

GUIDANCE FOR RESPONDING TO A NON-COMPETITIVE SOLICITATION

The following guidance is not meant to cover every area of the solicitation; it is simply a brief checklist before submitting your response.

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 (see page L-2).
- ✓ 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

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

Section E

- ✓ Mandatory requirements regarding fiscal records, submission of invoices, reimbursements and copayments.
- ✓ Complete E.6 and return with the solicitation.

Section F

- ✓ Mandatory provisions for providing services to federal offenders and defendants.