

*The United States Probation and Pretrial Services Office for the Southern District of Georgia procures substance abuse treatment and urine collection services, mental health treatment services, sex offender treatment services, and polygraph services for federal defendants and offenders, using Blanket Purchase Agreements.*

## **INSTRUCTIONS FOR COMPLETING THE REQUEST FOR PROPOSAL (RFP)**

Please read each RFP carefully; do not rely on knowledge of previous RFPs, or knowledge of previous federal procurement procedures. Our agency will make every effort to assist providers who express an interest in performing services for our agency.

Proposals will be awarded on the basis of initial offers submitted, and each offer should contain your organization's best terms from a price and technical standpoint. There may not be an additional opportunity to modify your proposal.

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 print the RFP, answer fully each item, and supply all required information. Please pay particular attention to **SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS** and **SECTION M – EVALUATION FACTORS FOR AWARD**, as this provides detailed instructions on completing the RFP and submitting all required documentation.

For all proposals, **an original and TWO COPIES (all originally signed)** must be received by the Contracting Officer in our **SAVANNAH OFFICE** no later than 4:00 p.m. local time on the date specified in Section A.6 of Page 1 of the RFP. Any RFPs received at 4:01 p.m. local time on the date specified, or later, will not be considered. Only RFPs delivered by U.S. Mail, delivery service, or by hand will be accepted. No electronic submissions will be accepted. **Please do not submit proposals in binders or notebooks. The RFP must be submitted in its original form. Do not modify it in any way.**

A copy of the RFP should be retained by your office for your files.