

*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 answer fully each item, and supply all required information. ***Please pay particular attention to Section B – "SUPPLIES OR SERVICES AND OFFEROR'S PRICES," Section C – "DESCRIPTION/STATEMENT OF WORK," Section L – "INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS," and Section M – "EVALUATION FACTORS FOR AWARD," as they provide what will be expected of the awarded vendor and detailed instructions on completing the RFP and submitting all required documentation.***

Your **signed proposal** 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. RFPs may be submitted via email to the Contracting Officer's email address specified in Section A.5 or delivered by U.S. Mail, delivery service, or by hand to the address specified in Section A.6. **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.