



UNITED STATES DISTRICT COURT  
District of Hawaii  
U.S. Pretrial Services Office



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Chief U.S. Pretrial Services Officer

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July 26, 2013

**RE: REQUEST FOR PROPOSALS -  
SOLICITATION # 0975-14-SOT-02**

Dear Program Administrator:

The United States Pretrial Services/Probation Office for the District of Hawaii is soliciting proposals to provide polygraph services for male and female defendants/offenders for the island Oahu.

These individuals include persons on probation, supervised release, or parole, which 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. Pretrial Services and Probation 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."

The RFP is accessible for download at [www.hipt.uscourts.gov](http://www.hipt.uscourts.gov). If you are unable to download the RFP, please contact Alison G.K. Thom at (808) 541-1338 for a copy.

All questions regarding the RFP must be submitted in writing to the U.S. Pretrial Services Office by August 8, 2013 via facsimile of 808-541-3507. Responses will be sent out to all vendors on the mailing list and those who requested an RFP by August 15, 2013.

For all proposals, an original and one (1) copy must be received no later than 4:00 p.m. on August 30, 2013, at 300 Ala Moana Blvd., Room 7222, 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.**

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

Sincerely,



Alison G.K. Thom  
Sr. U.S. Pretrial Services Officer

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