

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS
PROBATION OFFICE

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SAN ANTONIO

August 15, 2025

2450 STATE HIGHWAY 118
ALPINE 79830-2020

501 WEST FIFTH STREET, SUITE 2100
AUSTIN 78701-3822

111 E. BROADWAY STREET, SUITE 200
DEL RIO 78840-5573

700 E. SAN ANTONIO AVENUE, SUITE 500
EL PASO 79901-7009

100 E. WALL STREET, SUITE P-111
MIDLAND 79701-5200

410 S. CEDAR STREET
PECOS 79772-3200

262 WEST NUEVA STREET, ROOM 1-100
SAN ANTONIO 78207-4529

800 FRANKLIN AVENUE, SUITE 100
WACO 76701-1934

Dear Offeror:

The United States District Court for the Western District of Texas is soliciting proposals to provide urine collection services.

The offeror would provide services for male and female federal defendants/persons under supervision who have been ordered by the Court to participate in urine specimen collections. These individuals include persons on probation, supervised release, or parole, who are under supervision of the United States Probation Office, as well as persons on Pretrial status under the supervision of United States Pretrial Services Office.

The offeror is not required to maintain a call-in phone system for the urine collection, as this will be operated by the U.S. Pretrial Services and/or Probation Office. It should be noted the district utilizes an on-site laboratory that will conduct testing of urine samples collected. Urine specimens and Sweat Patches collected by the program under this agreement will be mailed to a laboratory for analysis. Your program will only observe, collect, and mail urine samples and/or Sweat Patches. The U.S. Probation Office will provide the needed supplies and you will not pay for testing. Postage for mailing urine specimens is pre-paid by the Government; however, postage for Sweat Patches is not supplied by the Government but is mailed in a standard-sized business envelope.

If you are interested in providing services for the U.S. Courts, please review and complete the Request For Proposal (RFP). The RFP contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFP. In responding to the RFP, you should answer each item and supply all information requested. Please note that additional RFP's for the U.S. Probation Office can be viewed and accessed at www.txwp.uscourts.gov under Clinical Services.

Section "L" provides specific directions for potential offerors in completing the proposal. **The offeror should fully read Section "L" and follow the directions set forth.** The minimum standards for the services listed are contained in the Clauses and Terms of Agreement. All proposals will be evaluated by the criterion explained in Section "M." Note if you intend to subcontract any services, instructions are included in Section "L" the offeror should follow.

If you have any questions regarding the RFP, please submit your questions by **August 29, 2025**, in writing to robert_morales@txwp.uscourts.gov, diane_hernandez@txwp.uscourts.gov, and txwpt_clinicalservices@txwpt.uscourts.gov. The answer to any questions will be provided by **September 3, 2025**, and posted under CLINICAL SERVICES/PROCUREMENT on the following website: txwpt.uscourts.gov

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms from a cost and technical standpoint. There will be no additional opportunity to modify your proposal.

Please read the RFP carefully; do not rely on knowledge of previous RFPs, or knowledge or previous Federal procurement procedures. As a reminder, the offeror must have a physical site within the catchment area (unless otherwise indicated in the RFP), which will be evaluated during an on-site visit. Note: a catchment area may consist of multiple counties/zip codes, in which case the offeror must have a physical site within at least one of the counties/zip codes identified in that catchment area.

A offeror must be capable of providing all services identified in Section "B," including local services identified at the end of Section C and must have a physical site located within the geographic area identified in Section "B." If the offeror is unable to provide a service identified in Section B and does not identify/subcontract with someone to provide the service, the offeror will be technically unacceptable.

The estimated monthly quantity listed in Section "B" of the RFP is the estimate of the services to be provided during the terms of this agreement. **It is only an estimate.**

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple offerors, the Government reserves the right to award a single offeror.

The term for this Blanket Purchase Agreement is twelve (12) months, with a start date of October 1, 2025, with a provision that shall allow the Government to unilaterally extend the agreement for an additional four (4) years, at four (4) twelve (12) month intervals, at the Government's discretion.

Proposals are due by **September 15, 2025, by 5:00 p.m.** Proposals shall be e-mailed in pdf format to:

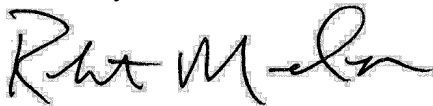
robert_morales@txwp.uscourts.gov, diane_hernandez@txwp.uscourts.gov, and
txwpt_clinicalservices@txwpt.uscourts.gov

All e-mail submissions **must reference in the subject line, the Solicitation number indicated in Section A, Block 1 of the Solicitation/Offer/Acceptance.** Hard copies will not be accepted, unless otherwise noted. It is the responsibility of the offeror to confirm the government's receipt of the proposal.

All proposals must be signed by a representative authorized to commit the offeror to contractual obligations. The Signature can be electronic or physical.

A copy of the Blanket Purchase Agreement, Clauses, and Terms of Agreement, should be retained by the offeror for their files.

Sincerely,



Robert Morales
Supervising U.S. Probation Officer
Contracting Officer