

# GUIDANCE FOR RESPONDING TO A NON-COMPETITIVE SOLICITATION

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The following guidance is not meant to cover every area of the solicitation; it is simply a brief checklist before submitting your response. **Section L – Instructions, Conditions, and Notice to Offerors - of the solicitation provides step by step instructions as to how to respond to the treatment services solicitation.**

## **Section A**

- Complete boxes 11 thru 15. Electronic signatures are acceptable in the following format only:



## **Section B**

- Verify you can provide services in the catchment area identified.
- If you are utilizing a subcontractor for some services, place an "S" next to that service.
- The prices submitted must reflect the requirements of the Statement of Work for each project code requested as well as all terms and conditions of the contract that relate to that service item.
- The District of South Dakota provides all UA cups and pays for shipping and testing.
- A unit is 30 minutes - pricing for groups and individuals should reflect this. The typical individual session is 2 units (60 minutes) and the typical group session is 3 to 4 units (1.5 hours to 2 hours).

## **Section C**

- Outlines the statement of work for the services requested and any local needs required.

## **Section D**

- Not Applicable.

## **Section E**

- Mandatory requirement that the contractor's facility be compliant with all federal, state, and local regulations (building codes).

## **Section F**

- Mandatory provisions for providing services to federal defendants and persons under supervision.

## **Section G**

- Mandatory requirements regarding fiscal records, submission of invoices, reimbursements, and copayments.

## **Section H**

- Special agreement requirements.

## **Section I**

- Required clauses.

## **Section J**

- 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.*

## **Section K**

- Complete K.1, K.2(d), (e), (f) and return with the solicitation.

## **Section L**

- Read this section thoroughly. Please **DO NOT** re-type the attachments or return them in duplex format.
  - **Attachment A** – please sign and submit. Separate certification statements are required for each subcontractor.
  - **Attachment B** – list the full address(es) of each performance site where services will be provided within the catchment area.
  - **Attachment C** – List staff qualifications by project code and if applicable sign the certification. Please use chart that is included in Attachment C

**For a Non-Competitive solicitation, only the following documents need to be returned:**

- 1. A signed AO367, Section A, Solicitation/Offer/Acceptance**
- 2. Section B pages containing required services and your proposed unit pricing**
- 3. Attachment A – Completed and signed**
- 4. Attachment B – Completed and signed**
- 5. Attachment C – Completed and signed**
- 6. Section K**

*We do not need the following:*

- *A copy of the entire solicitation*
- *Background investigation documents*
- *Monitoring reports for a different service within the catchment area or monitoring reports from another catchment area*

