

**DISTRICT COURT OF THE VIRGIN ISLANDS**  
**U.S. Probation/Pretrial Service Office**

**Ryan E. Petroff**  
Chief U.S. Probation Officer



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**RE:           REQUEST FOR PROPOSALS**  
**FISCAL YEAR 2024**

Dear Vendor:

The United States Pretrial Services & Probation Office for the District of the Virgin Islands is soliciting proposals to provide treatment services in the following areas:

- 0391-24-01 – Outpatient Substance Abuse Treatment (Division of St. Thomas/St. John)**
- 0391-24-02 – Outpatient Substance Abuse Treatment (Division of St. Croix)**
- 0391-24-03 – Outpatient Mental Health Treatment (Division of St. Thomas/St. John)**
- 0391-24-04 – Outpatient Mental Health Treatment (Division of St. Croix)**
- 0391-24-05 – Inpatient Substance Abuse Treatment (Division of St. Croix)**

The vendor 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 on probation, supervised release, or parole, 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.

Request for Proposals (RFPs) are accessible for download online at [www.vid.uscourts.gov/procurement](http://www.vid.uscourts.gov/procurement). 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. **The offeror should fully read Section “L” and follow the directions set forth therein.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criteria identified in Section “M.” Please note, if an offeror intends to subcontract any services, the instructions included in Section “L” should be followed.

Any questions regarding the RFPs should be submitted in writing to [kiechelle\\_dunlop@vip.uscourts.gov](mailto:kiechelle_dunlop@vip.uscourts.gov) by **no later than 4:00 p.m. on August 18, 2023.**

*Doing the right things, for the right reasons, all the time!*

Proposals will be awarded based on initial offers submitted, and each initial offer should contain your organization's best terms from cost and technical standpoints. 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. As a reminder, a vendor 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 site located within the geographic area identified in Section "B." If the vendor is unable to provide a service identified in Section B and does not identify/subcontract with someone to provide the service, the vendor will be technically unacceptable. Additionally, the vendor must have a site within the catchment area (unless otherwise indicated in the RFP), which will be evaluated during an on-site visit.

The estimated monthly quantity (EMQ) listed in Section "B" of the RFP is the estimate of 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 make the 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 the Government's discretion.

Proposals are due **no later than 4:00 p.m. on September 7, 2023**. Proposals shall be e-mailed to [kiechelle\\_dunlop@vip.uscourts.gov](mailto:kiechelle_dunlop@vip.uscourts.gov). All e-mail submissions must reference the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance in the subject line. Hard copies will not be accepted. It is the responsibility of the vendor to confirm the government's receipt of the proposal.

All proposals must be signed by a representative authorized to commit the vendor to contractual obligations. The signature can be electronic or physical.

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


Sincerely,



Kiechelle Dunlop  
Contracting Officer

Approved:

Ryan E.  
Petroff



Digitally signed by Ryan E. Petroff  
Date: 2023.08.04 13:08:04 -0400

Ryan E. Petroff  
Chief U.S. Probation Officer

*Doing the right things, for the right reasons, all the time!*



**District of the Virgin Islands  
FY24 Treatment Services  
Solicitations**

# Content Overview

- Introduction
- FY24 Solicitation Needs
- Basic BPA Information
- Common Errors
- Key Considerations

# District of the Virgin Islands – Treatment Services Solicitation FY24

The U.S. Probation and Pretrial Services Office for the District of the Virgin Islands is soliciting for mental health and substance abuse treatment services for fiscal year 2024 in the Divisions of St. Thomas/St. John and St. Croix.

This document will highlight key considerations and basic requirements for submitting a proposal. We hope this will help to increase the number of technically acceptable proposals received. Additionally, we will share some of the most common errors and significant changes for fiscal year 2024.

# Important Dates

<https://www.vid.uscourts.gov/procurement>

Solicitations posted/distributed – **August 7, 2023**

Questions due by 4:00 p.m. - **August 18, 2023**

Proposals due by 4:00 p.m. – **September 7, 2023**

BPA commencement - **October 1, 2023**

# Blanket Purchase Agreement (BPA)

- A BPA is a “charge account” arrangement between a buyer and seller for recurring purchases of services.
- BPAs are not contracts and do not obligate government funds in any way.
- A contract occurs upon a referral from the U.S. Probation & Pretrial Services Office and the vendor’s acceptance of the referral.
- A BPA for a single catchment area could have multiple vendors, in which case, referrals will rotate among vendors.
- Referrals are made in the form of a Treatment Services Program Plan (PROB Form 45).
- BPAs are valid for a specific timeframe (*not to extend beyond 12-month fiscal year.*) However, BPAs include two 12-month option periods.
- Awards are issued to vendors who are determined to be technically acceptable with the lowest price. *See section M for evaluation criteria.*

# Initial Proposal Evaluation Checkpoints

- Proposal is submitted timely.
- Proposal is signed.
- All required documents are submitted and signed.
- Pricing is provided for all project codes.
- All Subcontractors are listed, if applicable.
- Services are provided within the catchment area.
- Local, if any, needs are met.



# Important Requirement – SAM.GOV Registration

Each vendor must register with SAM.gov and must maintain a current registration to avoid late payments.

Registering with SAM.gov is free and nationally recognized. As such, one registration is good for all treatment BPAs.

The screenshot shows the SAM.GOV website homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The SAM.GOV logo is prominently displayed on the left. On the right, a badge states 'Official U.S. Government Website 100% Free'. The main content area is divided into two columns. The left column lists various services: 'The Official U.S. Government System for:' followed by 'Contract Opportunities', 'Contract Data (Reports ONLY from fpds.gov)', 'Wage Determinations', and 'Federal Hierarchy (Departments and Subtiers)'. The right column is titled 'Register Your Entity or Get a Unique Entity ID' and includes the text 'Register your entity or get a Unique Entity ID to get started doing business with the federal government.' Below this text are two buttons: 'Get Started' and 'Renew Entity'. Two callout arrows are present: one pointing to the 'Get Started' button with the text 'Select if you are a new vendor', and another pointing to the 'Renew Entity' button with the text 'Select if your registration needs to be renewed'. A 'NEW' badge is visible next to the 'Entity Information' link in the left column.

# Request for Proposal (RFP) Instructions

## SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS

### L.1. GENERAL INSTRUCTIONS FOR PROPOSALS

Section L –  
Provides Complete  
instructions for  
completing each  
section of the RFP

Current vendors, read each section fully and do not assume it's the same requirements as last year. There are changes every year.

Section M – Provides  
Evaluation criteria

## SECTION M - EVALUATION FACTORS FOR AWARD

# Common Errors

Section A: Sections 11-15 are incomplete.

Section B:

- Vendor does not have a location in the catchment area. *Vendor **MUST** provide services in the catchment area.*
- Pricing for all three years not included. *Vendors must include pricing for all three years, even if the pricing is the same.*
- Vendor indicates "N/A" for requested services. *Vendors must be able to provide service for each treatment service requested.*
- Vendor fails to indicate services performed by a subcontractor.

## Section B continued:

-Vendor submits pricing for full sessions and not for units. *Units for group or individual sessions are based on 30-minute units - 1 unit equals 30 minutes. Typical sessions are 2 units per individual and 3 for group but the pricing is based on average units.*

-Vendor cannot meet local need requirements. *Project codes marked with an asterisk (\*) indicate there is a local need. Carefully review to ensure you can meet local need requirements. Local needs, if any, are found at the end of Section C.*

-Vendor cannot meet the mandatory requirements outlined in Section C. *Vendors should carefully review section C in its entirety to ensure they can meet the requirements which include, but are not limited to, educational requirements, reports to be provided, and notifications required of behavioral concerns.*

# Section A

and related documents numbered and dated:

11. NAME AND ADDRESS OF OFFEROR	
12. Telephone No. (include area code)	
13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
14. Signature	15. Offer Date

Estimated Monthly Quantity (EMQ) is just that - an estimate.

# Section B

PROJECT CODE	REQUIRED SERVICES	ESTIMATED MONTHLY QUANTITY	UNIT PRICE
X* 6010	Individual Counseling	2024 <input type="text" value="4"/>	<input type="text"/> \$
		2025 <input type="text" value="5"/>	<input type="text"/> \$
		2026 <input type="text" value="6"/>	<input type="text"/> \$
		Unit: per 30-minute session	
X* 6020	Group Counseling	2024 <input type="text" value="3"/>	<input type="text"/>
		2025 <input type="text" value="3"/>	<input type="text"/>
		2026 <input type="text" value="9"/>	<input type="text"/>
		Unit: per 30-minute session	

Subcontractor

Local need

Even the EMQs and pricing for groups are based on 30-minute sessions

A unit price for each year must be provided

If there is "unknown" under Unit Price, no price is required.

**Section K:** Vendor omits or fails to complete this section. *This is required and must be filled out and submitted with the proposal.*

**Section L:**

- Attachment A is not provided or signed. *This is required to be signed and dated for the organization. Each individual subcontractor must date and sign one.*

- Attachment B: Vendors do not provide the required monitoring reports or a statement as to why there are no reports. *Monitoring reports for 24 months must be provided.*

**Note: This has changed for current vendors. Current vendors with an existing BPA with the U.S. Probation & Pretrial Services Office in the District of the Virgin Islands do not need to provide monitoring reports. We will review the reports in our file. However, such vendors would still need to provide copies of all monitoring reports for the previous 24 months from other federal, state, and local agencies for similar services provided within the catchment area(s) solicited.**

## Section L continued:

- Vendors fail to sign and date attachment B or provide the required documents. *Copy of business and/or operating license, copies of federal, state and local fire, safety, and health codes are replaced with compliance statement/signature.*
- Attachment C: Vendors fail to include subcontractors and fail to date and sign. *This is required for all staff providing direct delivery of service.*
- Attachment D: Vendors do not provide the required references. *Ensure references are appropriate and willing, in addition to providing current contact information.*  
References are no longer required for incumbent vendors.

# KEY CONSIDERATIONS

- Each RFP is specific to the solicited treatment specialty. For example, the substance abuse treatment RFP and mental health treatment RFP will contain services specific to substance abuse treatment and mental health treatment, respectively.
- Each RFP contains detailed information for each project code being requested. Please only submit proposals if you can meet those requirements.
- Once the proposal is submitted, it cannot be revised. Please fully review and make sure all is signed, dated and required documents are included before submitting.
- Only electronic proposals will be accepted.
- Provide an Attachment A for staff and each subcontractor must sign and date their own.
- Carefully read the step-by-step instructions in Section L.
- On-site visits are conducted for proposals which are technically acceptable and lowest priced. They are conducted to verify that the offeror's facility complies with the requirements of the RFP.



- Each BPA is valid for 1 year with two 1-year extension options. However, extensions are not automatic.
- Referrals are made via a Probation 45 form for each client. Only those services can be provided.
- Services provided are for federal defendants/persons under supervision who have been ordered by the Court to participate in treatment. These individuals include persons on probation, supervised release, or parole, 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 specific forms required for use are provided within the RFP.
- Post-Award monitoring visits and reports are conducted each year.



- Use Section L as a guide for filling out the RFP.
- Carefully review all sections as there have been changes.
- Prior to submission, please review the proposal thoroughly to ensure everything is signed and all required information is provided.
- Submit timely proposals by **4:00 PM on September 7, 2023. No extensions will be given.**

**Together we can  
help persons  
under  
supervision heal  
and keep our  
community safe!**

