

**Open Market  
Lowest Price, Technically Acceptable**

***Request for Quotation***

RFQ Number: 0869-2026-PR-MRT

Request Date: July 9, 2025

To: VENDORS

This is a request for **Open Market Pricing**.

Quotes should be emailed to [treatment\\_services@sdp.uscourts.gov](mailto:treatment_services@sdp.uscourts.gov) or mailed to the below listed address by August 6, 2025, **at 5:00 pm CST**. Hand carried quotes must be delivered by the same time at 314 S Main Avenue, Suite 100, Sioux Falls, South Dakota 57104 to Brooke Richards. **Submit a technical proposal describing your approach and project management in accordance with the attached statement of work.** Use the attached quote sheet to state the price quotation, broken down into the line items as listed.

**A fixed price award from this competitive RFQ will be made based on the lowest priced, technically acceptable offer.**

Questions concerning this RFQ should sent to [treatment\\_services@sdp.uscourts.gov](mailto:treatment_services@sdp.uscourts.gov). Questions concerning this RFQ must be submitted by July 23, 2025.

Services are to be performed at Pine Ridge, South Dakota.

Sincerely,

Brooke Richards  
Contracting Officer

Attachment

Quote Sheet for RFQ Number: 0869-2026-PR-MRT

Pricing Table for Services

Item No.	Description	Est. Qty of Units Per Month	Unit Price	Extended Price
1	3122 – Manualized Cognitive Behavioral Group	15		
2	3202 – Client Transportation Expenses	UNK	JTR*	
3	3501 – Administration Fee for Client Reimbursement	UNK	1% of monthly expenditure (contingency management)	
			<b>TOTAL</b>	

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
DUNS number

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
Discount Terms or Net 30?

***\*Unit: Per mile reimbursed at prevailing rate established by Judiciary Travel Regulations for employees of the Judicial Branch of the Government.***

## **STATEMENT OF WORK (SOW)**

**The offeror shall:**

- **prepare and submit as part of its offer, a technical proposal describing the offeror's approach and project management of this solicitation in accordance with this statement of work.**
- **prepare and submit a list of all staff performing services under any resultant contract. The offeror shall include the name, title, duties that will be performed under any resultant agreement by numeric project code, education, experience, and credentials (licenses and certifications) for all proposed staff members who will be performing services under any resultant agreement.**
- **prepare a monthly invoice to be submitted to the USPO to arrive not later than the tenth (10<sup>th</sup>) day of the month for services provided during the preceding month.**

### **Project Codes –**

#### **Project Code 3122 - Cognitive Behavioral Treatment (CBT) - Unit: per 30 minute session**

(a) **Project Code Description**

The goal of this intervention is to change the way offenders think, hence changing the way they behave. More specifically, CBT restructures an offender/defendant's thought patterns while simultaneously teaching pro-social skills. This type of intervention is effective in addressing criminogenic needs such as anti-social values and low self-control. This project code may also be used for the purchase of CBT manuals/training materials. It should NOT be used to conduct training to become a CBT facilitator. Officers must determine the defendant's or offender's primary underlying issue when deciding what project codes and BOC are appropriate. The district may specify which manualized CBT curriculum is to be used. Groups may be closed or have rolling admission.

Referrals should include the client's relevant background information, including an offender's presentence report or a defendant's pretrial services report, and any other information deemed necessary for effective service delivery.

Vendor requirements include background statements, staff qualifications and restrictions (as detailed in the statement of work), co-payments, reporting of no shows, defendant/offender records, disclosure requirements, chronological records, case staffings, vendor reports, vendor testimony, and monitoring. Despite this service operating as a fixed curriculum, it is considered severable based on the fact that the defendant/offender is receiving a benefit from each session taught. The service should be

invoiced monthly based on the number of sessions attended for that month. Units should be broken down according to the time involved for each session.

The **probation form 45 / program plan** should be attached to the contract document, e.g. purchase order, contract award or purchase card obligating document. The probation form 45 does not replace the obligating document. The program plan identifies vendor services to be provided to the client and billed to the government under the terms of this contract document. The plan may contain amendments. Including a client's educational and employment history in the referral is sufficient.

USPO/USPSO prepares the probation form 45 during or immediately after any case staffing conferences. The probation form 45 along with the contract document authorizes the vendor to provide services to the client. The USPO/USPSO shall modify the contract and amend the probation form 45 when changing the services the vendor is performing, including the frequency and co-payment amounts.

(f) Statement of Work

The CO should insert the following project code description, vendor requirements, SOW and deliverables for the respective project code - the portion of the description below that is enclosed in quotation marks - in each solicitation and the resulting purchase order, BPA call or contract award.

**“Statement of Work** - The vendor shall provide manualized cognitive behavioral group led by a trained facilitator as defined below. The groups shall offer a structured approach to a specific component of an intervention plan and address the criminal thinking component of a client. Curriculum materials should: contain opportunities to practice newly learned behavior; include an articulated theory and evidence supporting its effectiveness with offenders; be consistent with underlying theory; should be supported by research or evidence of effectiveness; and should employ multiple strategies proven to be effective in teaching prosocial skills to offenders; and should be grounded in behavioral, social learning and cognitive approaches. Examples of this type of group are Moral Reconciliation Therapy and Thinking for a Change, Problem Solving Skills in Action, Choices and Changes, and The Change Companies. Groups may also include a structured contingency management system to encourage participation, reward timeliness etc. See Administrative Fee, Project Code 3501.

This service is provided **by licensed/certified/credentialed individuals** who possess the recognized **credentials/qualifications** of, and fulfills the standards of practice established by, his/her professional regulatory body for the purpose of that field. The employer should have appropriate licenses and certifications so that staff qualifications may apply.

The vendor shall ensure:

- A **trained facilitator** successfully completes the training for the specific manualized CBT program being utilized. Vendors may secure certification in the curriculum post-award but before services commence. The completion of such

training shall be documented. A trained facilitator shall not be required to have clinical oversight.

- Practitioners prepare treatment plans that include (1) short and long-term measurable goals and objectives the clients will be attempting to achieve; (2) type and frequency of services to be received; (3) specific criteria for program completion and the anticipated time-frame; and (4) no less than every 90 days documentation of treatment plan review (including client input) documenting continued need for treatment. The plan shall include information on family and significant other involvement (community support programs, etc.). Note: treatment plan shall be attached to the monthly progress report provided to the USPO/USPSO after every revision but at least every 90 days;
- Only face-to-face contacts between practitioner and clients (or family) are invoiced;
- A discharge summary shall be submitted to the USPO/USPSO within 15 business days of termination. That summary shall include a reason for discharge, prognosis and any recommendations for future care. In all cases, the discharge status (e.g., successful discharge, unsuccessful discharge, interruption of treatment) shall be clearly stated; and
- That the vendor contacts the USPO/USPSO within 24 hours if the client fails to report for appointments or fails to participate, and that any such conduct is documented in writing to the USPO/USPSO.

The client's signature is required before releasing any information regarding the client or the defendant's/offender's services and progress to the USPO/USPSO. The vendor shall obtain the client's and USPO/USPSO's signature prior to the client's first appointment with the service/treatment provider. The authorization to **release confidential information** shall be captured on the [Probation Form 11G](#) and/or [PSA Form 6](#).

Below are the vendor's **staff requirements and restrictions**. Failure to comply with the terms and conditions below could result in termination of this contract.

- The vendor shall advise of any current staff member currently under pretrial services, probation, parole, mandatory release, or supervised release (federal, state, tribal or local) and the nature of the offense to the USPO/USPSO.
- The vendor and its employees shall:
  - Avoid compromising relationships with defendants/offenders;
  - Report any such improprieties or the appearance thereof immediately to the USPO/USPSO or designee; and
  - Report to the USPO/USPSO or designee any investigations, pending charges, arrests and/or convictions related to a criminal offense by staff performing services under this contract within 48 hours of obtaining such knowledge.
- The vendor shall notify the USPO/USPSO in writing of any staff changes and provide documentation of any required licensing, certification, experience, and education requirements.

Concerning the defendant/offender files, records and conferences, the vendor shall:

- Maintain a secure filing system of information on all defendants/offenders to whom the vendor provides services under this contract. If information is maintained electronically, the vendor shall make a hard copy of all files available for review immediately upon request of the USPO/USPSO or designee.
- Segregate client files from other vendor records. This will facilitate monitoring and promote client confidentiality.
- Keep a separate file for each client.
- Create a separate file when a client on pretrial services supervision is sentenced to probation supervision, but continued in services with the vendor. The vendor may copy any information relevant from the pretrial services file and transfer it into the probation file, except for information covered under the Pretrial Services Confidentiality Regulations. The vendor and its subcontractors are authorized to access criminal history information available in pretrial services or probation records that have been provided by the USPO/USPSO. This information is provided solely for the purpose of providing services under this contract. Any unauthorized re-disclosure of this information may result in termination of this contract.
- Keep all client records for three years after the final payment is received for Government inspection and review, except for the following:
  - Appeals under subsection 4. Disputes, in Section I, or
  - Litigation or settlement of claims arising out of the performance of this contract, until final disposition of such appeals, litigation, or claims.
- At the expiration of the performance period of this contract, the vendor shall provide the USPO/USPSO or designee a copy of all client records that have not been previously furnished, including copies of chronological notes. **Chronological notes** should:
  - Record all contacts (e.g., face-to-face, telephone) with the client including collateral contacts with employers, USPO/USPSO and others. Records shall document all notifications of absences and any violation behavior.
  - Be current and available for review by the USPO/USPSO or designee and by the Probation and Pretrial Services Office (PPSO) at the Administrative Office.
  - Chronological notes shall be legible and up-to-date

To meet the **disclosure requirements** for this project code, the vendor shall disclose client records upon request of the USPO/USPSO as well as make its staff available to the USPO/USPSO to discuss issues of a client. The government agrees to provide any necessary consent forms that the federal government or federal, state or local law requires for information the probation or pretrial services officer would seek from the vendor (e.g., [Probation Form 11G](#) and/or [PSA Form 6](#)). The vendor shall ensure that all persons having access to or custody of client records follow the disclosure and confidentiality requirements of this contract and all applicable state and federal law. The vendor shall notify USPO/USPSO immediately upon receipt of legal process requiring disclosure of client records.

The vendor shall not disclose “pretrial services information” concerning pretrial services clients. “Pretrial services information,” as defined by the “Pretrial Services Confidentiality Regulations,” is “any information, whether recorded or not, that is obtained or developed by a pretrial services officer (or a probation officer performing pretrial services duties) in the course of performing pretrial services.” Pretrial Services [Confidentiality Regulations \(Guide, Vol. 8A, §240.20\)](#).

Generally, any information developed by an officer performing pretrial services that is shared with the vendor will be confidential pretrial services information. Only a judicial officer or a Chief USPO/USPSO may authorize disclosure of pretrial services information to a third party pursuant to the Pretrial Services Confidentiality Regulations. Any doubts about whether a potential disclosure concerns pretrial services information must be resolved by consultation with the USPO/USPSO.

The vendor and its subcontractors are authorized to access criminal history information available in pretrial services or probation records that have been provided by the USPO/USPSO. This information is provided solely for the purpose of providing services under this contract. Any unauthorized re-disclosure of this information may result in the termination of this contract.

The price of **case staffing conferences** and consultations are included in the unit prices listed in each project code description. Upon USPO/USPSO referral of a client to the vendor, the vendor shall consult and meet as requested by the USPO/USPSO.

**Vendor reports** shall include specific/measurable goals and objectives with target completion dates that are periodically reviewed. The reports should provide a written recommendation as to whether or not a client's vocational services shall be continued or terminated. If the vendor recommends service termination, the vendor shall provide a reason for this recommendation in the written report (i.e., whether the client responded to vocational treatment/service and is no longer in need of services, or whether the client failed to respond to program interventions).

The vendor, its staff, employees and/or subcontractors shall provide **vendor testimony** by:

- Appearing or testifying in legal proceedings convened by the federal court or Parole Commission only upon order of the federal court with jurisdiction, and a request by the United States Probation and Pretrial Services Offices, United States Attorney's Offices, or United States Parole Commission, or in response to a subpoena.
- Providing testimony including but not limited to a client's: attendance record; general adjustment to program rules; type and frequency of services; and response to services;

The vendor shall receive reimbursement for subpoenaed testimony through the Department of Justice based on its witness fee and expense schedule. The vendor must receive the necessary consent/release forms required under federal, state or local law from the Government.

The vendor shall not create, prepare, offer, or provide any opinions or reports, whether written or verbal that are not required by this statement of work unless such action is approved in writing by the Chief US Probation Officer or Chief US Pretrial Services Officer.

Regarding **co-payments**, if ordered, the vendor shall:

- Collect any co-payment authorized on the program plan /probation form 45 and deduct any collected co-payment from the next invoice to be submitted to the government;
- Provide bills and receipts for co-payments to clients. The vendor shall keep an individualized record of co-payment collection, make it available for USPO/USPSO review, and have systems in place to both follow-up on collection of outstanding amounts and to resolve any discrepancies in amount owed;
- Document within the monthly progress report any co-payment received or whether the expected co-payment was not provided, as well as the amount of any outstanding balance;
- Inform the USPO/USPSO within 3 business days of a client's failure to make a total of 3 consecutive scheduled co-payments.
- Reimburse the Government in the event a vendor has received a co-payment and not credited it as an offset to a bill for services sent to the government (e.g., a defendant or offender provides a co-payment after the service was rendered or after the account has been closed).

**Deliverable(s):**

- A discharge summary shall be submitted to the USPO/USPSO within 15 business days of termination. That summary shall include a reason for discharge, prognosis and any recommendations for future care. In all cases, the discharge status (i.e. successful discharge, unsuccessful discharge, interruption of treatment) shall be clearly stated.
- **Monthly Progress Treatment Report**, (Probation Form 46R – Attachment 2). The monthly treatment progress reports shall be typed reports submitted along with the monthly invoice and any other required supporting documents for the month for which the vendor is invoicing. The report shall:
- Summarize client's activities during the month, lists attendance dates, and accompanies the monthly invoice.
- Document client progress (e.g., adjustment, responsiveness, significant problems, employment).
- Reflect any changes in the contract and probation form 45/program plan;
- Report any co-payment received or whether the expected co-payment was not provided, as well as the amount of any outstanding balance."

**Project Code 3202 - Client Transportation Expenses**

(a) Project Code Description

This service is provided to eligible defendants and offenders who the USPO/USPSO determines are unemployed or unable to pay for transportation. Client transportation should not exceed 90 days, unless an extension is deemed appropriate by the unit executive. Services may not exceed one year. This service is for transportation to and from reentry services or to facilitate new employment opportunities. To assist



populations in rural areas, a vendor could provide group transportation for multiple defendants or offenders to and from evidence-based interventions, excluding mental health and substance abuse. The billing unit is the actual cost for public transportation passes or mileage reimbursement to the vendor at the prevailing rate established by judiciary staff travel regulation per mile.

- (b) If mileage is being invoiced, a Probation Form 17, Daily Travel Log is required for documentation and verification. Mileage reimbursement cannot exceed the price of public transportation via the most direct route.

### **Project Code 3501 - Administrative Fee (Co-pay/Contingency Management)**

#### **Project Code Description**

This project code can be used with the appropriate aforementioned project codes as applicable. The vendor may charge an administrative fee which is a reasonable monthly fee, to administer the collection of fees from clients, not exceeding five (5) percent of the monthly funds collected. The vendor may also charge a fee for reimbursement, based upon actual costs, for a contingency management system supporting CBT (Project Code 3122), but not exceeding one (1) percent of the monthly expenditure. The contingency management system may not include monetary/cash rewards.

## **LOCAL SERVICES -**

### **3122 COGNITIVE BEHAVIORAL TREATMENT**

In addition to the information in the Statement of Work requirements, the following information should be included in the 90-day treatment plan (Quarterly Treatment Plan) for project code 3122 3710, and 3720.

- Identification of the PCRA risk level and the dynamic criminogenic needs identified by the PCRA that must be targets of the treatment program.
- Exact planned intervention strategies the vendor intends to implement to address the supervisee's criminogenic risks.
- The current responsivity factors of the supervisee.
- Identification of any new offenses the supervisee has been charged with since the previous Quarterly Treatment Plan.
- Short and long-term behavior change the vendor and the supervisee are seeking to influence in the supervisee.
- The supervisee's expectations of the treatment services.
- Identification of the anticipated involvement of family, supportive collateral contacts, and community support entities.

The curriculum used for Manualized Cognitive Group must be the Change Companies Getting It Right curriculum or Moral Reconciliation Therapy by Correctional Counseling, Inc. The vendor shall provide each participant with a participant workbook. The cost of the workbook shall be incorporated into the

unit cost. The U.S. Probation Officer reserves the right to select which of the curriculums the vendor must utilize.

Group size shall be two (2) or more defendants/persons under supervision but no more than twelve (12).

On a case-by-case basis, telemedicine may be authorized to provide services outlined within this Statement of Work. The use of telemedicine is authorized only after the vendor and the USPO/USPSO staff the individual defendant's/person under supervision's case, determine he/she is appropriate for treatment via telemedicine, determine which specific services are appropriate via telemedicine, and it is approved by the district's contracting officer or designee.

**NOTE: The use of telemedicine is for the benefit of the Judiciary and not the convenience of the vendor. The use of telemedicine is not in lieu of the vendor's ability to provide services in-person when appropriate. This requirement is not in lieu of the provisions which require the vendor (and any proposed subcontractor) to maintain an acceptable facility located within the defined catchment area.**

- (1) The vendor is authorized to provide specified services via telemedicine, which includes providing health care delivery, assessment, diagnosis, consultation, and treatment and the transfer of medical data through interactive audio, video, or electronic/data communications. The vendor must adhere to and meet the same legal, ethical, and confidentiality standards when providing telemedicine. The vendor shall also obtain consent of the defendant/person under supervision before the delivery of telemedicine services and shall include documentation of the same in the individual's treatment record.
- (2) In situations in which more than one person is in attendance, to ensure confidentiality for each session, the vendor shall require that each person verify that he or she is the only person on that line and that no person who is not part of that treatment group is listening. Each participant will CC also enter into a confidentiality agreement before being allowed to participate in treatment by telephone.
- (3) To verify that services were performed, the vendor shall complete the Monthly Sign- In Log with all necessary information; however, the vendor shall print the defendant's/person under supervision's name within the signature field, and the comment section shall reflect the means in which the session was conducted (i.e. teleconference, video conference, internet).
- (4) For de-escalation, if an emotionally charged topic was discussed or the defendant/person under supervision appears emotionally agitated, the vendor shall follow up with additional contact later in the day to ensure that the defendant/person under supervision has successfully de-escalated. The vendor shall also remind the defendant/person under supervision to reach out to his or her social support system at any time.

To verify services were performed, the vendor shall complete the sign in log with the defendant/person under supervision's name, date of session, time the session began and concluded and that the session was conducted telephonically. The assigned officer will follow up with the defendant/person under supervision to ensure the session was completed.

To ensure confidentiality for each session, the provider shall require that each participant verify that he

or she is the only individual on that line and no person who is not part of that treatment group is listening. Additionally, each participant will sign a confidentiality agreement before being allowed to participate in treatment.

The vendor must have the ability to provide services to the defendants/persons under supervision between 6:00 p.m. and 9:00 p.m. Monday through Friday if necessary, to meet the needs of the defendants/persons under supervision.

The vendor shall provide telehealth services at the remote location in a facility, which is located within the identified catchment area, that meets the confidentiality requirements of the RFP.

## **APPLICABLE JUDICIARY TERMS AND CONDITIONS**

### **1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

(end)

### **2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:**

<input type="checkbox"/>	Clause 2-50	Continuity of Services (JAN 2003)
<input type="checkbox"/>	Clause 2-60	Stop-Work Order (JAN 2010)
<input checked="" type="checkbox"/>	Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
<input type="checkbox"/>	Clause 3-175	Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
<input type="checkbox"/>	Clause 6-20	Insurance – Work on or Within a Judiciary Facility (APR 2011)
<input type="checkbox"/>	Clause 7-55	Contractor Use of Judiciary Networks (JUN 2014)
<input type="checkbox"/>	Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
<input checked="" type="checkbox"/>	Clause 7-115	Availability of Funds (JAN 2003)

### ***Clauses for Products***

<input type="checkbox"/>	Clause 2-35	F.o.b. Destination, Within Judiciary's Premises (JAN 2003)
<input type="checkbox"/>	Clause 2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
<input type="checkbox"/>	Clause 2-135	IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)
<input type="checkbox"/>	Clause 6-85	Commercial Computer Software License (APR 2013)
<input type="checkbox"/>	Clause 6-105	California E-Waste Fee (APR 2013)
<input type="checkbox"/>	Clause 7-115	Availability of Funds (JAN 2003)

**3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):**

\_\_\_\_ Clause 2-90C    Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than \_\_\_\_ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(end)

\_\_\_\_ Clause 2-90D    Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than \_\_\_\_ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*, provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least \_\_\_\_ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed \_\_\_\_\_ (months) (years).

(end)

**4. Incorporation of Department of Labor Wage Rate Determination**

*(If the estimated cost is over \$2,500 attach the current applicable Department of Labor wage rate determination.)*

**5. Solicitation Provision**

The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

X Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the

appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

### **Solicitation Provisions Incorporated by Reference**

- \_\_\_\_ Provision 2-70      Site Visit (JAN 2003)
- \_\_\_\_ Provision 2-85A      Evaluation Inclusive of Options (JAN 2003)
- \_\_\_\_ Provision 3-135      Single or Multiple Awards (JAN 2003)

### **Solicitation Provisions for Products**

- \_\_\_\_ Provision 2-100, Brand Name or Equal (APR 2013)

### **Additional Solicitation Provisions**

- X Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firm fixed price (*unless otherwise approved by PMD*) type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

NOTE: Offerors not registered in the System for Award Management ([www.sam.gov](http://www.sam.gov)) must complete and return the following information.

The prospective vendors referred to as offerors need to fill in the requested information below.

- X Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

- (b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):* \_\_\_\_\_

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

☐ sole proprietorship;

☐ partnership;

☐ corporate entity (not tax-exempt);

☐ corporate entity (tax-exempt);

☐ government entity (federal, state or local);

☐ foreign government;

☐ international organization per 26 CFR 1.6049-4;

☐ other \_\_\_\_\_.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is ☐, is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

☐ Women Owned Business

☐ Minority Owned Business (if selected, then one sub-type is required)

☐ Black American

☐ Hispanic American

☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)

☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

[ ] Individual/concern, other than one of the preceding.

(end)

\_\_\_\_ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

#### CERTIFICATION

The offeror [ ] does [ ] does not certify that –

(1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

- (d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

\_\_\_\_ Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

- (a) The offeror shall check following certification:

CERTIFICATION

The offeror [ ] does [ ] does not certify that –

- (1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;
  - (2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An “established catalog price” is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An “established market price” is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;
  - (3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and
  - (4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.
- (b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.
- (c) If the offeror does not certify to the conditions in paragraph (a) of this provision—



- (1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and
- (2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.
- (d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(end)