



## TREATMENT SERVICES SOLICITATION FY 2023

### Treatment Services Competitive Purchase Order (CPO)

CPO is a “Charge Account” arrangement, using a purchase order form, between buyer and seller for recurring charges of supplies or services. CPOs are NOT contracts. CPOs must be utilized for treatment services not-to-exceed \$25,000 for the fiscal year. **Services will begin March 1, 2023, through September 30, 2023.**

### CPO 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 & Certifications
- **Attachment C-** Staff’s Qualifications & Certification (complete chart)
- **Attachment D-** Offeror’s References (3 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 CPO.**

**QUESTIONS???**

Submit all questions in  
writing to  
[Marcus\\_Hagler@arep.uscourts.gov](mailto:Marcus_Hagler@arep.uscourts.gov)

All questions will be  
posted at  
[www.arep.uscourts.gov](http://www.arep.uscourts.gov)

