

**UNITED STATES DISTRICT COURT  
PROBATION OFFICE  
DISTRICT OF NEW JERSEY**

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July 6, 2021

**Mailing Address:**

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[www.njp.uscourts.gov](http://www.njp.uscourts.gov)

RE: Request for Proposals – District of New Jersey

Dear Program Administrator:

The United States Probation Office for the District of New Jersey is soliciting proposals to provide substance abuse treatment and testing services, on an outpatient and inpatient basis, as well as, mental health treatment, sex offender specific treatment and polygraph examinations for both male and female individuals under Federal supervision.

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 the United States Pretrial Services Office.

Requests for Proposals (RFPs) are accessible on our website at: <http://www.njp.uscourts.gov>.

The RFPs are listed by catchment area. For those agencies not familiar with the contracting process, a catchment area is a geographic area in which services must be provided. Please see attached Map of New Jersey which identifies the Catchment Areas – Counties. Please note that there may be more than one RFP within a catchment area for which the U.S. Probation Office is soliciting treatment services. You are receiving this letter because it appears you have an agency location within at least one of our catchment areas.

Wage Determination reports from the U.S. Department of Labor are included for each catchment area to assist in determining appropriate pricing for urine collection services.

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. Please be sure to type or print the Name and Title of Person Authorized to Sign Offer at block number 13 on the bottom of Page A-1 of 2 and place your signature as required at block number 14 on the top of Page A-2 where it notes Signature and on block number 15 on Page A-2 please list the Offer Date.

Section “L” provides specific directions for potential vendors in completing their proposals. Please review Section “L” first before you attempt to complete the RFP. The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criterion laid out in Section “M.”

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms from a cost and technical standpoint. 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.

The Estimated Monthly Quantities (EMQs) listed in Section "B" of the RFP are estimates of the 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 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 two (2) twelve-month intervals, at the Government's discretion.

A vendor must be capable of providing **all services identified in Section "B," and within the geographic area identified in Section "B."** Teaming (subcontracting) with another provider in your catchment area is permissible; however, you will be required to provide a letter from the subcontractor detailing the services they will provide as required in Section "B."

Copies of licenses and credentials must be submitted for staff providing services. If agencies choose to subcontract (team) with another agency, all documentation regarding staff and minimum standards of services must be provided for that subcontracting agency. Please carefully consider the references that are being submitted with the proposal. A reference must be someone your agency has provided treatment or other services identified in the RFP within the past three (3) years. Please Note: References must not be U.S. Probation Officers or U.S. Pretrial Services Officers.

All questions or clarifications may be submitted via e-mail to [Elizabeth\\_Villa@njp.uscourts.gov](mailto:Elizabeth_Villa@njp.uscourts.gov). All e-mails must contain the words **"Request For Proposals – RFP Question"** in the subject line. E-mails without the required subject line will not be answered. All questions will be answered and posted under the "Frequently Asked Questions" section of the website listed on page 1 of this letter. Please check the website frequently for these updates. All questions must be submitted by 4:30 p.m. on August 5, 2021. No further questions or clarifications will be answered after this date.

Request for Proposals (RFP) will be accepted electronically and are to be emailed to [NJP\\_Solicitations2022@njp.uscourts.gov](mailto:NJP_Solicitations2022@njp.uscourts.gov). All proposals must be received no later than August 9, 2021 at 5:00 p.m. If you are unable to submit your Request for Proposal electronically, the RFP(s) can be hand-delivered to Attn: Elizabeth Villa, Senior U.S. Probation Officer, Contract Treatment Officer, 402 East State Street, Room 109, Trenton, New Jersey 08608.

A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files. If you are hand delivering your Request for Proposal, please do not submit in binders or notebooks. ANY PROPOSALS RECEIVED AFTER THE SPECIFIED DATE AND TIME CANNOT BE ACCEPTED.

Any agency that does not have the capability to access our website can request a hard copy of the RFP by calling Administrative Specialist Petra Randall at (609) 815-3332.

During this contracting cycle, we will be reducing the number of vendors in many catchment areas, therefore, we encourage all vendors to be competitive in price.

Very truly yours,

*Elizabeth A. Villa*

Elizabeth A. Villa  
Senior U.S. Probation Officer  
Contract Treatment Officer

EAV: pgr