



# Request for Proposal

## For: Prison Rape Elimination Act (PREA) Audit New Jersey State Prison

Event	Date	Time
Questions and/or Request for Clarification Due Date	3/18/2025	5:00 PM
Answers and/Clarifications	4/1/2025	5:00 PM
Mandatory/Optional Site Visit	N/A	N/A
Proposal Submission Date	4/10/2025	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP

### RFP Issued By

State of New Jersey  
Department of Corrections  
PREA Compliance Unit-Division of Women's Services  
PO Box 863  
Trenton, New Jersey 08625

Date: 3/5/25

## **1.0 SCOPE OF WORK**

### **1.1 GENERAL INFORMATION**

The intent of this Request for Proposal (RFP) is to solicit quotes to award a contract(s) to the responsible bidder(s) conforming to this RFP, is most advantageous to the State, price and other factors considered.

This RFP is issued by the New Jersey Department of Corrections (NJDOC), Prison Rape Elimination Act (PREA) Compliance Unit on behalf of the State of New Jersey, to solicit proposals for that will result in a contract(s) to provide a PREA compliance audit at one (1) DOC facility from qualified bidder(s). The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, was created to eliminate sexual abuse in confinement. Sexual abuse, sexual harassment, sexual victimization, and any similar inmate claims are investigated by the NJDOC's Special Investigations Division (SID).

### **1.2 BACKGROUND**

The NJDOC is a State agency consisting of nine (9) state correctional facilities. The facilities consist of four (4) in the Northern Region, three (3) in the Central Region and two (2) in the Southern Region, a Custody Staff Training Academy (CSTA), Custody Staff Recruitment Unit (CSRU), and Central Office Headquarters (COHQ). The NJDOC has one (1) female correctional facility; Edna Mahan Correctional Facility (EMCF), all other facilities are proximately male facilities. Incarcerated Persons (IPs) health care services, including mental health and dental, are provided by Rutgers, The State University of New Jersey. All facilities are governed by the same NJDOC policies and procedures.

The NJDOC has two (2) facilities dedicated to IPs Substance Use Disorder Treatment Services, located at Mid State Correctional Facility, Wrightstown, New Jersey. The IPs Use Disorder Treatment Services are administered by The Gateway Foundation, Inc. and licensed by the State of New Jersey. Female IPs receive Substance Use Disorder Treatment Services at Edna Mahan Correctional Facility in Clinton, New Jersey. The Gateway Foundation, Inc. also administers the IPs Substance Abuse Treatment Services (Psycho-Educational Programming) at all facilities.

Facilities vary in capacity and average daily populations, which are defined in section 2.0.

## **2.0 SCOPE OF WORK**

The bidder(s) shall submit a proposal for one (1), or all facilities. The bidder(s) must be certified auditors by the Department of Justice (DOJ). The bidder(s) must conduct audits in accordance with the latest DOJ PREA standards that are in effect at the time of the audit.

1. The bidder(s) shall adhere to PREA standard 115.402, the auditor and any staff the auditor may hire to assist with the audit (<https://www.prearesourcecenter.org/standard/115-402>) ;
  - a. Must not be affiliated with or under the authority of the agency (though it may be affiliated with or authorized by the relevant state or local government);
  - b. Must not be an individual who has received financial compensation from the agency being audited (except for compensation related to prior PREA audits) within the three (3) years prior to the agency's hiring of the auditor;
  - c. Must not be employed by, contracted with, or financially compensated by the agency for three (3) years following the agency's hiring of the auditor, except in cases of contracting for future PREA audits.

2. May undergo a criminal background check;
3. The NJDOC estimates that each facility audit will require approximately 42 to 50 hours (depending on the facility's population), which includes about three (3) to five (5) days on-site to tour the physical plant, interview staff, contractors, and volunteers, interview IPs/detainees/residents, review facility records, and prepare and submit the final report.
4. The specific dates for the audits have not yet been determined, but they are expected to begin February 2025 and must be completed by August 19, 2025. Audit dates will be mutually agreed upon by the NJDOC and the successful bidder(s) after a contractual agreement is signed and deliberations take place. Under no circumstances should the bidder(s) predetermine audit dates prior to or without approval and agreement from the NJDOC. If the bidder(s) is awarded multiple NJDOC facilities to audit, the audits are expected to be spaced out, rather than conducted consecutively, to ensure adequate attention is given to each facility.

### **2.1.2 LOCATION of AUDIT**

New Jersey State Prison (NJSP) is located in the northern region of the State and is approximately 15 minutes driving time from NJDOC Central Office Headquarters (COHQ) in Trenton New Jersey.

#### **New Jersey State Prison is located at**

- ❖ Physical address: 600 Cass St. Trenton, NJ 08611
- ❖ GPS address is the same as the physical address.
- ❖ Mailing address: PO Box 861, Trenton, NJ 08625

NJSP has an operational capacity (based of Fiscal Year 2024) of 1,686 and an average population of 1,320.

### **3.0 PRICING**

The hourly rate must be **ALL INCLUSIVE**, with no additional charges allowed. Pricing should be based on the estimated hours provided on the price sheet. The actual time required for the audit may differ, so adjust the hourly rate accordingly in your price quote. Bidder(s) are required to submit a detailed description and pricing in their proposal. Please include all requested information, along with a separate description of your proposal or any additional documentation necessary to clarify the quote. **This should include, but is not limited to, the duration for which prices remain firm, the total cost, and the vendor's signature.**

### **3.1 PROPOSAL SUBMISSION**

The bidder(s) is responsible for ensuring a timely submission. The NJDOC must receive proposals with all attachments without exception electronically via email. The bidder(s) email submission subject line must indicate the **"New Jersey State Prison PREA Audit 2025"**. The documents shall be in PDF format. In order to be considered for award the proposal bidder(s) must submit all required documentation throughout the RFP to [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) no later than **April 10, 2025 by 2:00 PM.**

***PROPOSALS RECEIVED AFTER THE SUBMISSION DATE AND TIME WILL BE REJECTED***

**4.0 State Registration/Documentation Requirements** *(if your company is not a New Jersey registered vendor or currently hold a New Jersey State contract)*

Registration is easy and takes only a few minutes. Vendors can visit [www.njstart.gov](http://www.njstart.gov) and click “Register” to start the process. More information on this topic can be found in the Vendor Quick Reference Guide (QRG) entitled “Vendor Registration” on the NJSTART Vendor Support page. The Vendor Support page also contains QRGs on other NJSTART topics, informational videos, and links to help desk support and vendor payment information.

The following documents must be completed, signed where indicated, and submitted before [a purchase order is awarded](#). **This can be done through NJSTART:**

- State of New Jersey Standard Terms and Conditions Delegated Purchasing Authority
- Ownership Disclosure Form
- Disclosure of Investigations and other Actions Involving Vendor
- Disclosure of Investment Activities in Iran Form
- Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- Chapter 271 Vendor Certification and Political Disclosure Form
- MacBride Principals Form
- Proof of Business Registration
- Certificate of insurance/ ACORD
- Source Disclosure Form
- Affirmative Action Compliance

The Division of Purchase and Property’s (DPP) Contract Compliance and Audit Unit (CCAU) is excited to announce that the AA/EEOC Employee Information Report can now be submitted electronically, and electronic payments (credit card and echeck) for the \$150 certificate fee can also be completed at [https://www.state.nj.us/treasury/contract\\_compliance/](https://www.state.nj.us/treasury/contract_compliance/)

Once a vendor completes the online process and the payment is approved, they will receive an email with instructions on printing their AA/EEOC Employee Information Report Certificate.

These new online features will help expedite the process. For any vendor unable to file electronically, a hard copy of the form is still available online, and checks may also be mailed to CCAU. Vendors are encouraged to utilize the online process whenever possible. The new electronic filing and payment options are posted online.

**VENDORS SHOULD RETURN ALL COMPLETED AND SIGNED FORMS TO THE USING AGENCY.**

The forms are also available at the Treasury Division of Purchase and Property Website/ Vendor Information/ Forms section, fill out “Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions: <https://www.nj.gov/treasury/purchase/forms.shtml>

Businesses must be registered with the Division of Revenue of the Department of Treasury. The NJ-REG process allows all businesses to register for all taxes and related liabilities to which a new business may be subject. Business registration forms and instructions are available at:

<https://www.state.nj.us/treasury/revenue/busregcert.shtml>

If the successful bidder is not currently registered on the State of New Jersey NJSTART vendor file, they must register at <https://www.njstart.gov/bsol/>.

*If you have any questions or need assistance completing the registration process, please email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call (609) 341-3500 Monday to Friday between 8:30am to 4:30pm.*