

# *United States Pretrial Services District of Oregon*

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July 26, 2023

Dear Vendor:

The United States District Court for the District of Oregon is soliciting proposals to provide treatment services in the following areas: Medford, OR

## 1010 – Urine Collection/Testing & Reporting

The vendor would provide services for male and female federal defendants/persons under supervision who have been ordered by the Court to participate in treatment services. These individuals include persons on federal supervision with United States Pretrial Services Office.

The vendor is not required to maintain a call-in phone system for the urine collection, as this will be operated by the U.S. Pretrial Services and/or Probation Office. It should be noted the district utilizes an on-site laboratory that will conduct testing of urine samples collected.

Request for Proposals (RFPs) can be found on U.S. Pretrial Services public website located at <https://www.orpt.uscourts.gov>. 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 each item and supply all information requested.

Section “L” provides specific directions for potential vendors in completing the proposal. **The offeror should fully read Section ”L” and follow the directions set forth.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement. All proposals will be evaluated by the criterion explained in Section “M.” Note if you intend to subcontract any services, instructions are included in Section “L” the offeror should follow.

If you have any questions regarding the RFP, please submit your questions in writing to [Adrian\\_oliveros@orpt.uscourts.gov](mailto:Adrian_oliveros@orpt.uscourts.gov) by August 21, 2023.

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 or previous Federal procurement procedures. *As a reminder, the vendor must have a site within the catchment area (unless otherwise indicated in the RFP), which will be evaluated during an on-site visit.* Note: a catchment area may consist of multiple cities, counties/zip codes, in which case the vendor must have a site within at least one of the counties/zip codes identified in that catchment area.

A vendor must be capable of providing **all** services identified in Section “B,” including local services identified at the end of Section C, and must have a site located within the geographic area identified in Section “B.” If the vendor is unable to provide a service identified in Section B, and does not identify/subcontract with someone to provide the service, the vendor will be technically unacceptable.

The estimated monthly quantity listed in Section “B” of the RFP is the estimate of the services to be provided during the terms of this agreement. **It is only an estimate.**

Although the Government may choose to enter into a Competitive Purchase Agreement with multiple vendors, the Government reserves the right to award a single vendor.

The term for this Competitive Purchase Agreement is twelve (12) months.

Proposals are due by 3pm on August 25, 2023. Proposals shall be e-mailed to [Adrian\\_oliveros@orpt.uscourts.gov](mailto:Adrian_oliveros@orpt.uscourts.gov). All e-mail submissions must reference in the subject line, the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance. Hard copies will not be accepted, unless otherwise noted. It is the responsibility of the vendor to confirm the government’s receipt of the proposal.

All proposals must be signed by a representative authorized to commit the vendor to contractual obligations. The Signature can be electronic or physical.

A copy of the Competitive Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files.

Sincerely,

Adrian Oliveros  
Contracting Officer