

REQUEST FOR INFORMATION (RFI)

NJDOC Legal Platform

RFI Number: NJDOC-RFI-2026-Legal Svc.

Issue Date: 05/12/25

Response Due Date: June 12, 2026

Issued by:

New Jersey Department of Corrections
Division of Legal Services, Central Office Headquarters
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1. PURPOSE

The New Jersey Department of Corrections (NJDOC) is issuing this Request for Information (RFI) to identify a legal services platform capable of supporting the operational needs of the Division of Legal Services. The Division is seeking information from interested vendors regarding platforms that provide case management and legal research capabilities. The proposed solution should support a combination of operational, compliance, and workload management needs. *This RFI is issued for informational and planning purposes only and does not constitute a commitment by the Department to procure any services or products.*

2. BACKGROUND

The NJDOC oversees incarcerated persons (IPs) across nine (9) correctional facilities throughout the state. The Department is responsible for the operation and administration of correctional institutions within the State of New Jersey, which include eight (8) male institutions and one (1) female institution.

In addition to these correctional facilities, the NJDOC also manages thirteen Residential Community Reintegration Programs. Collectively, the institutions and reintegration programs house approximately 13,000 IPs across minimum, medium, and maximum-security classifications. Locations of NJDOC facilities can be found at: <https://www.nj.gov/corrections/pages/index.shtml>

3. SCOPE OF SERVICES

The NJDOC is seeking information for a legal service platform that can provide the following services:

A. Case Management Platform:

The NJDOC Division of Legal Services has three (3) distinct sections:

- Legal Services,
- Equal Employment Division (EED) which includes
 - Ethics/Diversity, Equity and Inclusion (DEI); and
- Office of Employee Relations (OER).

NJDOC has over 300 docketed civil lawsuits. There are countless more cases that are not formal litigation but for which the legal services division is responsible such as, ethics investigations and employee discipline actions. NJDOC's legal

team is in need of a case management tracking system to serve as a depository for all its matters. The system should be able to create:

- a new electronic file for every matter,
- be searchable by name,
- allow critical documents to be uploaded within the digital case file,
- have notation capability and a calendar function where important dates/deadlines can be noted with alerts sent for upcoming events.

Due to the existence of three (3) separate units within the Division of Legal Services, the system must have the capability to restrict user access as determined by management.

B. Legal Research and Discovery & Open Public Records Act (OPRA)

NJDOC currently has basic research capabilities; however, the State of New Jersey is actively encouraging state agencies to adopt innovative technologies, particularly Artificial Intelligence (AI). In fact, legislation establishing the New Jersey Office of Innovation Authority was enacted in January 2026. A copy of the legislation is included with this RFI for reference.

The proposed research software would enhance the Department's attorneys' ability to perform key functions, including drafting legal memoranda, developing timelines, and analyzing documents more efficiently. Implementation of such tools would support improved operational effectiveness while aligning with the State of New Jersey's broader AI initiatives and objectives.

4. SUBMISSION INSTRUCTIONS

Responses to this RFI must be submitted electronically in PDF format to COHQ.Procurement@doc.nj.gov no later than **2:00 pm on June 12, 2026**. Please include ***"RFI Response –Legal Platform NJDOC"*** in the subject line.

Late submissions will not be considered.

Questions regarding this RFI may be submitted via email to the Central Purchasing Unit at COHQ.Procurement@doc.nj.gov **no later than 2:00pm on May 29, 2026**.

Questions or request for clarification received after this deadline will not be accepted.

5. TERMS AND CONDITIONS

This RFI is not a solicitation for proposals or a contract. It is intended to gather information to assist the NJDOC in planning future procurement actions. Respondents will not be compensated for submitting responses. All information provided will be treated as confidential to the extent permitted by New Jersey law, including the Open Public Records Act (N.J.S.A. 47:1A-1 et seq.). The NJDOC reserves the right to contact respondents for clarification or additional information.

6. NEXT STEPS

The NJDOC will review all submissions based on the responses, the NJDOC may issue a formal Request for Proposal (RFP) or take other actions to meet its needs.

Thank you for your interest in supporting the New Jersey Department of Corrections