



Minutes: Presolicitation Offerors' Conference held on June 25, 2025, via Zoom

Time: 10:00 a.m. to 10:30 a.m.

- 1) Introduction of staff involved in process by Samuel Casselton
- 2) PowerPoint presentation of solicitation cycle by Samuel Casselton

Assessment Phase (see PowerPoint slides for additional information)

Currently assessing client needs

Designing catchment areas (geographic area which may be a zip code, city, county, or multiple). Vendors must be in the catchment area. The area will be listed in the solicitation.

Identify vendors to be sent Request for Proposal. Interested vendors can submit a letter of interest to Samuel Casselton.

This is specific to competitive contracts (BPAs).

Request for Proposal packets will be emailed to identified vendors during the week of July 8, 2025. Packets also to be posted to <https://www.mnp.uscourts.gov/solicitation>. The packet will list the date and time that it needs to be returned. Proposals need to be emailed to treatment_solicitations@mnp.uscourts.gov, no paper copies. It will list project codes and descriptions in the attached Statement of Work. The Statement of Work also lists expectations for the vendor, including facility requirements, file maintenance, and staff restrictions. The required staff qualifications for each project code are also listed in the Statement of Work. Local needs if applicable (end of Section C). Terms and conditions will also be listed in SOW. Example of forms will also be attached to packet.

The packets will be due August 8, 2025, by 4:30 p.m.

Any questions must be submitted in writing no later than 12:00 p.m. Central Standard Time on July 18, 2025. All questions and answers will be posted to all vendors on the website (www.mnp.uscourts.gov/vendors).

Evaluation Phase (see PowerPoint slides for additional information)

There is a list of mandatory requirements with pass/fail criteria.

Vendor site available to provide services within catchment area.

Staff qualifications (staff must meet the requirements for noted project codes).

Past performance may be considered.

Please note: BPAs are for one year and up to four additional renewal years (up to a total of five years for BPAs). The price does need to be listed for all five years.

Award Phase (see PowerPoint slides for additional information)

Onsite evaluations will be conducted for technically acceptable, lowest price vendor.

If offeror's facility meets all solicitation requirements, responsibility determination will be conducted.

Lowest priced, technically acceptable vendor will be awarded agreement.

Selected vendors will be mailed award packets mid-September 2025. We will also be notifying vendors if they are not awarded a contract.

Vendor invoice documentation will be emailed by U.S. Probation during October 2025 and invoices are due the 10th of each month. Payments are issued by the U.S. Department of the Treasury through direct deposit. We do require vendors be set up through SAM.gov.

Good to Know

Agreements will be from October 1, 2025, through September 30, 2026. Option year 1 through 4 possible if client need is identified.

We cannot guarantee the number of referrals or when referrals will be received.

Funding is dependent upon Congress providing us a budget.

We ask that alternative funding sources be explored. We are the funding source of last resort (consolidated funding, insurance, etc.)

After awards, vendor monitoring visits are conducted in the Spring each year to review the facility and client files.

We encourage evidence-based practices and may ask for outcome measures.

Current needs

List of current needs is posted on our website. It may change but this is best assessment at the moment.

Summary

Meeting minutes and the PowerPoint slides will be posted at www.mnp.uscourts.gov/Vendors by 4:30 p.m. on June 27, 2025

All request for proposals can be downloaded at www.mnp.uscourts.gov/Vendors after July 8, 2025.

Questions/Answers from Vendors Present:

No questions during presentation.