

UNITED STATES PROBATION OFFICE
UNITED STATES DISTRICT COURT
DISTRICT OF VERMONT

Burlington, VT 05402-0432

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PARISH J. GIBSON
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July 15, 2026

RFP SOLICITATION COVER LETTER

The United States District Court for the District of Vermont is soliciting proposals to provide substance abuse treatment services in Rutland County (0210-27-04SA).

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 pretrial release, probation, supervised release, or parole, who are under supervision of the United States Probation Office.

In regard to the urine collection project code, it should be noted 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) can be found at www.vtp.uscourts.gov/solicitations. The Request for Proposals (RFPs) contain 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.

If you have any questions regarding the RFP, please submit your questions in writing to Alisha Waite at Alisha_Waite@vtp.uscourts.gov.

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 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.

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 until the end of the fiscal year, September 30, 2027, 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 5:00 pm on August 14, 2026. Proposals shall be e-mailed in pdf format to Alisha Waite at Alisha_Waite@vtp.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,

A handwritten signature in black ink that reads "Alisha Waite". The signature is fluid and cursive, with the first name "Alisha" and last name "Waite" clearly distinguishable.

Alisha Waite
U.S. Probation Officer
Contracting Officer