

## *Commonly Used Terms*

1. **Request for Proposal (RFP)** - This is the document that will be provided to treatment agencies which contains sections A through M, identifying the vendor's requirements in order to meet the needs of the requested services.
2. **Blanket Purchase Agreement (BPA)** - A charge account arrangement using a purchase order form, between buyer and seller for recurring services. BPA's are not contracts and do not obligate the government funds in any way. BPA's are valid for a specific period of time, not to extend beyond the 12 month fiscal year. The BPA includes two 12 month option period and is reevaluated every 12 months. BPA's are utilized for treatment services which are expected to exceed \$25,000, however, they can also be used for services that are less than \$25,000.
3. **Estimated Monthly Quantity (EMQ)** - These are derived from each of the treatment services and their historical trends.
4. **Catchment Area** - A catchment area is based on geography, type of service, and proximity to clients. Catchments areas are determined by the U.S. Probation Office.
5. **Subcontracting** - Not all agencies can provide all of the requested services. This is when an agency subcontracts with another agency to provide a portion of the requested services. The agency providing subcontracting must also meet the minimum standards specified in the RFP.
6. **Technically Acceptable** - The requirements to be technically acceptable are in Section M of the RFP. A vendor will be technically acceptable if they fulfill the mandatory requirements in Sections C, E, F and G of the RFP.
7. **Units**- For individual and group counseling 1 unit = 30 minutes. Each requested service will be defined by unit costs (30 minutes), per day cost, or per report cost.
8. **Piggybacking** - When awarded a BPA, other federal agencies (i.e. other districts or Bureau of Prisons) may also utilize the services.