

VENDOR CHECKLIST FOR GUIDANCE IN RESPONSE TO THE BPA SOLICITATION

This is not an all-inclusive checklist of steps for completing the Blanket Purchase Agreement but should serve as a helpful tool to help guide you through the process.

NOTE: It is important that you read the Blanket Purchase Agreement in its entirety. It is the preparer's responsibility to ensure that it is prepared in accordance with the instructions and conditions listed in Section L.

Section A:

_____ Complete boxes 11-15. If submitting in hard copy format, the original signed document is required on both copies that are submitted. If submitting in electronic format, only one copy is required with a verified digital or scanned original signature.

Section B:

- _____ Verify you can provide services in the counties identified for the catchment area.
- _____ Submit pricing for all 3 fiscal years listed. A unit is 30 minutes, so ensure your pricing reflects this.
- _____ For service items that will be subcontracted, insert the letter "S" along with the price (see Page L-2).
- _____ Note that the Estimated Monthly Quantity provided in this section are historical values only and the government is not bound to these estimates.

Section C:

_____ Any specific local needs will be outlined in this section. Local needs required will be denoted with an asterisk in Section B.

Section E:

_____ Maintain a physical facility that meets all applicable federal, state and local regulations (e.g., building codes).

Section F:

_____ Review the mandatory provisions for providing services to federal offenders and defendants.

Section G:

_____ Review the mandatory requirements regarding fiscal records, submission of invoices and reimbursement/copayments.

Section J:

_____ This contains a list of the forms required for the contractor to use (if applicable) while providing services under the contract. Please DO NOT complete and return any of these forms with your response to the solicitation.

Section K:

_____ Complete sections K.1 and K.2 and return with your response.

Section L:

_____ **This section provides step by step instructions as to how to respond to the treatment services solicitation.**

_____ Attachment A – OFFEROR’S CERTIFICATION OF COMPLIANCE STATEMENT – Please sign this form and submit.

_____ Attachment B – OFFEROR’S BACKGROUND STATEMENT – Prepare and submit a statement addressing the following requirements.

1. Copies of all monitoring reports for the previous 18 months from all federal, state, and local agencies for the locations solicited.
2. Indicate the site at which the offeror and any proposed subcontractors intend to provide services within the catchment area.
3. Include copies of all applicable business and/or operating licenses as required by state and local laws and regulations as applicable to the catchment area.
4. Include copies of compliance with all federal, state, and local fire, safety, and health codes.

_____ Attachment C – OFFEROR’S STAFF QUALIFICATIONS – List staff qualifications and sign the certification. **NOTE: It is important that all applicable certifications are checked on this form.**

_____ Attachment D – OFFEROR’S REFERENCES – Provide a list of at least 3 references and submit.

Section M:

_____ Review this section to better understand how vendors will be awarded. You are not required to complete this section.

-----**IMPORTANT**-----

Your Blanket Purchase Agreement Package **must** be received in the U.S. Probation Office at the address listed on page A-1, section 6, **NO LATER THAN the date listed on page A-1, section 6.**