



U.S. Probation and Pretrial Services

DISTRICT OF MINNESOTA

Agenda

- ▶ Introductions of Staff

Maribel Andrade-Vera, Chief U.S. Probation Officer for the District of MN

Nicole Smith, Deputy Chief U.S. Probation Officer

Reggie Hall, Assistant Deputy Chief U.S. Probation Officer

Steve Blanding, Senior U.S. Probation Officer

Kiah Smith, Supervisory U.S. Probation Officer

Zach Zwahl, Senior U.S. Probation Officer

Laura Krier, Senior U.S. Probation Officer

Matt Koppes, Senior U.S. Probation Officer

Kelly Moser, Senior U.S. Probation Officer

Kristina Gebhart, Senior U.S. Probation Officer

Brian James, Senior U.S. Probation Officer

El Shepherd, Senior U.S. Probation Officer

Sam Casselton, Contracting Officer

Dawn Heiber, Probation Services Assistant

- ▶ Powerpoint presentation

- ▶ Questions?

- ▶ Meeting minutes and the powerpoint slides will be posted at www.mnp.uscourts.gov/solicitation by 4:30 p.m. on July 20, 2026

Acquisition of Treatment Services, Transitional Housing, and Mentoring Agreements – *Assessment Phase*

- ▶ Assess current client needs (must have an identified need to order to procure for services)
- ▶ Design catchment areas
 - ▶ Geographic area in the which the vendor must be located and provide services
 - ▶ Area could be a zipcode, city, county, or multiple
- ▶ Identify vendors to be sent a request for proposal
- ▶ Interested vendors submit letter of interest to Sam Casselton
- ▶ During week of July 31, 2026, solicitation packets will be emailed to identified vendors. Packets also will be posted to <https://www.mnp.uscourts.gov/solicitation>

Treatment Services, Transitional Housing, and Mentoring Blanket Purchase Agreements - *Assessment Phase*

- ▶ Request for Proposal Packets include:
 - ▶ Date and time the request for proposal is due (approximately 4 weeks)
 - ▶ Catchment area for providing services
 - ▶ Statement of Work (Section C)- lists all expectations for the vendor including file maintenance and reports, disclosure of information, staff restrictions
 - ▶ Project codes for needed services (description of each project code included in the Statement of Work)
 - ▶ Required staff qualifications for each project code (description included in the Statement of Work)
 - ▶ Local needs, if applicable (end of Section C)
 - ▶ Terms and conditions
 - ▶ Vendor questions must be submitted in writing no later than 12:00 pm Central Standard Time on August 17, 2026. All questions and answers will be posted at www.mnp.uscourts.gov/solicitation

Treatment Services, Transitional Housing, and Mentoring Blanket Purchase Agreement - *Evaluation Phase*

- ▶ Mandatory Requirements with Pass/Fail Criteria
 - ▶ Submitted by date and time required
 - ▶ Vendor signed/dated submission
 - ▶ Provided all requested documentation
 - ▶ Project code price listed for all project codes/years (30-minute units)
 - ▶ Ability to provide services for all project codes noted in solicitation (subcontracting allowed)
 - ▶ Services are able to be provided on October 1st
 - ▶ Proposals emailed to treatment_solicitations@mdp.uscourts.gov, no paper copies
- ▶ Vendor site available to provide services within catchment area
- ▶ Staff Qualifications (staff must meet the requirements for noted project codes)
- ▶ Past performance may be taken into account

Treatment Services, Transitional Housing, and Mentoring Blanket Purchase Agreement - *Award Phase*

- ▶ On-site evaluation conducted for technically acceptable, lowest price vendor
- ▶ If offeror's facility meets all solicitation requirements, responsibility determination will be conducted:
 - ▶ References contacted
 - ▶ Verify vendor is a legal business in State of MN
 - ▶ Review list of parties excluded from federal procurement programs
- ▶ Lowest Priced, Technically Acceptable vendor awarded agreement
- ▶ Selected vendors will be mailed award packets during mid September
- ▶ Vendor invoice documentation is emailed by U.S. Probation during October. Invoices are due by the 10th of each month. Payments are issued by the U.S. Department of the Treasury through direct deposit.

Good To Know

- ▶ Agreements begin October 1, 2026, and end September 30, 2027. 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
- ▶ To judiciously use public funds and assist as many clients as possible, we ask that alternative funding sources be explored and we are the funding source of last resort (i.e. consolidated funding, insurance).
- ▶ Vendor monitoring visits are conducted in the Fall and Spring each year to review the facility and client files. We encourage evidence-based practices by vendors, and outcome measures may be requested.

Current Needs

- ▶ Mental Health Treatment

- ▶ Identified Catchment areas (subject to change)

- Identified populations for Minnesota

- ▶ Sex Offender Treatment

- ▶ Identified Catchment areas (subject to change)

- Duluth, Minnesota

- ▶ Substance Abuse Treatment

- ▶ Hennepin County

Summary

- ▶ Meeting minutes and the powerpoint slides will be posted at www.mnp.uscourts.gov/solicitation by 4:30 p.m. by July 20, 2026.
- ▶ All request for proposals can be downloaded at www.mnp.uscourts.gov/solicitation after July 31, 2026.
- ▶ Questions?