



## Request for Proposal

**For:** New Jersey Department of Corrections  
Risk Needs Assessment Tool

Event	Date	Time
<b>Proposal Submission Date</b>	<b>12/29/2025</b>	<b>2:00 PM</b>

Dates are subject to change. All changes will be reflected in Addenda to the Request for Proposal (RFP) posted on the NJDOC of Corrections website.

<https://njdoc.gov/pages/grants.html>

RFP Issued By:

State of New Jersey  
Department of Corrections/Division of Women and Veterans Services  
PO Box 863  
Trenton, New Jersey 08625

Date: 12/15/2025

## **1 Purpose and Intent**

The New Jersey Department of Corrections (NJDOC), Division of Women and Veterans Services, seeks to procure an evidence-based, validated, gender-specific risk-needs assessment tool designed for justice involved women. The tool will support case planning, programming, reentry preparation, and gender-responsive correctional practices for exclusive use at NJDOC's women's correctional institution(s).

The goal of this Request for Proposal (RFP) is to obtain a peer-reviewed, validated, evidence-based instrument that reliably measures criminogenic needs, risk of institutional and community misconduct, and pathways to offending that are unique to women, in alignment with national best practices in gender-responsive justice. The successful applicant must demonstrate that the proposed assessment tool is empirically grounded, gender-responsive, and capable of NJDOC specific validation.

## **2. Background**

The NJDOC is responsible for the operations and management of correctional facilities in the State of New Jersey. The NJDOC operates nine (9) correctional facilities comprised of eight (8) male facilities and one (1) female facility. The NJDOC's correctional facilities and thirteen Residential Community Reintegration Programs house a combined total of approximately 13,000 incarcerated persons in minimum, medium, and maximum-security levels. Locations of the NJDOC facilities can be found at <https://www.nj.gov/corrections/pages/index.shtml>

The NJDOC is committed to implementing gender-responsive and trauma-informed practices that promote safety, dignity, rehabilitation, and successful reintegration for incarcerated persons. A validated women-specific assessment tool is essential for identifying needs, prioritizing interventions, and ensuring equitable and consistent decision-making.

This assessment will be integrated into case management, classification, and programming assignments. The selected Vendor(s) {Contractor(s)} will collaborate closely with the Division of Women and Veterans Services, and facility-level staff to support training, implementation, quality assurance, and long-term sustainability.

## **3. Scope of Work**

### **A. Provide a Validated Gender-Specific Women's Risk-Needs Assessment Tool**

1. Demonstrate empirical validation specifically for adult women in correctional settings.
2. Measure dynamic criminogenic needs, risk of institutional misconduct, community recidivism, and responsivity factors specifically relevant to women.
3. Incorporate domains reflecting gender-responsive research.
4. Incorporate a plan to assist user with validation of tool within NJDOC.

### **B. Implementation and Training**

1. Provide comprehensive training to NJDOC staff.
2. Deliver instructional materials, manuals, and guides.
3. Offer train-the-trainer options.

### **C. Quality Assurance and Support**

1. Provide technical assistance for fidelity monitoring.
2. Offer ongoing consultation on integration.
3. Provide customer support, as needed.

#### **D. Deliverables**

1. Assessment tool and scoring system.
2. Training curriculum.
3. Implementation plan.
4. Quality Assurance plan.
5. Technical assistance plan.
6. Validation Plan & Research.
7. Updates to the tool, as they occur.

#### **E. Vendor(s) {Contractor(s)} Qualifications**

Vendor(s) {Contractor} must demonstrate experience developing or supporting gender-specific assessment tools, history working with correctional systems, expertise in gender-responsive practices, and capacity to partner with NJDOC to conduct NJDOC specific validation

#### **F. Proposal Requirements**

1. **Executive Summary:** A brief overview of the proposed assessment tool, key features, and major elements of the Vendor's{Contractor's} approach.
2. **Description of the Proposed Tool:** A detailed explanation of the gender-specific women's risk-needs assessment tool, its structure, domains, scoring methodology, and applicability in correctional settings.
3. **Validation Plan and Research:** Provide evidence of the tool's reliability and validity with adult women in correctional settings, including supporting research, methodology, populations tested, and outcome measures. Demonstrate the ability to partner with NJDOC to conduct specific validation using NJDOC data for NJDOC's population of incarcerated persons.
4. **Implementation Plan:** A comprehensive plan outlining the rollout strategy, training schedule, staffing needs, implementation timeline, and integration with NJDOC operations and case-management processes.
5. **Quality Assurance Plan:** A plan inclusive of validation documentation and fidelity monitoring protocols, including procedures for training, inter-rater reliability assessments, calibration, continuous quality improvement, and long-term maintenance of assessment accuracy.
6. **Staffing and Qualifications:** Descriptions of project personnel, their roles, relevant experience, credentials, and organizational capacity to provide statewide support.
7. **Cost Proposal:** A detailed cost breakdown, including licensing, training, travel, technology fees, technical assistance, validation study, and any optional services or enhancements.
8. **Timeline:** A proposed schedule for implementation, training, quality assurance activities, and key milestones aligned with NJDOC expectations.
9. **References:** At least three (3) references from correctional systems or agencies that have implemented the proposed tool or similar gender-responsive assessment instruments.

#### **G. Evaluation Criteria**

1. Compliance with RFP.
2. Scientific validity.
3. Implementation feasibility.
4. Quality of support.
5. Vendor(s) {Contractor(s)} expertise.
6. Cost effectiveness.
7. Capacity to meet NJDOC needs.

## **H. Contract Term**

The anticipated contract term will include **one (1) year for implementation and up to three (3) years for validation support.**

## **4. Submission of Proposal**

In order to be considered for award the Vendor(s) {Contractor(s)} must submit all required documentation throughout the RFP to [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) no later than **Monday December 29, 2025** with a subject line **“Risk Needs Assessment Tool”**

**ANY PROPOSALS NOT RECEIVED ON TIME WILL BE REJECTED.**

## **5. Pricing**

Vendor(s) shall submit a detailed description and price in their proposal including, but not limited to, the total cost and ***dates to which prices are firm.***

## **6. Review**

Proposals will be evaluated and ranked based upon the qualifications of the Vendor(s) {Contractor(s)}, experience, capability/capacity to provide services and overall cost effectiveness. Failure to submit a proposal containing all elements specified in the RFP will negatively affect the review of the proposal.

## **7. State Registration/Documentation Requirements**

**If your company is not a State of New Jersey registered vendor or currently hold a New Jersey State contract adhere to the following:**

The State of New Jersey requires all vendors to register through the NJSTART portal. Click the following NJSTART link to register, update or review the vendor profile

[njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call (609) 341-3500 Monday to Friday between 8:30am to 4:30pm.

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*If it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum will become part of any awarded as a result of this RFP.*

*All RFP addenda will be posted on the NJDOC website <https://www.nj.gov/corrections/pages/index.shtml> There are no designated dates for release of addenda. Therefore, interested Vendor(s) {Contractor(s)} should check the NJDOC website daily from the time of the RFP issuance through the proposal submission deadline. It is the sole responsibility of the Vendor(s) {Contractor(s)} to be knowledgeable of all addenda related to this procurement.*