

CHECKLIST FOR VENDOR SERVICES

We realize there is a lot of information to cover with the Blanket Purchase Agreement, therefore, to ensure your bid **will not be technically disqualified** due to an incomplete package being received in our office, we have provided you a check list of items needed in your packet:

NOTE: It is important that you read the entire Blanket Purchase Agreement and that his is prepared in accordance with Section L- Instructions, Conditions and Notice to Offerors.

_____ Did you sign the Solicitation/Offer/Acceptance Form on the Original and the copy?

_____ On **Pages B-2** of the Blanket Purchase Agreement, did you enter your Bids? If there is NO CHARGE on a particular project code, please mark N/C.
(Important: enter your bids for Fiscal Years 2022, 2023 and 2024).

_____ Did you complete Section K- Pages K-1 and K-2?

_____ Did you attach the list of documents, exhibits, and other documents as required in **Section L, pages L-3; L-4; L-5; L-9; L-10; L-11: and L-12?**

_____ Did you provided us with a copy of your current license(s) with the Pennsylvania Department of Health Services, Office of Mental Health and Substance Abuse Services and/or the Pennsylvania Department of Drug and Alcohol Programs for the type of service(s) you are bidding on (e.g. Integrated Treatment for co-occurring disorders; Outpatient detoxification/antagonist treatment; therapeutic community treatment)? If you do not have your current license, you must supply us with pending information and a copy of your 2017 license.

_____ Did you return the original Blanket Purchase Agreement and one copy, along with your signed Solicitation/Offer/Acceptance Form and any other information about your Agency that as required in the Blanket Purchase Agreement?

_____ You are not required to complete Section M.

-----**IMPORTANT**-----

Your Blanket Purchase Agreement must be in the U.S. Pretrial Services Office, 600 Arch Street, Suite 4408, Philadelphia, PA 19106, **NO LATER THAN THURSDAY, JULY 15, 2021 at 4:00 p.m.** Any packages received after that date and time ARE AUTOMATICALLY DISQUALIFIED AND CANNOT BE COSIDERED.