



TREATMENT SERVICES SOLICITATION FY 2024

Treatment Services Blanket Purchase Agreement (BPA)

BPA is a “Charge Account” arrangement, using a purchase order form, between buyer and seller for recurring charges of supplies or services. BPAs are NOT contracts. BPA's must be utilized for treatment services expected to exceed \$25,000 for the fiscal year.

Services will begin October 1, 2023.

BPA Solicitation- Request for Proposal (RFP)

The RFP outlines the services requested by the Probation Office. The vendor MUST read the entire RFP document to ensure compliance with service expectations, vendor requirements, and bid instructions. There are 13 sections of the RFP.

Section A- Solicitation/Offer/Acceptance Form- Complete Box 8-16, if applicable.

Section B- Submission of Prices- Complete Unit Price for each Project Code.

Section C- Review section to ensure vendor can provide services in accordance with the Statement of Work.

Section E-J- Review and ensure vendor can comply.

Section K- Complete form and include in proposal response.

Section L- Review and ensure all instructions are followed. Complete the following attachments:

- **Attachment A-** Certification of Compliance
- **Attachment B-** Offeror's Background Statement
- **Attachment C-** Staff's Qualifications & Certification
- **Attachment D-** Offeror's References

Section M- Review to ensure response to proposal includes all required evaluation elements.

***Best Practice: Submit in a binder with dividers for each section.
Include 2 Copies.***

**READ THE ENTIRE
DOCUMENT!!!**

**SECTION L-
Instructions &
Response
Requirements**

**TECHNICALLY
ACCEPTABLE LOWEST
PRICED OFFER
AWARDED**

**Must provide services
in at least one county
in the catchment area.**

**Must provide all
services requested on
the BPA.**

QUESTIONS???

Submit all questions
in writing to

Hallie_Robinson@arep.uscourts.gov