

**NIKKI STEPHENS**  
CHIEF PROBATION OFFICER

**CHARLEY FULLER**  
DEPUTY CHIEF  
PROBATION OFFICER

**UNITED STATES DISTRICT COURT**  
EASTERN DISTRICT OF TEXAS  
PROBATION AND PRETRIAL SERVICES

Reply to:  
104 NORTH THIRD ST.  
ROOM 110  
LUFKIN, TX 75901  
  
(936) 632-9004  
FAX: (936) 632-9806

June 6, 2024

The United States District Court for the Eastern District of Texas is soliciting proposals to provide treatment services in the following areas:

**Substance Use Treatment and Testing**

0540-25-0217 Substance Use Treatment and Urine Collection for Nacogdoches, TX  
0540-25-0009 Substance Use Treatment for Grayson County, TX  
0540-25-2309 Urine Collection/Testing for Grayson County, TX  
0540-25-0013 Substance Use Treatment and Urine Collection/Testing for Lewisville, TX  
0540-25-0251 Urine Collection/Testing for Mount Pleasant, TX  
0540-25-0105 Urine Collection/Testing for Plano, TX in Collin County East of Highway 75 including Allen, TX, Fairview, TX, Murphy, TX, and Wylie, TX in Collin County  
0540-25-0106 Urine Collection/Testing for Plano, TX in Collin County West of Highway 75  
0540-25-0069 Substance Use Treatment for Plano, TX in Collin County  
0540-25-0249 Substance Use Treatment for Texarkana, TX  
0540-25-1507 Urine Collection/Testing for Texarkana, TX  
0540-25-0010 Substance Use Treatment for Longview, TX in Gregg County  
0540-25-0032 Substance Use Treatment for Tyler, TX to include everything East of Business 69, Broadway and Highway 14, Not to Exceed More Than 3 Miles Outside Loop 323.

**Mental Health Treatment**

0540-25-0018 Mental Health Treatment for Denton, TX  
0540-25-0026 Mental Health Treatment for Plano, TX in Collin County  
0540-25-0099 Mental Health Treatment for Nacogdoches, TX  
0540-25-0023 Mental Health Treatment for Lufkin, TX  
0540-25-0045 Mental Health Treatment for Texarkana, TX  
0540-25-0020 Psychiatric Evaluation Medication Monitoring for Tyler, TX  
0540-25-0075 Psychiatric Evaluation Medication Monitoring for Beaumont, TX  
0540-25-0008 Mental Health Treatment for Grayson County, TX  
0540-25-0031 Mental Health Treatment for Tyler, TX to include everything East of Business 69, Broadway, and Highway 14, Not to Exceed More Than 3 Miles Outside Loop 323.

**Sex Offender Treatment Services**

0540-25-0015 Sex Offender Treatment for Plano, TX in Collin County  
0540-25-0098 Sex Offender Treatment for Nacogdoches, TX  
0540-25-0024 Sex Offender Treatment for Lufkin, TX

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

Regarding Request for Proposals (RFPs) that include Urine Collection, the offeror is not required to maintain a call-in phone system for the urine collection, as this will be operated by the U.S. Probation Office.

Request for Proposals (RFPs) are located on the district's website at [www.txep.uscourts.gov](http://www.txep.uscourts.gov) (Under the tab Contract Treatment Services & Other Solicitations). The instructions for downloading an RFP are as follows:

- Click the Contract Treatment Services & Other Solicitations tab.
- Click the Open Solicitations/RFP/Q&A tab.
- Click the RFP that you are interested in (you will need to download the RFP).
- Please read the RFP Cover letter carefully.

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 offerors 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.

On June 13, 2024, a virtual vendors conference will be held using Microsoft Teams. The meeting will begin at 10:00 a.m. We will discuss how to submit a proposal, including some of the significant changes and revisions to the new FY 2025 Statement of Work. If you are unable to attend the conference, we will post a recording of this conference on the U.S. Probation Office website to include questions and answers. Please be sure to check the U.S. Probation Office website frequently under the Contract Treatment Services tab to view the conference recording and to see the Power Point. Please refer to the attachment following this cover letter for information on how to join the meeting. If you encounter problems joining the meeting, please send an email to [TXEPml\\_Treatment\\_Services\\_Team@txep.uscourts.gov](mailto:TXEPml_Treatment_Services_Team@txep.uscourts.gov). Attendance is not required but is highly encouraged.

If you have any questions regarding the RFP, please submit your questions in writing to TXEPml\_solicitationquestions@txep.uscourts.gov. You may NOT call with ANY questions regarding the RFP, regardless how minor the question. All questions are due by Thursday June 27, 2024, at 5:00 p.m. All questions and answers will be posted in a timely manner on the U.S. Probation Office website at www.txep.uscourts.gov (under the Contract Treatment Services tab, then click on the link that says BPA Questions and Answers).

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. *As a reminder, the offeror must have a physical site within the catchment area (unless otherwise indicated in the RFP), which will be evaluated during an on-site visit.* A catchment area may consist of multiple counties/zip codes, in which case the offeror must have a physical site within at least one of the counties/zip codes identified in that catchment area.

An offeror 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 physical site located within the geographic area identified in Section B. If the offeror is unable to provide a service identified in Section B and does not identify/subcontract with someone to provide the service, the offeror 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 Blanket Purchase Agreement with multiple offerors, the Government reserves the right to award a single offeror.

The term for this Blanket Purchase Agreement is twelve (12) months with a start date of October 1, 2024, with a provision that shall allow the Government to unilaterally extend the agreement for an additional four (4) years, at four (4) twelve (12) month intervals, at the Government's discretion.

Proposals are due by July 8, 2024, at 5:00 p.m. Proposals shall be e-mailed in pdf format to TXEPml\_Treatment\_Services\_Team@txep.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 offeror to confirm the government's receipt of the proposal.

All proposals must be signed by a representative authorized to commit the offeror to contractual obligations. Electronic signatures are accepted.

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

Sincerely,



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Andrea Van Ness  
U.S. Probation Officer  
Contracting Officer



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Simone Norman  
U.S. Probation Officer  
Contracting Officer



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Wesley Basham  
U.S. Probation Officer  
Contracting Officer

**FY 2025 Vendor Conference**  
**June 13, 2024 @ 10:00 a.m.**

## **Microsoft Teams** [Need help?](#)

### **Join the meeting now**

Meeting ID: 277 165 816 106

Passcode: XgamqT

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### **Dial in by phone**

[+1 936-304-2220,,848268434#](tel:+19363042220848268434) United States, Huntsville

[Find a local number](#)

Phone conference ID: 848 268 434#

### **Join on a video conferencing device**

Tenant key: teams@meet.vc.uscourts.gov

Video ID: 118 764 505 5

[More info](#)

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)