



**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA
PROBATION AND PRETRIAL SERVICES OFFICE**



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Reply to: **Minneapolis**

July 8, 2021

**RE: Request for Proposal
Mentoring Services Vendor – Ramsey County**
District of Minnesota
Solicitation Number 0864-22-2C02

Dear Program Administrator:

The United States Probation and Pretrial Services Office for the District of Minnesota is soliciting proposals to provide services for federal persons under supervision in Ramsey County for the period beginning October 1, 2021.

These individuals include persons on probation, supervised release, or parole, who are under the supervision of the United States Probation and Pretrial Services Office. This group could also include inmates in the United States Bureau of Prisons, who are residing in federal or contract community treatment centers, as well as persons on pretrial release status under the supervision of the United States Probation and Pretrial Services Office.

Enclosed is the Request for Proposal (RFP). 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 fully answer each item and supply all information requested. *Section “L” provides specific directions for potential vendors in completing their proposals.*

The estimated monthly quantities listed in Section “B” of the RFP are an estimate of the services to be provided during the term of the agreement. It is only an estimate. *In addition, please note any Local Needs Requirements which may be listed and described at the end of Section “C”.*

Please read the RFP carefully; do not rely on knowledge of previous RFPs, or knowledge of previous federal procurement procedures.

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms from a price and technical standpoint. There will be no additional opportunity to modify your proposal.

A fixed price award(s) will be made based on the lowest evaluated priced, technically acceptable offer.

If responding to the RFP, the vendor must be capable of providing all services identified in Section "B" within the geographic area identified in Section "B". The vendor must supply a unit price for each year noted in Section "B". Potential offerors who list pricing for units not as requested will be deemed technically unacceptable during the evaluation process.

By submission of a proposal, the offeror accepts all the terms and conditions of the RFP. Proposals that take exception to the terms and conditions will be determined technically unacceptable and the offeror will be so advised.

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 12 months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional 2 years, at the Government's discretion.

SUBMISSIONS:

For all proposals, an original and one (1) copy must be received by the U.S. Probation and Pretrial Services Office no later than 4:30 p.m. Central Standard Time on August 12, 2021.

All copies submitted must have original signatures (no electronic or photocopied signatures). A copy of the documentation should be retained by potential offeror for their file.

Please do not submit proposals electronically. Proposals may be mailed or hand-delivered to:

U.S. Probation and Pretrial Services Office
Attention: Sam Casselton
300 South Fourth Street, Suite 406
Minneapolis, MN 55415

Any submission received after 4:30 p.m. Central Standard Time on August 12, 2021, will be considered technically unacceptable.

July 20, 2021

Page 3

QUESTIONS: All questions regarding this Request for Proposal must be submitted in writing to Procurement Specialist Sam Casselton via email at samuel_casselton@mnps.uscourts.gov no later than 4:30 p.m. Central Standard Time on July 23, 2021.

RESPONSES: All responses to vendor questions will be provided on the following website: www.mnps.uscourts.gov/Vendors/Solicitation Questions and Answers no later than 4:30 p.m. Central Standard Time on July 27, 2021.

Sincerely,

s/ Randell W. Nikula

Randell W. Nikula
Senior U.S. Probation Officer

Enclosures