U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution - Gilmer
Glenville, West Virginia 26351

July 23, 2026

RE: **15B11926Q00000013**

Dear Offeror:

This solicitation package has been provided for your consideration. This RFQ is for **Pharmacy Technician Contractor Services.** Please make sure that you are bidding on the exact statement of work that is specified. Please include estimated shipping and delivery lead times. **This solicitation is due in the Contracting Office no later than 12:00 p.m., August 28, 2026.**

The following MUST be completed before your offer can be accepted:

Representations and Certifications: Please ensure that your registration is active and up to date in the on-line System for Award Management. The link is www.sam.gov. Submission of your offer constitutes compliance.

Standard Form (SF) 1449 - Solicitation/Contract/Order for Commercial Items. **This solicitation is 100% Small Business Set Aside for the NAICS code provided on the SF1449. Please complete blocks 17a, 20, 30a, 30b, and 30c of the SF 1449 and the attached quote sheets (Please include offeror name & UEI number in header section of quote sheets). Please include your email address and UEI number in block 20.** Original signatures are required on quotes submitted. SF1449 forms are required for consideration.

The Government shall award to responsive/responsible vendor(s) whose offer, conforms to the solicitation, and are determined to provide the best value to the Government. Past Performance (poor past performance, failure to deliver awarded items in the past, not meeting required specifications, etc.) will be considered approximately equal in value to price. Award will be acceptance of your offer, therefore, ensure all requirements can be satisfied in terms of quantity required, delivery dates, specifications, packaging, labeling, and invoicing procedures, etc., prior to quoting on the item(s). All awardees that do not meet the requirements of the RFQ will be noted and utilized as Past Performance Information and the information may be shared with other Bureau of Prison facilities.

Quotations shall be submitted via email to J2Hutchison@bop.gov. **Faxed bids or hand carried quotes will NOT be accepted.**

Please do not submit quotes to any locations other than the one listed above. Quotes received after the deadline will be processed pursuant to Federal Acquisition Regulation 52.212-1(f).

Thank you for your interest and if you have any questions, please do not hesitate to contact me at 304-626-2500, ext. 1082.

Sincerely,

Jessica Hutchison
Contracting Officer