



**UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH DAKOTA  
PROBATION & SERVICES OFFICE**

Lynn M. Bowers  
Chief Probation & Pretrial Services Officer

314 S. Main Ave.  
Sioux Falls, SD 57104-6474  
(605) 977-8900

July 1, 2022

**SOLICITATION FOR SECOND CHANCE ACT SERVICES**

Dear Vendors:

1. This is a solicitation for proposals to enter in a Blanket Purchase Agreement (BPA) for Second Chance Act services for the District Court of South Dakota. Services are to be performed in Pierre, SD.
2. The Court intends to award BPA(s) to one or more contractor found to meet the court's qualification requirements detailed in the attached statement of work. BPA(s) issued under this solicitation may have an ordering period up to one year.
3. The Court reserves the right not to make any awards as a result of this solicitation. Award of a BPA does not guarantee that the contractor will receive orders for any particular aggregate dollar value, or in fact any orders at all, for second chance act services.
4. Contractors responding to this solicitation should carefully review the statement of work, the minimum qualifications required and the BPA terms and conditions, all of which will be incorporated into any blanket purchase agreement and resulting call awarded under this solicitation.
5. Contractors wishing to be considered for award of a BPA must provide the following information in response to this solicitation including those requirements detailed in the statement of work below:
  - a) Cover letter listing all enclosed documentation
  - b) A completed pricing schedule services proposed.
  - c) Respondents not in the System for Award Management ([www.sam.gov](http://www.sam.gov)) must provide a completed copy of Provision 3-5, Taxpayer Identification and Other Offeror Information (provided in Attachment 4 - Solicitation Provisions).
6. Any questions regarding this solicitation should be sent via email to [treatment\\_services@sdp.uscourts.gov](mailto:treatment_services@sdp.uscourts.gov) by July 22nd, 2022.

7. Quotes should be submitted by email to [treatment\\_services@sdp.uscourts.gov](mailto:treatment_services@sdp.uscourts.gov) or mailed to the below listed address by 5:00 p.m. Central Time, Friday, August 5th, 2022. Hand carried quotes must be delivered by the same time to 314 S. Main Ave., Suite 100, Sioux Falls, SD 57104.

Sincerely,

Brooke Richards  
Contracting Officer

Attachments:

1. Solicitation Cover Page
2. Statement of Work
3. BPA Terms and Conditions
4. Solicitation Provisions
5. Pricing Schedule

## **SCA SERVICES BPA – Solicitation**

### **A. BACKGROUND**

On April 9, 2008, the Second Chance Act (SCA) of 2007, Pub. L. No. 110-199, was enacted. Section 253 of the Act amended 18 U.S.C. § 3672 to authorize the Director of the Administrative Office of the U.S. Courts (AO) to contract for “treatment, equipment and emergency housing, corrective and preventative guidance and training, and other rehabilitative services designed to protect the public and promote the successful reentry of the offender into the community.” In October of 2008, the Judicial Administration and Technical Amendments Act of 2008, Pub. L. No. 110-406 (October 13, 2008) (JATAA), significantly enhanced courts’ ability to provide interventions for defendants and offenders under 18 U.S.C. 3672 and 3154(4). This expanded the authority for a wide array of interventions with which probation and pretrial services officers might mitigate specific risks and responsivity factors related to their caseloads.

The statute authorizes “providing necessary services to offenders ... in a manner that does not confer luxuries or privileges upon such offenders” (42 U.S.C. § 17501(a)(4)). Additionally, the Act shall not “be construed as creating a right or entitlement to assistance or services for any individual, program, or grant recipient” (42 U.S.C. § 17504). Congress intended the new authority to be exercised judiciously. Courts must be careful stewards of resources used under this authority.

**SOLICITATION 0869-2023**-Click or tap here to enter text.

**B. PRICING SCHEDULE** - This BPA is in effect October 1, 2023 through September 30, 2024. Pricing applicable to work performed during each twelve-month period shall be as shown below.

**Pricing Table for Services**

<b>Item No.</b>	<b>Description</b>	<b>Est. Qty of Units Per Month</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	3710 – Domestic Violence Intervention Group – Unit: per 30-minute session	20	\$ _____ 2023 \$ _____ 2024 \$ _____ 2025	
2	3720 – Domestic Violence Individual Counseling – Unit: per 30-minute session	4	\$ _____ 2023 \$ _____ 2024 \$ _____ 2025	
3	3202 – Client Transportation and Expenses	UNK	JTR*	
4	3401- Vendor Local Travel	UNK	JTR*	
5	3501 – Administrative Fee for Client Reimbursement	UNK	1% of monthly expenditure (contingency management)	
			TOTAL	

\_\_\_\_\_  
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.

## C. STATEMENT OF WORK

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 –3710 - Domestic Violence Intervention Group; 3720 - Domestic Violence Intervention Counseling - Unit: per 30-minute session**

The vendor shall have a written curricula that includes identification of all forms of physical, emotional, economic, sexual, and verbal abuse and violence; the impact of domestic violence on the victim and the abuser; the impact of domestic violence on children including children who are abused and children who witness domestic violence; emphasis on the responsibility of the batterer for his or her violence and abuse; the identification of personal, societal, and cultural values and beliefs that legitimize and sustain violence and oppression; alternatives to violent and controlling behaviors; identification of healthy relationships; the promotion of accountability, self-examination, negotiation, and fairness; the examination of the relationships between substance abuse and domestic violence; the examination of the relationship between mental illness and domestic violence; and the identification of the behavioral, emotional, and physical cues that precedes escalating anger. Curricula may also address treatment readiness.

The minimum duration of the domestic violence intervention program shall be 36 hours during a minimum of 18 weeks. Individual sessions (e.g., intake, orientation, evaluation, and counseling) shall not be included in the required 36 hours and shall be ordered separately under project code 3720. Individual sessions may also be used for family sessions. Longer programs are encouraged when feasible. The curriculum shall be led by a trained facilitator.

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.

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.
- 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](#).

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 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):**

- **Monthly Progress Report**, (Probation Form 46R – Attachment 2). The monthly 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.”
- Monthly invoices should be submitted to the USPO to arrive no later than the tenth (10th) day of the month for services provided during the preceding month.

**Project Code 3202 - Client Transportation Expenses**

- (a) 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. This service is authorized on a probation form 45/program plan ([Attachment J.1](#)) and provided to the vendor.

- (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 3401 - Vendor's Local Travel by Vehicle - Unit: per mile reimbursed at the prevailing rate established by Judiciary Travel Regulations for employees of the Judicial Branch of Government**

- (a) This project code can be used with the appropriate aforementioned project codes as applicable for vendor or staff travel to defendants/offenders' homes or employment or other contract-related travel authorized and approved by the USPO/USPSO on a probation form 45/program plan. The actual miles must be documented on a Probation Form 17, Daily Travel Log. Each mile is reimbursed at the prevailing rate established by the judiciary staff travel regulation.
- (b) 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 and any co-payments. 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.

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

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 –**

### **Telemedicine**

Project Code(s): 3710, 3720

The district is including this local need as a means of addressing unique treatment barriers and needs in the district. On a case-by-case basis, telemedicine may be authorized to achieve these ends. The use of telemedicine is authorized only after the vendor and the USPO/USPSO staff the individual client'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.

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 client before the delivery of telemedicine services and shall include documentation of the same in the individual's treatment record.

In situations in which more than one client is in attendance, to ensure confidentiality for each session, the vendor shall require that each client 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 also enter into a confidentiality agreement before being allowed to participate in treatment by telephone.

To verify that services were performed, the vendor shall complete the sign-in log with the following information:

- The client's name.
- Date of the session.
- The time the session began and concluded.
- Confirmation of the means in which the session was conducted (i.e. teleconference, video conference, internet).

For de-escalation, if an emotionally charged topic was discussed or the client appears emotionally agitated, the vendor shall follow up with additional contact later in the day to ensure that the client has successfully de-escalated. The vendor shall also remind the client to reach out to his or her social support system at any time.

### **Project Code 3710 - Domestic Violence Intervention Group; Project Code 3720 – Domestic Violence Intervention Counseling – Unit: per 30-minute session**

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, the following information must also be included in each Quarterly Treatment Plan:

- 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 vendor must utilize one of the following manualize cognitive behavior domestic violence intervention curriculums:

Achieving Change Through Value-Based Behaviors (ACTV)  
Moral Reconciliation Therapy, Domestic Violence (MRT/DV)

If the curriculum utilized a workbook, the vendor shall provide each participant with a participant workbook. The cost of the workbook shall be incorporated into the unit costs.

The preferred method of treatment is face-to-face group meetings. The vendor is authorized to provide this service via telehealth which includes providing health care delivery, 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 telehealth. Additionally, the vendor shall obtain consent of the defendant/person on supervision prior to the delivery of telehealth services and include documentation of the same in the defendant/person on supervision treatment record.

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 by telehealth. 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 via telehealth.

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.

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

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.

#### **D. BPA TERMS AND CONDITIONS**

- 1. Extent of Obligation.** The Court is obligated under this BPA only to the extent of the call(s) placed by authorized individuals against this agreement. The Contractor is cautioned that accepting BPA calls from anyone other than those authorized by the BPA may result in delay or denial of payment for that unauthorized call.
- 2. Individuals Authorized to Place Calls/Orders and Dollar Limitations.** The individuals authorized to place calls/orders under this Agreement will be identified at the time of award.

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

This BPA incorporates the following clauses by reference, with the same force and effect as if it were given in full text. Upon request, the contracting officer will make the full text available. The full text of the referenced clauses may be accessed electronically at the following web address:

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

(end)

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

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

**5. 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)

**6. 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.)*

**7. Solicitation Provisions**

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)