

The U.S. Probation Office for the Middle District of Florida

RFP Questions and Answers for FY2026

*Q: Is our agency required to have an office within the catchment area, or can we wait to see if we are awarded the bid before we start a new lease?*

A: All agencies are required to have a physical site location within the defined catchment area of the blanket purchase agreement (BPA) when they submit their request for proposal (RFP) paperwork. Each BPA's designated catchment area may be found on the first page of Section B. Your RFP will be considered technically unacceptable and ineligible for award if you do not have a physical site location within the identified catchment area at the time of your submission.

*Q: Our agency had a non-competitive purchase order (NCPO) for treatment services with the U.S. Probation Office. Should our agency use the same rates from the prior NCPO on the RFP paperwork for the BPA?*

A: BPAs are competitive in nature. There will be other agencies submitting RFP paperwork with their best and most competitive pricing. Since the solicitation process is competitive in nature, each offer should contain your organization's best terms from a cost and technical standpoint. BPA awards are based on the lowest priced technically acceptable submission.

*Q: Our agency has a current BPA with the U.S. Probation Office. However, we are going to submit RFP paperwork for a catchment area where we don't have an award. Do we need to submit all our monitoring reports issued by the U.S. Probation Office from the past 24 months for the BPA we currently have, even though it isn't the same catchment area?*

A: No, you would not submit monitoring reports issued by the U.S. Probation Office for a different catchment area. You would only submit the monitoring reports issued to your agency within the past 24 months from any other federal, state, or county agencies for the specific services being solicited within the same catchment area. If you do not have any monitoring reports to submit, be sure to thoroughly explain why on your Background Disclosure Statement (Attachment B).

*Q: Is there a fee scale from a previous contract that could provide a baseline for acceptable pricing?*

A: No, there is no fee scale to provide as a baseline for acceptable pricing. Offerors should read and familiarize themselves with what is required for each project code in Section C, and then determine their pricing for each project code in Section B. Since this solicitation process is competitive in nature, each offer should contain your organization's best terms from a cost and technical standpoint. BPA awards are based on the lowest priced technically acceptable submission.

*Q: I am an incumbent vendor. Do I need to provide references?*

A: No, per the instructions in Section L incumbent vendors no longer need to provide references. Simply write the reason why your agency is not including references on Attachment D.