

GUIDANCE FOR RESPONDING TO A BPA 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 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.
- ✓ Submit pricing for all three years.
- ✓ If you are unable to provide a required service either directly or through a subcontractor, you will be evaluated as technically unacceptable.
- ✓ 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 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 offenders and defendants.

Section G

- ✓ Mandatory requirements regarding fiscal records, submission of invoices and reimbursement/copayments.

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

- ✓ Please complete sections K.1 and K.2 and return with your response.

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

Attachment B – prepare a Background 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 if applicable to the catchment area.
4. Include copies of compliance with all federal, state, and local fire, safety and health codes. Please indicate if your agency is not subject to comply with these codes.

Please Note - It is simply not enough to state that you will comply with the requirements.

Attachment C – List staff qualifications and if applicable sign the certification.

Attachment D – Provide three references from different vendors that are knowledgeable about the service(s) you provide. References will be called prior to award.