

**UNITED STATES PROBATION  
NORTHERN DISTRICT OF IOWA**

**UNITED STATES COURTHOUSE**

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**UNITED STATES COURTHOUSE**

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July 18, 2025

**Jill Bushaw, Chief**  
United States Probation Officer

**Matthew Warren, Deputy Chief**  
United States Probation Officer

**REPLY TO:**

- ☒ Cedar Rapids  
☐ Sioux City

The United States Probation Office for the Northern District of Iowa is soliciting proposals to provide treatment services in the following area:

**Mental Health Treatment**

**BPA 0862-26-0034 – Dubuque and Surrounding Areas**

The vendor will conduct mental health assessment and provide individual counseling services for persons under federal supervision who have been ordered by the Court to participate. These individuals include persons on pretrial, probation, supervised release, or parole who are under supervision of the United States Probation Office.

On July 22, 2025, a Request for Proposal (RFP) will be posted on the United States Probation and Pretrial Services for the Northern District of Iowa web page at <https://www.ianp.uscourts.gov/vendors>. The RFP contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFP in your areas. If you are unable to access the web site or if you have difficulty printing the RFP please contact Kristi Reynolds at [Kristi\\_Reynolds@ianp.uscourts.gov](mailto:Kristi_Reynolds@ianp.uscourts.gov) or 319-440-1489 and a copy will be mailed, or emailed, to you.

In responding to the RFP, you should answer each item and supply all information requested. Section "L" provides specific directions for potential vendors in completing the proposal. The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criterion explained in Section "M."

There will also be a bookmark within the RFP PDF document. This bookmark will only be used in the event an error is found within an RFP or if a vendor seeks clarification on an issue. If you have any questions regarding the RFPs, please submit your questions via e-mail to [Kristi\\_Reynolds@ianp.uscourts.gov](mailto:Kristi_Reynolds@ianp.uscourts.gov). All responses will be returned via e-mail, as well as all questions and responses posted on the clarification portion of the web page. Therefore, please check the web site occasionally while working on the RFP and prior to submitting the RFP for any clarification issues.

Proposals will be awarded based on 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.

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 (BPA) with multiple vendors, the Government reserves the right to award a single vendor.

The term for this Blanket Purchase Agreement (BPA) is twelve (12) months 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.

A vendor must be capable of providing all services identified in Section "B" and within the geographic area identified in Section "B."

**For all proposals, an original and one (1) copy must be received in the U.S. Probation Office, 111 7th Avenue, Cedar Rapids, IA 52401, no later than August 22, 2024, at 4:30 p.m. Proposals may be submitted in person, by mail, or emailed to [Kristi\\_Reynolds@ianp.uscourts.gov](mailto:Kristi_Reynolds@ianp.uscourts.gov).**

All copies must be originally signed. A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files.

If you have any questions, please contact Senior U.S. Probation Officer/Mental Health and Sex Offender Specialist, Kristi Reynolds at 319-440-1489.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy J B", with a long horizontal flourish extending to the right.

Amy Berns  
Contracting Officer

A handwritten signature in blue ink, appearing to read "Kristi Reynolds", written in a cursive style.

Kristi Reynolds  
Sex Offender and Mental Health Specialist