Federal Bureau of Prisons
Community Treatment Services
Business Quotation Information

Name of Company:
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)	☐	☐
A copy of your Bank Notification Letter (See sample at Page 4)	☐	☐
Copies of your Client Notification Letters (See sample at Page 5)	☐	☐

BUSINESS MANAGEMENT QUESTIONNAIRE

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

COMMERCIAL:____percent GOVERNMENT:____percent

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

(1) (a) Contract Number _____

(b) Customer & Address _____

_____

c. Person to Contact _____

(Phone) _____

(Email) _____

d. Type of Work _____

e. Amount of Contract $_____

f. Contract Status [__] Active [__] Complete

(2) (a) Contract Number _____

(b) Customer & Address _____

_____

(c) Person to Contact _____

(Phone) _____

(Email) _____

(d) Type of Work _____

(e) Amount of Contract $_____

(f) Contract Status [__] Active [__] Complete

(3) (a) Contract Number _____

(b) Customer & Address _____

_____

(c) Person to Contact _____

(Phone) _____

(Email) _____

(d) Type of Work _____

(e) Amount of Contract $_____

(f) Contract Status [__] Active [__] Complete

(4) Bank Reference:

(a) Name of Bank: _____

(b) Person to Contact: _____

Address: _____

_____

Phone: _____

Email: _____

(5) Total estimated amount of work under this contract that your firm will complete (excluding subcontractors): ____percent

(6) Please provide your DUNS (Data Universal Numbering System) number:

_____

(7) If applicable, please provide your Parent Company's DUNS (Data Universal Numbering System) number

(8) Please provide a contact person for your company for us to contact with questions:

Name: _____

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 perspective 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 _____.