

Request For Proposals
Residential Community Reintegration Programs

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DEFINITIONS:

The following words and terms, when used in this Request For Proposals, shall have the following meanings, unless the context clearly indicates otherwise:

“ACA Standards” means the American Correctional Association's *Performance-Based Standards for Adult Community Residential Services* (fourth edition).

“Accountability Call” means a required contact from an authorized telephone number at a Residential Community Reintegration Program approved site i.e. school, work, furlough or Program Authorized Community Time (P.A.C.T.) itinerary location.

“Adult Basic Education” means instruction in reading, writing and math for individuals (ages 16 and over) to attain their state-issued high school diploma in order to achieve educational, career and personal goals.

“Assessment and Treatment Center” means a Residential Community Reintegration Program which is utilized as the first facility placement in the continuum of care for male Incarcerated Persons, hence Level 1 facility. The primary focus is comprehensive assessment and recommendation for assignment to either a Correctional Treatment Program or an Education, Vocational Training and Work Release Program or return to a correctional facility as unsuitable for community release.

“Bidder” means a qualified, not-for-profit company that submits a proposal in response to the New Jersey Department of Corrections’ Request For Proposal.

“Business day(s)” means any single or consecutive days during which most businesses operate, Monday through Friday, excluding weekends and legal holidays.

“Calendar day(s)” means any single day or consecutive days, January 1 through December 31.

“Central Control Room” means a secure, self-contained room or area designed to maintain the security and communications of the facility.

“Commissioner” means the Commissioner of the New Jersey Department of Corrections.

“Community Resources” means human services agencies, service clubs, citizen interest groups, self-help groups, and individual citizen volunteers that offer services, facilities, or other functions that can meet the needs of the facility or have the potential to assist Incarcerated Persons. These various resources, which may be public or private, national, or local, may assist with material and financial support, guidance, counseling, and supportive services.

“Contraband” means any item, article or material found in the possession of or under the control of an inmate that is not authorized for retention or receipt and/or any article that may be harmful or presents a threat to the security and orderly operation of a facility.

“Contract Monitors” means the specific staff within the Office of Community Programs who are responsible for monitoring the Residential Community Reintegration Programs for contract compliance.

“Contractor” means the bidder awarded a contract resulting from this Request For Proposals.

“Correctional Treatment Program” means a Residential Community Reintegration Program deemed appropriate for male Incarcerated Persons who have been assessed as a medium to high level of recidivism, hence Level 2 facility. The primary focus is treatment through structured activities for a minimum of six hours per day, five days per week. This program also offers an education, vocational training and work release component for the IP once clinically appropriate.

“Corrective Action” means a directive from the Office of Community Program’s Contract Compliance Unit to address a deficiency or failure to comply with a Contract requirement through action to remedy the deficiency or failure to comply and may require revision(s) to the Contractor’s policies and procedures.

“Counseling” means offering to assist or assisting, for a fee or other compensation, an individual or group through a counseling relationship to develop an understanding of interpersonal and intra personal problems and to plan and act on a course of action to restore optimal functioning to that individual or group but does not mean rehabilitation counseling.

“Court Orders” means any orders, judgments or opinions issued by a court of competent jurisdiction or any stipulations, agreements or plans entered into in connection with litigation that governs the operation, management or maintenance of the facility or relates to the care and custody of inmates of the facility, whether currently existing or as may be rendered in the future.

“Daily Incarcerated Person Count” means the number of Incarcerated Persons residing in the facility on any given day.

“Discharge Plan” means a written plan initiated at the time of the Incarcerated Person’s admission, and added to during the course of treatment, which addresses the needs of the Incarcerated Person after discharge.

“Educational Program” means Adult Basic Education classes, post-secondary academic courses or vocational training activities designed to improve employment capability.

“Educational, Vocational Training and Work Release Program” means a Residential Community Reintegration Program deemed appropriate for male Incarcerated Persons who have been assessed as a low risk for recidivism, hence a Level 3A facility. The primary focus is employment and/or educational and vocational training in preparation for employment for Incarcerated Persons with limited skills. This program also offers program services to meet the specific needs of the Incarcerated Person and reconnection to the family and community.

“Essential Services” means those services the Bidder determines are required in its customized program design to meet all scope of work requirements of the Request For Proposals and achieve the Bidder’s proposed outcome measures for the target population.

“Facility” means a place, building (or part thereof), set of buildings, or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of Incarcerated Persons. It is owned and/or operated by a not-for-profit agency and includes the staff and services as well as the buildings and grounds.

“Firm-Fixed Price” means a price that is all-inclusive of direct costs and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other allowable costs.

“Firm-Fixed Price Contract” means a firm-fixed price contract that provides for a price that is not subject to any adjustment on the basis of a contractor’s cost experience in performing the contract. However, prices are subjected to changes if they are explicitly included in the agreement.

“Governing Authority” means the organization, person, or persons designated to assume legal responsibility for the management, operation, and financial viability of the facility.

“Inmate” means any offender sentenced to the NJDOC who is deemed eligible to participate in a less restrictive, community-based facility (*per N.J.S.A. 30:1B-6 Powers and duties of commissioner, paragraph m.*). Inmates are referred to as Incarcerated Persons throughout the Request For Proposals.

“Level 1 Facility” means a Residential Community Reintegration Program which operates as an Assessment and Treatment Center and is utilized as the first facility placement in the continuum of care for male Incarcerated Persons.

“Level 2 Facility” means a Residential Community Reintegration Program which operates as a Correctional Treatment Program for male Incarcerated Persons who have been assessed as medium to high level of recidivism.

“Level 3A Facility” means a Residential Community Reintegration Program which operates as an Educational, Vocational Training and Work Release Program for male Incarcerated Persons who have been assessed as a low risk for recidivism.

“may” denotes that which is permissible, not mandatory.

“needs assessment” means an evaluation of an Incarcerated Person’s status in such areas as: social, emotional, physical, mental health, substance use, educational and/or vocational attainment and risk of recidivism. The results are used to determine appropriate treatment and discharge plans.

“N.J.A.C” means the New Jersey Administrative Code.

“New Jersey Locally Empowered, Accountable, and Determined (NJ LEAD)” means the initiative launched by the New Jersey Department of Corrections to expand community-based reentry services for individuals exiting the correctional system.

“OPRA” means the Open Public Records Act at N.J.S.A. 17:1A-1 et seq. and N.J.A.C. 10A:22.

“Per Diem Rate” means the agreed upon rate to be paid to the Contractor for each night an Incarcerated Person occupies a bed in a contracted residential community reintegration program bed.

“PREA” means the Federal Prison Rape Elimination Act of 2003. This act was established to provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and provide information, resources, and recommendations and funding to protect individuals from prison rape, sexual abuse and sexual harassment. The major provisions of PREA include adherence to a zero-tolerance standard for the incidence of inmate sexual assault and rape, the development of standards for the detection, prevention, reduction and punishment of prison rape and the collection and dissemination of information on the incidence of prison rape.

“Program Director” means an employee of the non-profit Contractor who is responsible for managing the day-to-day operations of one distinct New Jersey Department of Corrections’ contracted Residential Community Reintegration Program. The Program Director, or an alternate who shall be designated in writing to act in the absence of the Facility Program Director, must be available in the facility, and to the New Jersey Department of Corrections, at all times.

“Regional Institution” means the correctional facility designated to provide support services to a Residential Community Reintegration Program, such as, but not limited to, medical, security, administration, disciplinary returns and parole hearing scheduling.

“Residential Community Reintegration Program” (hereinafter referred to as RCRP) means a community-based residential facility contracted by the New Jersey Department

of Corrections, for Incarcerated Persons under community supervision including, but not limited to: assessment and treatment centers; correctional treatment programs; educational, vocational training and work release programs; and specialized gender responsive programs serving female Incarcerated Persons.

"Risk assessment" means a process of estimating an individual's likelihood of continued involvement in criminal behavior based upon an objective evaluation of the individual's risk.

"Shall or Must" denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

"Should" denotes that which is recommended, not mandatory.

"Special incident" means an incident or violation that may negatively impact upon a Residential Community Reintegration Program including but not limited to Incarcerated Person disciplinary and administrative returns, medical emergencies, escapes and utility interruptions.

"Specialized Level 3B Facility" means a Residential Community Reintegration Program that provides services specifically for male Incarcerated Persons enrolled in college courses and/or vocational school training with a work release component.

"Specialized Level 3C Facility" means a Residential Community Reintegration Program that provides services specifically for male Incarcerated Persons who are 50+ years of age and participate in work release and/or vocational training.

"Specialized Level 4 Facility" means a Residential Community Reintegration Program that operates as a Gender Responsive Program Serving Female Incarcerated Persons to provide gender responsive services facilitated through a Trauma Informed Care approach. These programs offer a correctional treatment track and an educational, vocational training and work release program track to allow female Incarcerated Persons to be properly assigned in accordance with assessment results and treatment and program history.

"State" means the State of New Jersey.

"State Parole Board" means the agency whose functions include, but are not limited to, evaluating and assessing adult incarcerated offenders to determine eligible release status, conducting parole hearings, supervising offenders on parole supervision in the community and managing the provision of services for individuals on parole supervision.

"Subcontractor" means an entity having an arrangement with a State contractor, where the State contractor uses the products and/or services of that entity to fulfill some of its obligations under its State contract, while retaining full responsibility for the performance

of all of its [the contractor's] obligations under the contract, including payment to the subcontractor. The subcontractor has no legal relationship with the State, only with the contractor.

Exhibits:

Section I - A-F

- A. NJ Administrative Code 10A:17-2.18 – Volunteer Service Program in residential community programs**
- B. NJDOC Policy ADM.010.001 Standards of Professional Conduct**
- C. (1) NJ Administrative Code 10A:20 Residential Community Reintegration Programs
(2) Office of Community Programs Communication Codes
(3) Law Enforcement Notification – Incarcerated Person Assignment to a Residential Community Reintegration Program
(4) Law Enforcement Notification – Incarcerated Person Employment in the Community
(5) JCAP Inmate Summary – Sample
(6) Social Services Inmate Emergency Contact/Family Information Form**
- D. (1) NJ Administrative Code 10A:3-5.10 Testing for Prohibited Substances
(2) NJ Administrative Code 10A:3-5.11 Collection, Storage and Analysis of Specimens
(3) Form 172-II Continuity of Evidence-On-Site Urine/Saliva Specimen Testing
(4) Form 285-II Prohibited Substance Testing Request Summary**
- E. (1) Residential Community Reintegration Program Assessment and Treatment Centers Emergency and Non-Emergency Medical, Dental, Mental Health and Pharmaceutical Services
(2) NJ Administrative Code 10A:16 Health Services
(3) NJDOC Policy MED.001.000 Mission, Goals, Objectives & Organizational Structure of the NJDOC Medical, Dental and Mental Health Care Services
(4) NJDOC Policy MED.001.002 Disasters: Healthcare Staff Readiness and Response
(5) NJDOC Policy MED.001.003 Healthcare Records
(6) NJDOC Policy MED.001.004 Infection Control Program
(7) NJDOC Policy MED.001.008 Inmate Medical Appraisals
(8) NJDOC Policy MED.001.012 Inmate Medical/Health Care Services
(9) NJDOC Policy MED.002.001 Mental Health Services
(10) NJDOC Policy MED.002.002 Emergency Mental Health Services
(11) NJDOC Policy MED.003.001 Dental Services**

- F. (1) NJ Administrative Code Title 13 Chapter 2, 14.1 – 14.13 Employment by Licensees of a Person Failing to Qualify as a Licensee**
- (2) NJ Administrative Code Title 13 Chapter 2, 15.1 – 15.4 Removal of Statutory Disqualification**

Section II - G-N

- G. (1) NJDOC Policy PCS.001.001 Inmate Accountability in Residential Community Release Programs**
- (2) NJ Administrative Code 10A:4-4.1 Inmate Prohibited Acts**
- (3) Form 259 Disciplinary Report**
- (4) Form CA:44.2a Escape/Walkaway Report**
- (5) Form CA:44.2b Disciplinary/Administrative/Walk-Away Escape Discharge Summary**
- (6) N.J.A.C. 10A:1-11.9-11.10 Personal Property of Inmates**
- H. (1) NJ Administrative Code 10A:17-7.1-7.10 Inmate Marriage and Civil Union**
- (2) NJ Administrative Code 10A:17-5 Religion**
- I. (1) NJ Administrative Code 10A:18 Mail, Visits and Telephone including:**
 - 10A:18-2 Correspondence**
 - 10A:18-3 Legal Correspondence**
 - 10A:18-6 Visit Privilege**
 - 10A:18-7 Bedside, Private Viewing and Funeral Visits**
 - 10A:18-8 Telephone Privileges**
- J. (1) NJ Administrative Code 10A:3-5.1 – 5.6 Search of Inmates and Facilities**
- (2) NJ Administrative Code 10A:3-6 Contraband and Disposition of Contraband**
- (3) Form 171-I Seizure of Contraband Report**
- (4) Form 171-II Inmate Receipt, Contraband Seizure**
- K. NJ Administrative Code 10A:22 Records**
- L. NJ Administrative Code 10A:1-10 Research**
- M. (1) NJ Administrative Code 10A:19 News Media and Public Information Dissemination**
- (2) N.J.S.A. 30:4-91.22 Attorney Visits**
- N. (1) RCRP Transportation Incentive Pilot Program**
- (3) Form 686-II Community Program Application Checklist**
- (4) Residential Community Reintegration Program Quarterly Staff Roster**
- (5) Subcontractor Utilization Plan**

- (6) N.J.S.A. 30:1B-6.5 Dignity for Incarcerated Primary Caretaker Parents Act**
- (7) Primary Caretaker Parent Intake Form and Application**

Section III – Directives

PCS-2024-4

Unauthorized Electronic Devices Offense at Residential Community Reintegration Programs

PCS-2024-1

RCRP Furlough Program

2023-2-R1

Electronic Communication Devices with Global Positioning System (GPS) Features for Incarcerated Persons in a Residential Community Reintegration Program (RCRP)

2022-2-R1

Prison Rape Elimination Act (PREA) Zero Tolerance Policy: Prison Sexual Assault Mandatory Staff Training

2022-1-R1

Procedures for Distribution of Disciplinary Charges for Incarcerated Persons at Residential Community Reintegration Programs (RCRP)

2021-1-R1

Procedures for Auditing and Returning Unissued State Paychecks in Possession at Residential Community Reintegration Programs (RCRP)

PCS-2019-1-R1

Federal Work-Study Income Applicability of Maintenance Fee and Fines, Penalties and Restitution Collection

PCS-2017-3-R1

Laser Tattoo Removal Pilot Program

PCS-2017-2-R1

Release Procedure of Residential Community Reintegration Program Incarcerated Persons

PCS-2016-12-R1

Standard Forms File Upload to SecurManage

PCS-2016-11-R2

Evaluation and Approval or Disapproval of Employment Sites for Incarcerated Persons

PCS-2016-10-R1

Program Authorized Community Time (P.A.C.T.)

PCS-2016-9-R1

Residential Community Reintegration Programs Gender Specific Work Assignments

PCS-2016-8-R1

Residential Community Reintegration Program (RCRP) Uniform Procedures for Transportation and Admittance into Correctional Facilities

PCS-2016-6-R3

Background Checks of Residential Community Reintegration Program Employees, Volunteers and Interns

PCS-2016-5-R1

General Education Development (GED) Registration Fee Reimbursement

PCS-2016-4-R1

Inter-agency Transfer Request of Residential Community Reintegration Program Incarcerated Persons

PCS-2016-3-R1

Holiday Furlough, Program Authorized Community Time, Employment, and Education/Vocation Release Restrictions

PCS-2016-2-R1

Tours and Events within Residential Community Reintegration Programs

PCS-2016-1-R3

Prohibited Substance Testing of Incarcerated Persons in Residential Community Reintegration Programs