



## Court Services and Offender Supervision Agency for the District of Columbia

*Management and Administration  
Procurement Management Staff*

July 02, 2008

All Interested Parties

Subject: Psychological Support Services, Solicitation CSOSA-08-R-0020

Attached is solicitation number CSOSA--08-R-0020 which seeks contractors capable of providing various psychological services in support of the Court Services and Offender Supervision Agency's Re-Entry and Sanction Center (RSC). Offerors shall be capable of conducting psychological evaluations, administering psychological test, providing group psychological intervention and conducting psychological training. All services offered shall be in accordance with the attached solicitation terms and conditions.

The agency will conduct a structured site visit of the RSC on **Monday, July 14, 2008 at 1:30 P.M.**, in the 1<sup>st</sup> floor administrative staff conference room. The RSC is located at 1900 Massachusetts Avenue, SE, Washington D.C. 20003. The facility is in the vicinity of the District of Columbia (DC) jail and the former DC General Hospital. Participation in this site visit is not mandatory but is encouraged. Questions will not be allowed at the site visit.

Questions regarding this Request for Proposal (RFP) must be submitted in writing via e-mail or fax only to my attention no later than **Wednesday, July 16, 2008 at 3:00 PM** Eastern Standard Time (EST). You may email questions to [elijah.anderson@csosa.gov](mailto:elijah.anderson@csosa.gov) or fax them to (202) 220-5711.

Offerors must submit proposals in response to solicitation CSOSA-08-R-0020 prior to **July 29, 2008 at 2:00 P.M. EST (local)**. Proposals received after this date and time will be considered late and will not be considered for award. The Government requests proposals remain valid for a period of up to 180 days after submission.

You are hereby requested to submit your technical and price proposals in accordance with the solicitation **SECTION 8.3 – Technical and Price Proposals**. Interested parties shall provide the Agency with all information required in sections 8.0 through section 8.6. Failure to provide all required information could result in your proposal not receiving full consideration.

The Agency will issue any and all amendments to this solicitation using only the Federal Business Opportunities (FBO) website at [www.fbo.gov](http://www.fbo.gov). It is the offeror's responsibility to monitor the FBO website for solicitation changes.

**Each Offeror must complete and return with their proposal the Representations and Certifications at section 7.3.11 of the solicitation.** An offeror shall complete only paragraph (b) of section 7.3.11 if the offeror has completed the annual Representations and Certificates (R&C) electronically at <http://orca.bpn.gov>. The offeror must identify in their proposal if their R&S are available through the Online Representations and Certifications Application (ORCA) system. Failures to return the R&C in section 7.3.11 with an offeror's proposal or updating them in the ORCA system could result in the Offeror's proposal being identified as non-responsive and not available for contract award selection.

The Agency reserves the right to award the contract without discussions. Therefore, all proposals should be prepared as your organization's final proposal revision. The offeror shall submit one (1) original and three (3) copies of both the technical and price proposals. Offerors are reminded to make sure that a response to the "Representative Scenario" in section 8.3(a)(1)B is provided with the offeror's technical proposal. Your proposal must be submitted to the following address:

Court Services and Offender Supervision Agency  
Office of Procurement, Attention: Elijah Anderson  
633 Indiana Avenue, NW, Suite 880,  
Washington, D.C. 20004-2902

Prospective offerors are cautioned against discussing the preparation of their offer with Government personnel other than the contracting officer identified below. Such discussion, when verified, is a violation of Federal Procurement Regulation and may result in non-consideration of an offer.

Should you have any question, please contact me at (202) 220-5747. We thank you for your interest in this solicitation and look forward to receiving your proposal.

Sincerely,



Elijah Anderson  
Contracting Officer