



# Request for Proposal

## For: Diversity, Equity & Inclusion (DEI)

Event	Date	Time
Questions and/or Request for Clarification Due Date	10/7/2022	5:00 PM
Answers and/Clarifications	10/14/2022	5:00 PM
Mandatory/Optional Site Visit	N/A	N/A
Proposal Submission Date	10/21/22	2:00 PM

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

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

RFP Issued By

State of New Jersey  
Department of Corrections  
PO Box 863  
Trenton, New Jersey 08625

Date: 9/28/2022

## **1. Purpose and Intent**

The purpose of this Scope of Work (SOW) is to detail the tasks and responsibilities and provide an overall understanding of the services to be provided.

The New Jersey Department of Corrections (NJDOC) is seeking to engage the services of a consultant to present a program for senior staff to focus on issues related to Diversity, Equity and Inclusion (DEI).

### **1.1 Background**

In September 2020, the New Jersey Department of Corrections established the Division of Diversity and Legal Affairs. A primary function of the Diversity Office is to cultivate and preserve a work climate that demonstrates the Department's respect for individuality and truly represents all sections of society. The NJDOC has made a commitment to increase DEI initiatives in order to create a more inclusive workplace environment that will bolster feelings of belonging amongst staff. As Managers are vital and generally set the tone for our work units, we seek to provide them the tools needed to address their unconscious biases and cultivate an environment of inclusivity.

### **1.2 Scope of Work**

The objective is to engage the services of a consultant to create a training program for senior level staff to further the DOC objective to increase staff's feelings of belonging among staff. The program should be a one-day conference or a two (2) half days event. The organization must present various training/discussions and teambuilding exercises. These exercises should address, at a minimum, micro-aggressions, implicit or unconscious biases and fostering an inclusive environment.

### **1.3 Requirements**

The Contractor must be able to provide in-person training for forty to fifty participants at the NJDOC Training Academy in New Lisbon, NJ (*subject to change*)

## **2. Submission of Proposal**

In order to be considered for award the proposal bidders must submit all required documentation throughout the RFP to [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) no later than **Friday October 21, 2022 by 2:00 PM.**

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

### **3. Pricing**

Bidders shall submit a detailed description and price in their proposal. Please include all requested information on the Agency Request for Proposal form (PB120) a separate description of your proposal or any additional documentation needed to provide details of quote, including, but not limited to, the *date to which prices are firm, total cost, and the vendor's signature*.

The PB120 form can be located <https://www.nj.gov/treasury/purchase/forms.shtml> .

### **4. Review**

Proposals will be evaluated and ranked based upon the qualifications of the Bidder, 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.

### **5. Questions and/or Requests for Clarification**

Questions and/or requests for clarification must be submitted to:

[COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) No later than **Friday October 14, 2022 by 5:00 PM**, with a subject line "*DEI Senior Staff Conference*".

#### **Questions cannot be answered by telephone.**

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. There are no designated dates for release of addenda. Therefore, interested Bidders should check the DOC website daily from the time of the RFP issuance through the proposal submission deadline. It is the sole responsibility of the Bidder to be knowledgeable of all addenda related to this procurement.

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

***If your company is not a 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.

The following documents must be completed, signed where indicated and submitted prior to award of purchase order:

- State of New Jersey Standard Term 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

**All of the above forms can be completed & submitted/uploaded through the NJSTART vendor portal**

- Affirmative Action & Equal Employment Opportunity Compliance (AA/EEOC-AA-302)

The New Jersey Department of Treasury, 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. 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/). These new online features will help expedite the process. For any vendor who is unable to file electronically, a hard copy of the form is still available online, and checks may also be mailed to CCAU. Once a vendor completes the online process and the payment is approved, they will receive an email providing instructions on how to print their AA/EEOC Employee Information Report Certificate. *Vendors are encouraged to utilize the online process whenever possible. The new electronic filing and payment options are posted online.*

- Business Registration Certification (BRC)

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>