**.

In your review of the RFP requirements, the following clarifications are offered:

Project Code (PC) 1011 - Urine Collection/Non-Instrumented Drug Testing (NIDT) Devices Testing: The Probation Office will supply the NIDT devices, collection cups, national testing laboratory chain of custody forms, mailing boxes and the refractometer. The vendor's pricing considerations should be limited to the collection of urine, NIDT testing, and the attending administrative recording of the performed service.

According to the Department of Labor, the wage determination for a urine collector is classified under the occupational code titles of Medical Assistant (#12100) and Medical Laboratory Technician (#12130), entailing a minimum wage rate of $14.83 and $19.74, respectively. The wage determination form is included in the RFP packet.

Please note the **Local Needs section** for the modification to the Description/Statement of Work pertaining to substance abuse drug testing.

Please note that federal clients are to receive priority placement in the treatment programs and a contractor's ability to discharge a federal client without the involvement of the Probation or Pretrial Services Officer is limited.

Sincerely,

Lisa K.T. Jicha
Senior U.S. Probation Officer

LKTJ/kc
Enclosure