

**Federal Bureau of Prisons  
Community Treatment Services  
Business Quotation Information  
Packet**

**Name of Company:**

**Unique Entity Identifier (UEI):**

**Authorized Negotiator:**

**Solicitation Number:**

Please provide responses by checking Yes or No next to all of the statements below and completing the noted documentation for each item. Your completed documentation should follow this filled-in cover sheet in a single PDF file.

	Yes	No
Completed Business Management Questionnaire (See Page 2)	<input type="checkbox"/>	<input type="checkbox"/>
A copy of your Bank Notification Letter (See sample at Page 4)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of your Client Notification Letters (See sample at Page 5)	<input type="checkbox"/>	<input type="checkbox"/>
Completed BOP Subcontracting Certification (See page 6)	<input type="checkbox"/>	<input type="checkbox"/>

## BUSINESS MANAGEMENT QUESTIONNAIRE

Provide the work distribution, by percentage, among commercial contracts and Government contracts (including prime and subcontracts).

COMMERCIAL: \_\_\_\_\_percent    GOVERNMENT: \_\_\_\_\_percent

List the last three contracts awarded to your firm which are of a related nature, indicating for each the following:

(1) Contract Number \_\_\_\_\_

Customer Name & Address

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Person to Contact \_\_\_\_\_

(Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

Type of Work \_\_\_\_\_

Amount of Contract \$ \_\_\_\_\_

Contract Status    ☐ Active ☐ Complete

Contract Dates \_\_\_\_\_

(2) Contract Number \_\_\_\_\_

Customer Name & Address

\_\_\_\_\_

Person to Contact \_\_\_\_\_

(Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

Type of Work \_\_\_\_\_

Amount of Contract \$ \_\_\_\_\_

Contract Status    ☐ Active ☐ Complete

Contract Dates \_\_\_\_\_

(3) Contract Number \_\_\_\_\_

Customer & Address \_\_\_\_\_

\_\_\_\_\_

Person to Contact \_\_\_\_\_

(Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

Type of Work \_\_\_\_\_

Amount of Contract        \$ \_\_\_\_\_

Contract Status        ☐ Active ☐ Complete

Contract Dates \_\_\_\_\_

\_\_\_\_\_

Bank Reference:

Name of Bank: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Required)

- 1 Total estimated amount of work under this contract that your firm will complete (excluding subcontractors): \_\_\_\_\_ percent
- 2 Please provide your DUNS (Data Universal Numbering System) number and the Unique Entity Identifier (UEI):  
\_\_\_\_\_
- 3 If applicable, please provide your Parent Company's DUNS (Data Universal Numbering System) number and the Unique Entity Identifier (UEI):  
\_\_\_\_\_
- 4 Please provide a contact person for your company for us to contact with questions:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Cell Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

## SAMPLE BANK NOTIFICATION LETTER

(This letter or similar should be issued to any bank references on your Business Management Questionnaire)

Dear \_\_\_\_\_:

We are currently responding to the Department of Justice, Federal Bureau of Prisons (Bureau) Request for Quotations (RFQ) \_\_\_\_\_ for the procurement of Community Treatment Services (CTS) for substance abuse and mental health treatment services in \_\_\_\_\_.

The Federal Acquisition Regulation (FAR) requires that prior to award of a Federal contract, the Contracting Officer must determine if the apparent successful offeror has the financial capability of completing an awarded contract. We have included information pertaining to your institution to the Bureau as part of our proposal. In the event you are contacted for information on our financial standing you are hereby authorized to respond to those inquiries. You are advised that the information requested is general in nature and will only be requested by authorized contracting staff of the Bureau.

We have identified Mr./Ms. \_\_\_\_\_ of your institution as the point of contact based on their knowledge concerning our financial status. Your cooperation is appreciated. Any questions may be directed to \_\_\_\_\_.

## SAMPLE CLIENT NOTIFICATION LETTER

Dear \_\_\_\_\_:

We are currently responding to the Department of Justice, Federal Bureau Of Prisons (Bureau) Request for Quotations (RFQ)\_\_\_\_\_for the procurement of Community Treatment Services (CTS) for substance abuse and mental health treatment services in \_\_\_\_\_.

In accordance with the Federal Acquisition Streamlining Act (Public Law 103-355) Section 1091, the Bureau places emphasis on past performance as it relates to a prospective contractor's responsibility. The Bureau is requiring that clients of entities responding to their solicitations be identified and their participation in the evaluation process be requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries.

You are advised that while the information you provide may be released to our organization, the Federal Acquisition Regulation (FAR) Parts 15.306(e)(4) and 15.506(e)(4) prohibits the release of the names of the persons providing the reference information. We therefore, request that honest and candid information about our performance be provided.

We have identified Mr./Ms. \_\_\_\_\_ of your institution as the point of contact based on their knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to \_\_\_\_\_.

## **SUBCONTRACT CERTIFICATION**

This contract does ☐ does not ☐ provide for any subcontracting possibilities.

If the answer is affirmative, offeror will submit ☐ a subcontract plan in accordance with the requirements of FAR 52.219-9.