FEDERAL BUREAU OF PRISONS
SAMPLE COMMUNITY NOTIFICATION LETTER
TYPE OF CONTRACT: RRC

[Date]

[Address]

Dear:

The purpose of this letter is to inform you that **[name of offeror]** has submitted an offer for RRC services, or "halfway house," services for federal offenders releasing to the **[geographic area specified in the RFP]** area. This action is being taken in response to a request for proposals (RFP) issued by the Federal Bureau of Prisons (BOP). The BOP encourages full and open competition in the procurement of these services; consequently, other offerors may also be responding to this RFP.

As part of the RRC contracting process, the BOP requires that all offerors notify and seek input from the local law enforcement authority and two levels of locally elected government officials. This letter will serve as documentation of partial satisfaction of this requirement.

[Give the exact address and complete description of the proposed place of performance. What is its current use? Is it zoned appropriately for use as a RRC? Does it have all necessary permits and licenses? If not, when will they be obtained? Will renovations be necessary? If so, when will they be completed?]

The total term of the proposed contract is _____ years. The estimated requirement specifies _____ beds for males and _____ beds for females at the beginning of the contract term, increasing incrementally to _____ beds for males and _____ beds for females at the end of the contract term. These numbers reflect the BOP's best estimates of bed space need at this time. However, the proposed site will be able to accommodate up to _____ offenders, and the BOP may exceed its original estimates if there is an unanticipated need for additional bed space in this area. Performance is to begin on **[date]**, with contract award approximately 120 days prior to that date.

The BOP has a long history of transferring inmates who are within a few months of release to a contractor-operated RRC for transitional programming. These inmates have often been removed from the community for an extended period of time. Sound correctional practice suggests that RRC enhance public safety by offering offenders the opportunity to find employment, establish a residence, and re-enter the community through a structured, supportive environment.

The BOP takes its responsibility for contract oversight very seriously. Contract language establishes requirements for inmate accountability, programming, life safety, staffing, inmate

discipline, urine and alcohol surveillance, and a variety of other areas. These requirements are closely monitored by BOP staff, who provide training and conduct both scheduled and unannounced on-site inspections.

Federal offenders at the RRC will come from two sources: inmates who are transferred from a prison to the RRC for pre-release programming, and offenders under the supervision of the U.S. Probation Office for whom residence at the RRC is a condition of supervision. Nationwide, the average RRC placement is three to four months in length, although longer placements are sometimes made.

[Give a thorough description of your company or program. How long have you been in business? What other types of facilities do you operate, and where are they? If you have a brochure describing your programs or facilities, attach it to this letter.]

The BOP is currently evaluating all proposals that were submitted for this RFP. The BOP and **[the offeror]** invite you to express your support for or concerns about this proposed RRC facility. Comments may be directed to **[name of contracting officer, per the RFP]**, Contracting Officer, Federal Bureau of Prisons, 320 First Street, NW, Washington, DC 20534. The phone number is (202) 307-3070. Please forward a copy of any correspondence to **[the offeror's address and phone number]**.

Sincerely,

[offeror's name, title, and company]