

SECTION A		SOLICITATION / OFFER / ACCEPTANCE	
1. Solicitation No. 0864-26-2C05		2. Date Issued 07/10/2025	3. Award No.
4. Issued By: Sam Casselton Samuel_Casselton@mn.uscourts.gov		5. E-mail Address Offer To (if other than Item 4): Treatment Solicitations inbox treatment_solicitations@mn.uscourts.gov	

SOLICITATION

6. Offers in original and 1 copies for furnishing the required services listed in Section B will be received at the place specified in Item 5, or if handcarried, in the depository located:
same
until 4:30 PM local time 08/11/2025.
(hour) (date)


7. For Information call:			
a. Name	Sam Casselton	b. Telephone No.	612-664-5458

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OFFER

8. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (365 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

9. DISCOUNT FOR PROMPT PAYMENT 	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%
10. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

11. NAME AND ADDRESS OF OFFEROR		14. <input type="checkbox"/> AWARD Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets.	
12. Telephone No. (Include area code)			
13A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		15A. NAME OF CONTRACTING OFFICER	
13B. Signature		15B. UNITED STATES OF AMERICA	
13C. Offer Date		15C. DATE SIGNED	
		BY _____ (Signature Of Contracting Officer)	

SECOND CHANCE ACT SERVICES BPA – Solicitation

SECTION A. BACKGROUND

On April 9, 2008, the Second Chance Act (SCA) of 2007, Pub. L. No. 110-199, was enacted. Section 253 of the Act amended 18 U.S.C. § 3672 to authorize the Director of the Administrative Office of the U.S. Courts (AO) to contract for “treatment, equipment and emergency housing, corrective and preventative guidance and training, and other rehabilitative services designed to protect the public and promote the successful reentry of the offender into the community.” In October of 2008, the Judicial Administration and Technical Amendments Act of 2008, Pub. L. No. 110-406 (October 13, 2008) (JATAA), significantly enhanced courts’ ability to provide interventions for defendants and offenders under 18 U.S.C. 3672 and 3154(4). This expanded the authority for a wide array of interventions with which probation and pretrial services officers might mitigate specific risks and responsivity factors related to their caseloads.

The statute authorizes “providing necessary services to offenders ... in a manner that does not confer luxuries or privileges upon such offenders” (42 U.S.C. § 17501(a)(4)). Additionally, the Act shall not “be construed as creating a right or entitlement to assistance or services for any individual, program, or grant recipient” (42 U.S.C. § 17504). Congress intended the new authority to be exercised judiciously. Courts must be careful stewards of resources used under this authority.

SECTION B. SUPPLIES OR SERVICES AND OFFEROR'S PRICES

The United States District Court for the District of Minnesota is soliciting a vendor to provide mentoring services. A Vendor must be capable of providing services within a geographic area encompassing Hennepin and Ramsey Counties.

As a result of this solicitation the Government intends to enter into a Blanket Purchase Agreement (BPA). For this BPA, approximately 1 to 3 vendors are needed to provide the required services. The Government reserves the right to award to a single vendor.

A Blanket Purchase Agreement is a "charge account" arrangement, between a buyer and a seller for recurring purchases of services. BPAs are not contracts and do not obligate government funds in any way. A contract occurs upon the placement of a call or referral from the Probation/Pretrial Services Office and the vendor's acceptance of the referral. Referrals will be rotated among all the vendors on the BPA. BPAs are valid for a specific period of time, not to extend beyond the current fiscal year. The total duration of this BPA, including the exercise of two 12-month options, shall not exceed 36 months. BPAs will be issued to those vendors determined to be technically acceptable and offering the lowest cost to the Government.

Section B is generic and used nationwide to procure the particular needs of each U. S. Probation/Pretrial Services Office. For this solicitation, only those services under the Required Services column are being solicited. Offerors failing to provide offers for all fiscal years will be considered technically unacceptable.

Note: Estimated Monthly Quantities (EMQs) represent the total monthly quantities to be ordered per Service item under the BPA. Each vendor placed on the BPA may receive a share of the total quantity stated. However, EMQ's are estimates only and do not bind the government to meet these estimates.

An asterisk * indicates a requirement has been modified under Section C, letter (c), Local Needs Requirements.

Pricing Table for Services

Project Code	Estimated Monthly Quantity	Unit	Fiscal Year	Unit Price
Transitional Housing (3101)	7	Unit: per day	2026	
	7		2027	
	7		2028	

SECTION C. DESCRIPTION/STATEMENT OF WORK (SOW)

PROVISION OF SERVICES

The United States Probation and Pretrial Services Office (hereafter USPO/USPSO) shall provide a Program Plan (Probation Form 45) for each person under supervision that authorizes the provision of services. The vendor shall provide services strictly in accordance with the Program Plan for each person under supervision. The Judiciary shall not be liable for any services provided by the vendor that have not been authorized for that defendant/person under supervision in the Program Plan. The United States Probation or Pretrial Services Officer may provide amended Treatment Program Plans during treatment. The United States Probation/Pretrial Services Office will notify the vendor verbally and in writing via Probation Form 45 when services are to be terminated and shall not be liable for any services provided by the vendor subsequent to the verbal or written notification.

Emergency and Transitional Housing 3101

The vendor shall provide one or more of the following services as indicated by the listing of the specific project code(s) in the RFQ:

- a. Transitional Housing (3101) - Unit: per day – Emergency and/or Transitional Housing is for defendants and offenders who require housing to assist in their reentry. Housing should not exceed 90 days unless an extension is determined appropriate and approved by the Unit Executive. If the vendor requires a lease, any such agreement is between the client and the housing contractor; the Government is not a party to the lease agreement and bears no responsibility or liability for defendants or offenders.
- b. Vendor shall be able to place offender in housing unit within two days of initial referral.
- c. The vendor shall ensure:
 - 1) The residence meets all code requirements.
 - 2) The vendor contacts the USPO within 24 hours if the offender relocates, or if there are any weapons, drugs, unwanted guests, or any other forms of contraband found, and such conduct is documented in writing to USPO.

The government will refer clients on an "as needed basis" and makes no representation or warranty that it will refer a specific number of clients to the vendor for services.

Facility Requirements:

The vendor shall ensure that its facility has adequate access for offenders with physical disabilities.

Non-Discrimination Provisions

No person shall be excluded from participation in, be denied benefits to, or be subjected to discrimination because of race, creed, color, national origin, sex, sexual orientation, citizenship status, disability, age, marital status, or past convictions (i.e. sex offenses).

The vendor shall:

- a. Notify the USPO within 24 hours of offender behavior including but not limited to:
 - (1) Failure to follow vendor staff direction.

SECTION D. BPA TERMS AND CONDITIONS

1. **Extent of Obligation.** The Court is obligated under this BPA only to the extent of the call(s) placed by authorized individuals against this agreement. The Contractor is cautioned that accepting BPA calls from anyone other than those authorized by the BPA may result in delay or denial of payment for that unauthorized call.
- 2.
3. **Security Clearance Requirement.** All personnel performing work under this BPA are subject to background checks. This may include a fingerprint criminal history check. It may also include a credit check, a name check of FBI record, and/or a tax check of IRS record for the last three years.
4. **Clause B-5, Clauses Incorporated by Reference (SEP 2010)**
This BPA incorporates the following clauses by reference, with the same force and effect as if it were given in full text. Upon request, the contracting officer will make the full text available. The full text of the referenced clauses may be accessed electronically at the following web address: <http://www.uscourts.gov/procurement.aspx>.
(end)
5. **The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:**

<input type="checkbox"/>	Clause 2-50	Continuity of Services (JAN 2003)
<input type="checkbox"/>	Clause 2-60	Stop-Work Order (JAN 2010)
<input checked="" type="checkbox"/>	Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
<input type="checkbox"/>	Clause 3-175	Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
<input type="checkbox"/>	Clause 6-20	Insurance – Work on or Within a Judiciary Facility (APR 2011)
<input type="checkbox"/>	Clause 7-55	Contractor Use of Judiciary Networks (JUN 2014)
<input type="checkbox"/>	Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
<input type="checkbox"/>	Clause 7-115	Availability of Funds (JAN 2003)

Clauses for Products

<input type="checkbox"/>	Clause 2-35	F.o.b. Destination, Within Judiciary's Premises (JAN 2003)
<input type="checkbox"/>	Clause 2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
<input type="checkbox"/>	Clause 2-135	IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)
<input type="checkbox"/>	Clause 6-85	Commercial Computer Software License (APR 2013)
<input type="checkbox"/>	Clause 6-105	California E-Waste Fee (APR 2013)
<input type="checkbox"/>	Clause 7-115	Availability of Funds (JAN 2003)

6. **The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):**

<input type="checkbox"/>	Clause 2-90C	Option to Extend Services (APR 2013)
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The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date
(end)

X Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

- (a) The judiciary may extend the term of this contract by written notice to the contractor no later than 30 calendar days prior to the contract's current expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the judiciary to an extension.
- (b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

(end)

7. Solicitation Provisions

The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

X Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

Solicitation Provisions Incorporated by Reference

- X Provision 2-70 Site Visit (JAN 2003)
____ Provision 2-85A Evaluation Inclusive of Options (JAN 2003)
____ Provision 3-135 Single or Multiple Awards (JAN 2003)

Solicitation Provisions for Products

- ____ Provision 2-100, Brand Name or Equal (APR 2013)

Additional Solicitation Provisions

- X Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firm fixed price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

NOTE: Offerors not registered in the System for Award Management (www.sam.gov) must complete and return the following information.

X Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):* _____

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

☐ sole proprietorship;

☐ partnership;

☐ corporate entity (not tax-exempt);

☐ corporate entity (tax-exempt);

☐ government entity (federal, state or local);

☐ foreign government;

☐ international organization per 26 CFR 1.6049-4;

☐ other _____.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is ☐ , is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)
- ☐ Black American
- ☐ Hispanic American
- ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- ☐ Individual/concern, other than one of the preceding.

(end)

____Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;
 - (2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.
 - (i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.
 - (ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and
 - (3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.
- (b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then Clause 3-160, Service Contract Act of 1965, will not be included in any resultant contract to this offeror.
- (c) If the offeror does not certify to the conditions in paragraph (a) of this provision –
- (1) Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements, will not be included in any resultant contract awarded to this offeror; and
 - (2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.
- (d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

X Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

- (a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An “established catalog price” is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An “established market price” is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

- (b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then Clause 3-160, Service Contract Act of 1965, as amended, will not be included in any resultant contract to this offeror.

- (c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements, will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(end)

Program Discharge Summary Profile¹

1. Number of defendants² enrolled in program during the past 12 months? _____
2. Number of offenders³ enrolled in program during the past 12 months? _____
3. Number of defendants successfully discharged from program during the past 12 month period? _____
4. Number of offenders successfully discharged from program during the past 12 month period? _____
5. Number of defendants unsuccessfully discharged during the past 12 month period? _____
6. Number of offenders unsuccessfully discharged during the past 12 month period? _____
7. Number of defendants that were discharged due to failure to attend as required during the past 12 month period? _____
8. Number of offenders that were discharged due to failure to attend as required during the past 12 month period? _____
9. Other types of discharge during the past 12 month period, please explain in short narrative paragraph below (e.g., number of defendants, number of offenders, and reason): _____

10. Average treatment duration per client over the past 12 month period? _____
11. Average frequency of treatment per client over the past 12 month period? _____
12. Average staff to client ratio over the past 12 month period? _____

¹Shall include entire clientele (federal, state, and local). Shall not be limited to only federal probation and pretrial services referrals.

²Defendant - An individual who has been charged with a crime, but not yet convicted. These individuals may or may not have been under pretrial supervision.

³Offender - An individual who has been convicted of a crime. These individuals are typically serving a period of probation or other form of post-conviction supervision.

DAILY TREATMENT LOG

COMPLETE ONE FORM PER CLIENT PER MONTH

Client Name _____

Month/Year _____

[illegible]

Date _____

Page ____ of ____

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
TREATMENT SERVICES INVOICE**

(PART A)

1. Judicial District	_____	3. P.O./B.P.A.#	_____
2. Vendor	_____	4. Service Delivery: From	_____ To _____
a. Address:	_____	5. Total # of Individuals Served:	_____

b. Telephone:	_____		

Vendor's Certification: I certify that **all** expenditures and requests for reimbursement in this voucher are accurate and correct to the best of my knowledge and include only charges for services actually rendered to clients under the terms of the agreement and for which no other compensation has been received from sources other than the United States District Court.

Authorized Administrator

6. Project Code	7. Quantity	8. Unit Price	9. Total Price

Date _____

Page _____ of _____

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
TREATMENT SERVICES INVOICE**

(PART B)

Subtotal all costs for each client listed below:

1. Client Name	2. Client Number	3. Dates of Service	4. Service Rendered	5. Quantity (Units)	6. Unit Price	7. Cost

MONTHLY TREATMENT REPORT

This form must be completed and submitted with each monthly billing. Additional sheets may be used.

1. PROGRAM NAME:		1a. PROVIDER NAME:		2. DATE OF CURRENT TX PLAN (ATTACH REVISIONS):	
3. CLIENT NAME:		3a. PACTS NO.	4. FOR PERIOD COVERING:		
5. PHASE NO.	5a. TIME IN PHASE:	6. PRETRIAL CLIENT: <u>9</u> Yes <u>9</u> No	7. CLIENT EMPLOYED: <u>9</u> Yes <u>9</u> No <u>9</u> Student <u>9</u> Other		

8. CONTACTS SINCE LAST REPORT

[illegible]

9. URINE TESTING RECORD

[illegible]

10. COMMENTS REGARDING CLIENT'S TREATMENT PROGRESS

a. Describe the treatment goals addressed this month (<u>9</u> Met <u>9</u> Not Met):	
b. Describe any steps taken by the client this month toward these goals (<u>9</u> Positive <u>9</u> Negative):	
c. Describe any obstacles or setbacks the client encountered this month:	
d. Describe one unique way the PO/PSO can assist/support the client in treatment over the next month:	
e. If continued treatment is recommended, discuss the plan for next month (<u>9</u> Recommended <u>9</u> Not Recommended):	
f. Discuss your observations of the client's behavior and commitment to treatment (<u>9</u> Positive <u>9</u> Negative):	
g. Comments:	
h. Overall Progress: <u>9</u> Acceptable <u>9</u> Unacceptable	
SIGNATURE OF COUNSELOR	DATE

DISTRIBUTION: ORIGINAL CONTRACTOR

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TREATMENT SERVICES CONTRACT PROGRAM PLAN**Client Identifying Information**

Client:	Tide, Roll	PACTS #:	2501	Photo Not Available
Address:	954 Buffalo Cr San Antonio TX 78229	Pretrial/Post Conviction:	Pretrial	
Officer:	Brink, Debra	Client Phone:	210-854-2121	
Officer Phone:	210-301-6324	DOB:	08/08/1976	

Provider Information

Provider:	ABC Treatment	Procurement No:	0311-2009-RNJJ
Provider Location:	ABC-Downtown	Effective Date:	04/21/2009
Attn:	Carol Williams	Termination Date:	
Location Address:	211 Constitution Avenue Washington DC 2000		
Phone:	202-555-5555		
Fax:	202-666-6666		

Authorized Services

Your agency is authorized to provide the following services beginning on the plan effective date indicated above. Any services provided outside of those listed below and/or outside the Effective and Termination Dates of the Plan will not be authorized for payment.

Services Ordered

Project Code	Description Of Services	Phase	Frequency (Units)	Interval	Copay Amount (per unit)
2010	Individual Substance Abuse Counseling		1.0	Weekly	\$0.00
2020	Group Substance Abuse Counseling		2.0	Monthly	\$0.00

Instructions to Provider Regarding Client Needs and Goals of Treatment_____
Officer: Brink, Debra_____
Referral Agent:_____
Client: Tide, Roll

AUTHORIZATION TO RELEASE INFORMATION
(PRIVATE PERSON OR ORGANIZATION)
TO PROBATION OFFICER

TO WHOM IT MAY CONCERN:

I, _____, the undersigned, hereby authorize the United States Probation Office for the _____ District of _____, or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my:

- ☐ Employment
- ☐ Education Records (including, but not limited to academic achievement, attendance, athletic, personal history, and disciplinary records)
- ☐ Medical Records
- ☐ Psychological and Psychiatric Records

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States Probation Office's official use.

I hereby release you, as custodian of such records, any school, college, or university, or other educational institution; hospital or other repository of medical records; social service agency; any employer or retail business establishment, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

Regarding protected health information, I understand that this authorization is valid until my release from supervision, at which time this authorization to use or disclose this information expires. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

Regarding protected health information, I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the program's privacy contact at:

(Name and Address of Program)

Regarding protected health information, I understand that if I revoke this authorization to release confidential information, I will thereby revoke my authorization to further disclosure of such information. I also understand that revoking this authorization before I satisfy the condition of my supervision that requires me to participate in the program will be reported to the court. My revocation of authorization under such circumstances could be considered a violation of a condition of my post-conviction supervision.

_____ (Authorizing Signature - Full Name)	_____ (Full Name - Printed or Typed)	_____ (Date)
 WITNESS —		
	_____ (Probation Officer)	_____ (Date)