



# **Request for Proposal**

## **For: Prison Rape Elimination Act (PREA)**

### **All NJDOC Facilities' Audits**

Event	Date	Time
Questions and/or Request for Clarification Due Date	8/15/2025	5:00 PM
Answers and/Clarifications	8/22/2025	5:00 PM
Mandatory/Optional Site Visit	N/A	N/A
Proposal Submission Date	8/29/2025	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: 8/5/2025

## **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, as 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 from qualified bidders that will result in a single contract from one qualified bidder to provide a PREA compliance audit at all nine (9) DOC facilities for the next required annual PREA audit for each facility. The term of this contract shall be for a period of three (3) years commencing on or about August 30, 2025 and conclude on August 19, 2028 more specifically delineated below.

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 to include retaliation, are investigated by the NJDOC's Special Investigations Division (SID).

Under this Act, the State of New Jersey is required to audit one third of the total number of facilities each year. NJDOC has nine (9) facilities so each year, three (3) facilities are to be audited. A proposed schedule for audits to be conducted through 2028 at NJDOC facilities to fit the needs of the Audit and Cycle year requirements is incorporated hereto in this RFP below and must be adhered to within the requisite timeframes.

NJDOC is seeking one qualified bidder to enter into a contract to conduct each PREA audit required in the next three (3) years (through 2028) at their facilities, under a structured schedule, with dates certain to be agreed upon between the qualified bidder awarded the contract and the NJDOC, specifically in consultation and agreement with the PREA Compliance Unit.

### **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. Female IPs receive Substance Use Disorder Treatment Services at Edna Mahan Correctional Facility. Psycho-Educational Programming is administered at all facilities.

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

The following is the proposed audit schedule which shall be adhered to by the qualified bidder awarded the within contract with the NJDOC.

PROPOSED AUDIT SCHEDULE FOR 3 YEARS			
AUDIT YEAR 1 CYCLE 5 – AUGUST 20, 2025 –AUGUST 19, 2026			
Edna Mahan Correctional Facility for Women	Prison	NJDOC	August 2025- August 2026
Garden State Youth Correctional Facility	Prison	NJDOC	
South Woods State Prison	Prison	NJDOC	
AUDIT YEAR 2 CYCLE 5 – AUGUST 20, 2026 –AUGUST 19, 2027			
Adult Diagnostic Treatment Center	Prison	NJDOC	August 2026 - August 2027
East Jersey State Prison	Prison	NJDOC	
Mid-State Correctional Facility	Prison	NJDOC	
AUDIT YEAR 3 CYCLE 5 – AUGUST 20, 2027 –AUGUST 19, 2028			
Bayside State Prison	Prison	NJDOC	August 2027 - August 2028
Northern State Prison	Prison	NJDOC	
New Jersey State Prison	Prison	NJDOC	

## **2.0 SCOPE OF WORK**

The bidder(s) shall submit a proposal for this RFP which will cover one PREA audit at each of the NJDOC's nine facilities, to be scheduled in agreement with the NJDOC PREA Compliance Unit after the contract is awarded. 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. The bidder(s) must adhere to the above proposed timeframes for conducting audits at NJDOC facilities and must understand and agree to conduct one (1) audit at each of the NJDOC facilities, to be completed within the schedule above, concluding in August 2028, in full compliance with the Prison Rape Elimination Act.

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;
  - 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 to 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 any time after the awarding of the contract, no sooner than August 2025 and to be completed no later than August 2028. Adherence to the schedule above is mandatory with bidder(s) fully understanding and agreeing to audit dates being mutually agreed upon by the NJDOC and the successful bidder(s) after a contractual agreement is signed and discussions take place. Under no circumstances should the bidder(s) predetermine audit dates prior to or without approval and agreement from the NJDOC. Under this award to conduct 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, and to comply accordingly within the set timeframes for each facility, as delineated in the proposed schedule above.

### **2.1.2 LOCATION of AUDIT**

The RFP includes one (1) audit at each of the nine (9) facilities of the NJDOC:

Edna Mahan Correctional Facility  
 Garden State Youth Correctional Facility  
 South Woods State Prison  
 Adult Diagnostic and Treatment Center  
 East Jersey State Prison  
 Mid-State Correctional Facility  
 Bayside State Prison  
 Northern State Prison  
 New Jersey State Prison.

Specific information follows for each of the nine (9) facilities of the NJDOC.

#### **Edna Mahan Correctional Facility (EMCF) is located at**

1. Physical address: 30 County Route 513, Clinton, NJ 08809
2. Mailing address: PO Box 4004, Clinton, NJ 08809

EMCF is located in the northwest region of the State and is approximately 55 minutes driving time from NJDOC Central Office Headquarters (COHQ) in Trenton, NJ. EMCF has an operational capacity (based on Fiscal Year 2024) of 818 and an average population of 395.

*GPS address is the same as the physical address.*

**Garden State Youth Correctional Facility (GSCF) is located at**

3. Physical address: 55 Hogback Road, Crosswicks, NJ 08515
4. Mailing address: PO Box 11401, Yardville, NJ 08620

GSCF is located in the central region of the State and is approximately 19 minutes driving time from NJDOC COHQ in Trenton, NJ. GSCF has an operational capacity (based on Fiscal Year 2024) of 1975 and an average population of 1057.

*GPS address is the same as the physical address.*

**South Woods State Prison (SWSP) is located at**

5. Physical address: 215 S. Burlington Road, Bridgeton, NJ 08302
6. Mailing address: Same as physical address.

SWSP is located in the southern region of the State and is approximately 90 minutes driving time from NJDOC COHQ in Trenton, NJ. SWSP has an operational capacity (based on Fiscal Year 2024) of 3532 and an average population of 3193.

*GPS address is the same as the physical address.*

**Adult Diagnostic Treatment Center (ADTC) is located at**

7. Physical address: 8 Production Way, Avenel, NJ 07001
8. Mailing address: Same as physical address

ADTC is located in the northern region of the State and is approximately 1 hour 30 minutes driving time from NJDOC COHQ in Trenton, NJ. ADTC has an operational capacity (based on Fiscal Year 2024) of 612 and an average population of 420.

*GPS address is the same as the physical address.*

**East Jersey State Prison (EJSP) is located at**

1. Physical address: 1100 Woodbridge Rd., Rahway, NJ 07065
2. Mailing address: Same as physical address

EJSP is located in the northern region of the State and is approximately 1 hour 30 minutes driving time from NJDOC COHQ in Trenton, NJ. EJSP has an operational capacity (based on Fiscal Year 2024) of 1259 and an average population of 1174.

*The GPS location is the same as the physical address.*

**Mid-State Correctional Facility (MSCF) is located at**

1. Physical address: 8401 Range Rd., Fort Dix, NJ 08640
2. Mailing address: Same as physical address

MSCF is located in the central region of the State and is approximately 1 hour driving time from NJDOC COHQ in Trenton, NJ. MSCF has an operational capacity (based on Fiscal Year 2024) of 710 and an average population of 516.

*GPS address is the same as physical address.*

**Bayside State Prison (BSP) is located at**

1. Physical address: 4293 Rt 47, Leesburg, NJ 08327
2. Mailing address: Same as physical address

BSP is located in the southern region of the State and is approximately 1 hour 50 minutes driving time from NJDOC COHQ in Trenton, NJ. BSP has an operational capacity (based on Fiscal Year 2024) of 1,377 and an average population of 1,306.

*GPS address is the same as physical address.*

**Northern State Prison (NSP) is located at**

1. Physical address: 168 Frontage Road, Newark, NJ 07114
2. Mailing address: PO Box 2300, Newark, NJ 07114

NSP is located in the northern region of the State and is approximately 1 hour 30 minutes driving time from NJDOC COHQ in Trenton New Jersey. NSP has an operational capacity (based on Fiscal Year 2024) of 2,628 and an average population of 2,050.

*GPS address is the same as physical address.*

**New Jersey State Prison (NJSP) is located at**

1. Physical address: 600 Cas Street, Trenton, NJ 08611
2. Mailing address: PO Box 861, Trenton, NJ 08625

NJSP is located in the central region of the State and is approximately 15 minutes driving time from NJDOC COHQ in Trenton, NJ. NJSP has an operational capacity (based on Fiscal Year 2024) of 1,686 and an average population of 1,320.

*The GPS location is the same as the physical address.*

### **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 each audit may differ, so adjust the hourly rate accordingly in your price quote. Bidder(s) shall submit a breakdown of pricing for each of the nine (9) facilities but should be included in one final total proposed price overall for the entire contract.

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 **"All NJDOC Facilities' PREA Audits 2025 through 2028"**. 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

***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 (NJDOC).**

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.*