

## NOTICE

### **Prison Rape Elimination Act (PREA) Audit Edna Mahan Correctional Facility**

#### **A. Background**

The intent of this Request for Proposal (RFP) is to award a contract(s) to the responsible bidder(s)/vendor(s) whose bid proposal, conforming to this RFP, is 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 for that will result in a contract(s) to provide a PREA compliance audit at one (1) DOC facility from qualified bidder(s)/vendor(s). Sexual abuse, sexual harassment, sexual victimization, and any similar inmate claims are investigated by the NJDOC's Special Investigations Division (SID).

#### **B. Important Dates**

- RFP release date: **March 17, 2023**
- End of question/request for clarification period: **5:00 pm March 24, 2023**
- Answers/clarification will be posted on the NJDOC website: **March 31, 2023**
- **Proposal closing date: 2:00pm April 7, 2023**

#### **C. Questions/Request for Clarification**

The NJDOC will only accept questions/request clarifications inquiries from potential bidders/vendors via email. Questions and/or requests for clarification must be submitted to: [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) **No later than 3/24/2023 by 5:00 PM**, with a subject line **Edna Mahan PREA Audit.** 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/Vendors 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 Bidder/Vendor to be knowledgeable of all addenda related to this procurement.

#### **D. Submission of Proposal**

The responsibility for a timely submission rest with the applicant. NJDOC must receive bidder/vendor's proposals with all attachments without exception electronically via email. The email submission subject line must indicate the "**Edna Mahan Prison PREA Audit.**" The documents shall be in PDF format. In order to be considered for award the proposal bidders/vendors must submit all required documentation throughout the RFP to [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) no later than **4/7/2023 by 2:00 PM.**

***PROPOSALS RECEIVED AFTER THE SUBMISSION DATE AND TIME WILL BE REJECTED. THE DATES AND TIMES ARE LISTED ON THIS SHEET IN RED.***



# Request for Proposal

## For: Prison Rape Elimination Act (PREA) Audit Edna Mahan Correctional Facility

Event	Date	Time
Questions and/or Request for Clarification Due Date	3/24/2023	5:00 PM
Answers and/Clarifications	3/31/2023	5:00 PM
Mandatory/Optional Site Visit	N/A	N/A
Proposal Submission Date	4/7/2023	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: 3/17/2023

## **1.0 SCOPE OF WORK**

### **1.1 GENERAL INFORMATION**

The intent of this Request for Proposal (RFP) is to award a contract(s) to the responsible bidder(s)/vendor(s) whose bid proposal, conforming to this RFP, is 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 for that will result in a contract(s) to provide a PREA compliance audit at one (1) DOC facility from qualified bidder(s)/vendor(s). Sexual abuse, sexual harassment, sexual victimization, and any similar inmate claims are investigated by the NJDOC's Special Investigations Division (SID).

### **1.2 BACKGROUND**

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, was created to eliminate sexual abuse in confinement. 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. Inmate health care services, including mental health and dental, are provided by Rutgers, The State University of New Jersey. All facilities fall under the same NJDOC policies and procedures.

The NJDOC has two (2) facility dedicated to Inmate Substance Use Disorder Treatment Services, located at Mid State Correctional Facility. The Inmate Use Disorder Treatment Services are administered by The Gateway Foundation, Inc. and licensed by the State of New Jersey. Female inmates receive Substance Use Disorder Treatment Services at Edna Mahan Correctional Facility. The Gateway Foundation, Inc. also administers the Inmate Substance Abuse Treatment Services (Psycho-Educational Programming) at all facilities.

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

## **2.0 SCOPE OF WORK**

1. The bidder (s)/vendor (s) shall submit a proposal for one (1), several or all facilities. Bidder(s)/vendor(s) must be certified auditors by the Department of Justice (DOJ). Bidder(s)/vendor(s) shall conduct audits based on the most recent DOJ PREA Standards in effect at the time of the audit. The bidder(s)/vendor(s) shall adhere to PREA standard 115.402, the auditor and any staff the auditor may hire to assist with the audit;
  - a. Cannot be part of or under the authority of the agency (but may be part of, or authorized by the relevant state or local government);

- b. Cannot be a person who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within three (3) years prior to the agency's retention of the auditor;
  - c. Cannot be employed by, contracted with, or financially compensated by the agency for three (3) years subsequent to the agency's retention of the auditor, with the exception of contracting for subsequent PREA audits
2. May be subject to a criminal background check;
3. The NJDOC anticipates that each facility audit will take approximately 42 or 50 hours (depending on the facility population), including approximately three (3) to five (5) days of work at the facility touring the physical plant; interviewing staff, contractors, and volunteers; interviewing inmates/detainees/residents; reviewing facility records; and preparing and issuing the final report.
4. Specific dates of audits have yet to be determined, however it is anticipated that the audits will begin after March, 2023 and must be completed by August 2023. Audit dates will be mutually agreed upon by the NJDOC and the successful bidder.

### **2.1.2 LOCATION of AUDIT**

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 northern region of the State and is approximately one (1) hour driving time from NJDOC COHQ.

EMCF has an operational capacity (based of Fiscal Year 2022) of 753 and an average population of 373.

### **3.0 PRICING**

The hourly rate must be ALL INCLUSIVE. No additional charges are permitted.

Pricing shall be based on the estimated hours listed on the price sheet. The actual time needed for the audit may vary. Adjust the hourly rate accordingly in your price quote.

Bidders shall submit a detailed description and price in their proposal. Please include all requested information on the Agency Request for Quotation form (PB120 Agency Request for Proposal), 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>

### **3.1 PROPOSAL SUBMISSION**

The responsibility for a timely submission rest with the applicant. NJDOC must receive bidder/vendor's proposals with all attachments without exception electronically via email. The email submission subject line must indicate the "**Edna Mahan PREA Audit**". The documents shall be in PDF format. In order to be considered for award the proposal bidders/vendors must submit all required documentation throughout the RFP to [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) no later than **4/7/2023 by 2:00 PM.**

***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. Vendor can visit [www.njstart.gov](http://www.njstart.gov) and click on "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, as well as informational videos, and links to help desk support and vendor payment information.

The following documents must be completed, signed where indicated and submitted prior to award of purchase order. **This can be done through NJSTART:**

- a. State of New Jersey Standard Term and Conditions Delegated Purchasing Authority
- b. Ownership Disclosure Form
- c. Disclosure of Investigations and other Actions Involving Vendor
- d. Disclosure of Investment Activities in Iran Form
- e. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- f. Chapter 271 Vendor Certification and Political Disclosure Form
- g. MacBride Principals Form
- h. Proof of Business Registration
- i. Certificate of insurance/ ACORD
- j. Source Disclosure Form
- k. 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 providing instructions on how to print their AA/EEOC Employee Information Report Certificate.

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.

Vendors are encouraged to utilize the online process whenever possible. The new electronic filing and payment options are posted online.

#### **4.1 VENDOR SHOULD RETURN ALL COMPLETED AND SIGNED FORMS TO THE USING AGENCY.**

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.

#### **4.2 COVID 19 RESTRICTIONS/COMPLIANCE**

The Successful bidder/vendor shall be required to comply with COVID 19 Mitigation efforts with State of New Jersey and agency (NJDOC) travel, safety quarantine and testing protocols as well as any other conditions designed to mitigate the spread of the Covid-19 virus as delineated at the following web links:

<https://covid19.nj.gov/index.html>

<https://www.state.nj.us/corrections/pages/COVID19Updates.shtml>

There are currently no travel advisories that apply specifically to New Jersey. However, it is recommended to follow travel guidelines from the CDC and delay travel until an individual is up to date with their COVID-19 vaccine, including boosters. Do not travel if you tested positive for COVID-19 or have been recommended to isolate. In New Jersey, face masks are no longer required in most outdoor and indoor settings. However, the auditor will need to follow recommendations given by the NJDOC at the time of the audit. Full details will be discussed prior to travel. Upon receipt of a positive test, NJDOC reserves the right to discontinue the audit to prevent the spread of Covid-19.

The auditor is required to comply with all facility requirements for entrance and with all Covid-19 preventative measures currently in place by the NJDOC at the time of the audit which may include and not be limited to mask requirements, outdoor interview locations (weather permitting), plastic partitions, social distancing regulations, use of PPE and related items, and Covid-19 capacity limitations. Privacy will be ensured during the audit process regardless of the preventative measures in place at the time.

#### **4.3 NEW JERSEY BUSINESS ETHICS GUIDE CERTIFICATION**

The Treasurer has established a business ethics guide to be followed by State Contractors in their dealings with the State. The guide provides further information about compliance with

Section 2.8 of the State of New Jersey Standard Terms and Conditions. The guide can be found at:

[http://www.state.nj.us/treasury/purchase/ethics\\_guide.shtml](http://www.state.nj.us/treasury/purchase/ethics_guide.shtml).

BY SIGNING THE REQUEST FOR PROPOSAL PAGE, the bidder is automatically certifying that it has read the guide, understands its provisions and is in compliance with its provisions.

#### **4.4 NON-COLLUSION**

BY SIGNING THE REQUEST FOR PROPOSAL PAGE, the bidder certifies as follows:

- a. The price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- b. Neither the price(s) nor the amount of its proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before proposal submission.
- c. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d. The proposal of the firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e. The bidder, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

## NOTICE

### **Prison Rape Elimination Act (PREA) Audit Garden State Youth Correctional Facility**

#### **A. Background**

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#### **D. Submission of Proposal**

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# Request for Proposal

## For: Prison Rape Elimination Act (PREA) Audit Garden State Youth Correctional Facility

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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: 3/17/2023

## **1.0 SCOPE OF WORK**

### **1.1 GENERAL INFORMATION**

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### **1.2 BACKGROUND**

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

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1. The bidder (s)/vendor (s) shall submit a proposal for one (1), several or all facilities. Bidder(s)/vendor(s) must be certified auditors by the Department of Justice (DOJ). Bidder(s)/vendor(s) shall conduct audits based on the most recent DOJ PREA Standards in effect at the time of the audit. The bidder(s)/vendor(s) shall adhere to PREA standard 115.402, the auditor and any staff the auditor may hire to assist with the audit;
  - a. Cannot be part of or under the authority of the agency (but may be part of, or authorized by the relevant state or local government);

- b. Cannot be a person who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within three (3) years prior to the agency's retention of the auditor;
  - c. Cannot be employed by, contracted with, or financially compensated by the agency for three (3) years subsequent to the agency's retention of the auditor, with the exception of contracting for subsequent PREA audits
2. May be subject to a criminal background check;
3. The NJDOC anticipates that each facility audit will take approximately 42 or 50 hours (depending on the facility population), including approximately three (3) to five (5) days of work at the facility touring the physical plant; interviewing staff, contractors, and volunteers; interviewing inmates/detainees/residents; reviewing facility records; and preparing and issuing the final report.
4. Specific dates of audits have yet to be determined, however it is anticipated that the audits will begin after March, 2023 and must be completed by August 2023. Audit dates will be mutually agreed upon by the NJDOC and the successful bidder.

### **2.1.2 LOCATION of AUDIT**

Garden State Youth Correctional Facility (GSYCF) is located at

1. Physical address;  
98 Highbridge Rd., Yardville, NJ 08620
2. Mailing address;  
PO BOX 11401, Yardville, NJ 08625

GSYCF is located in the central region of the State and is approximately 20 minutes driving time from NJDOC COHQ.

GSYCF has an operational capacity (based of Fiscal Year 2022) of 1887 and an average population of 1034.

### **3.0 PRICING**

The hourly rate must be ALL INCLUSIVE. No additional charges are permitted.

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- b. Ownership Disclosure Form
- c. Disclosure of Investigations and other Actions Involving Vendor
- d. Disclosure of Investment Activities in Iran Form
- e. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- f. Chapter 271 Vendor Certification and Political Disclosure Form
- g. MacBride Principals Form
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#### **4.2 COVID 19 RESTRICTIONS/COMPLIANCE**

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#### **4.3 NEW JERSEY BUSINESS ETHICS GUIDE CERTIFICATION**

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#### **4.4 NON-COLLUSION**

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- a. The price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- b. Neither the price(s) nor the amount of its proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before proposal submission.
- c. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d. The proposal of the firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e. The bidder, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

## NOTICE

### **Prison Rape Elimination Act (PREA) Audit South Woods State Prison**

#### **A. Background**

The intent of this Request for Proposal (RFP) is to award a contract(s) to the responsible bidder(s)/vendor(s) whose bid proposal, conforming to this RFP, is 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 for that will result in a contract(s) to provide a PREA compliance audit at one (1) DOC facility from qualified bidder(s)/vendor(s). Sexual abuse, sexual harassment, sexual victimization, and any similar inmate claims are investigated by the NJDOC's Special Investigations Division (SID).

#### **B. Important Dates**

- RFP release date: **March 17, 2023**
- End of question/request for clarification period: **5:00 pm March 24, 2023**
- Answers/clarification will be posted on the NJDOC website: **March 31, 2023**
- **Proposal closing date: 2:00pm April 7, 2023**

#### **C. Questions/Request for Clarification**

The NJDOC will only accept questions/request clarifications inquiries from potential bidders/vendors via email. Questions and/or requests for clarification must be submitted to: [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) **No later than 3/24/2023 by 5:00 PM**, with a subject line "**South Woods State Prison PREA Audit.**" 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/Vendors 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 Bidder/Vendor to be knowledgeable of all addenda related to this procurement.

#### **D. Submission of Proposal**

The responsibility for a timely submission rest with the applicant. NJDOC must receive bidder/vendor's proposals with all attachments without exception electronically via email. The email submission subject line must indicate the "**South Woods State Prison PREA Audit.**" The documents shall be in PDF format. In order to be considered for award the proposal bidders/vendors must submit all required documentation throughout the RFP to [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) no later than **4/7/2023 by 2:00 PM.**

**PROPOSALS RECEIVED AFTER THE SUBMISSION DATE AND TIME WILL BE REJECTED. THE DATES AND TIMES ARE LISTED ON THIS SHEET IN RED.**







# Request for Proposal

## For: Prison Rape Elimination Act (PREA) Audit South Woods State Prison

Event	Date	Time
Questions and/or Request for Clarification Due Date	3/24/2023	5:00 PM
Answers and/Clarifications	3/31/2023	5:00 PM
Mandatory/Optional Site Visit	N/A	N/A
Proposal Submission Date	4/7/2023	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: 3/17/2023

## **1.0 SCOPE OF WORK**

### **1.1 GENERAL INFORMATION**

The intent of this Request for Proposal (RFP) is to award a contract(s) to the responsible bidder(s)/vendor(s) whose bid proposal, conforming to this RFP, is 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 for that will result in a contract(s) to provide a PREA compliance audit at one (1) DOC facility from qualified bidder(s)/vendor(s). Sexual abuse, sexual harassment, sexual victimization, and any similar inmate claims are investigated by the NJDOC's Special Investigations Division (SID).

### **1.2 BACKGROUND**

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, was created to eliminate sexual abuse in confinement. 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. Inmate health care services, including mental health and dental, are provided by Rutgers, The State University of New Jersey. All facilities fall under the same NJDOC policies and procedures.

The NJDOC has two (2) facility dedicated to Inmate Substance Use Disorder Treatment Services, located at Mid State Correctional Facility. The Inmate Use Disorder Treatment Services are administered by The Gateway Foundation, Inc. and licensed by the State of New Jersey. Female inmates receive Substance Use Disorder Treatment Services at Edna Mahan Correctional Facility. The Gateway Foundation, Inc. also administers the Inmate Substance Abuse Treatment Services (Psycho-Educational Programming) at all facilities.

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

## **2.0 SCOPE OF WORK**

1. The bidder (s)/vendor (s) shall submit a proposal for one (1), several or all facilities. Bidder(s)/vendor(s) must be certified auditors by the Department of Justice (DOJ). Bidder(s)/vendor(s) shall conduct audits based on the most recent DOJ PREA Standards in effect at the time of the audit. The bidder(s)/vendor(s) shall adhere to PREA standard 115.402, the auditor and any staff the auditor may hire to assist with the audit;
  - a. Cannot be part of or under the authority of the agency (but may be part of, or authorized by the relevant state or local government);
  - b. Cannot be a person who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within three (3) years prior to the agency's retention of the auditor;

- c. Cannot be employed by, contracted with, or financially compensated by the agency for three (3) years subsequent to the agency's retention of the auditor, with the exception of contracting for subsequent PREA audits
2. May be subject to a criminal background check;
3. The NJDOC anticipates that each facility audit will take approximately 42 or 50 hours (depending on the facility population), including approximately three (3) to five (5) days of work at the facility touring the physical plant; interviewing staff, contractors, and volunteers; interviewing inmates/detainees/residents; reviewing facility records; and preparing and issuing the final report.
4. Specific dates of audits have yet to be determined, however it is anticipated that the audits will begin after March, 2023 and must be completed by August 2023. Audit dates will be mutually agreed upon by the NJDOC and the successful bidder.

### **2.1.2 LOCATION of AUDIT**

South Woods State Prison (SWSP) is located at

1. Physical address;  
215 Burlington Rd., Bridgeton, NJ 08302
2. Mailing address;  
Same as Physical

SWSP is located in the southern region of the State and is approximately 1 hour and 30 minutes driving time from NJDOC COHQ.

SWSP has an operational capacity (based of Fiscal Year 2022) of 3474 and an average population of 2325.

### **3.0 PRICING**

The hourly rate must be ALL INCLUSIVE. No additional charges are permitted.

Pricing shall be based on the estimated hours listed on the price sheet. The actual time needed for the audit may vary. Adjust the hourly rate accordingly in your price quote.

Bidders shall submit a detailed description and price in their proposal. Please include all requested information on the Agency Request for Quotation form (PB120 Agency Request for Proposal), 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>

### **3.1 PROPOSAL SUBMISSION**

The responsibility for a timely submission rest with the applicant. NJDOC must receive bidder/vendor's proposals with all attachments without exception electronically via email. The email submission subject line must indicate the "**SOUTH WOODS PREA Audit**". The documents shall be in PDF format. In order to be considered for award the proposal bidders/vendors must submit all required documentation throughout the RFP to [COHQ.Procurement@doc.nj.gov](mailto:COHQ.Procurement@doc.nj.gov) no later than **4/7/2023 by 2:00 PM.**

***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. Vendor can visit [www.njstart.gov](http://www.njstart.gov) and click on "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, as well as informational videos, and links to help desk support and vendor payment information.

The following documents must be completed, signed where indicated and submitted prior to award of purchase order. **This can be done through NJSTART:**

- a. State of New Jersey Standard Term and Conditions Delegated Purchasing Authority
- b. Ownership Disclosure Form
- c. Disclosure of Investigations and other Actions Involving Vendor
- d. Disclosure of Investment Activities in Iran Form
- e. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- f. Chapter 271 Vendor Certification and Political Disclosure Form
- g. MacBride Principals Form
- h. Proof of Business Registration
- i. Certificate of insurance/ ACORD
- j. Source Disclosure Form
- k. 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 providing instructions on how to print their AA/EEOC Employee Information Report Certificate.

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.

Vendors are encouraged to utilize the online process whenever possible. The new electronic filing and payment options are posted online.

#### **4.1 VENDOR SHOULD RETURN ALL COMPLETED AND SIGNED FORMS TO THE USING AGENCY.**

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.

#### **4.2 COVID 19 RESTRICTIONS/COMPLIANCE**

The Successful bidder/vendor shall be required to comply with COVID 19 Mitigation efforts with State of New Jersey and agency (NJDOC) travel, safety quarantine and testing protocols as well as any other conditions designed to mitigate the spread of the Covid-19 virus as delineated at the following web links:

<https://covid19.nj.gov/index.html>

<https://www.state.nj.us/corrections/pages/COVID19Updates.shtml>

There are currently no travel advisories that apply specifically to New Jersey. However, it is recommended to follow travel guidelines from the CDC and delay travel until an individual is up to date with their COVID-19 vaccine, including boosters. Do not travel if you tested positive for COVID-19 or have been recommended to isolate. In New Jersey, face masks are no longer required in most outdoor and indoor settings. However, the auditor will need to follow recommendations given by the NJDOC at the time of the audit. Full details will be discussed prior to travel. Upon receipt of a positive test, NJDOC reserves the right to discontinue the audit to prevent the spread of Covid-19.

The auditor is required to comply with all facility requirements for entrance and with all Covid-19 preventative measures currently in place by the NJDOC at the time of the audit which may include and not be limited to mask requirements, outdoor interview locations (weather permitting), plastic partitions, social distancing regulations, use of PPE and related items, and Covid-19 capacity limitations. Privacy will be ensured during the audit process regardless of the preventative measures in place at the time.

#### **4.3 NEW JERSEY BUSINESS ETHICS GUIDE CERTIFICATION**

The Treasurer has established a business ethics guide to be followed by State Contractors in their dealings with the State. The guide provides further information about compliance with Section 2.8 of the State of New Jersey Standard Terms and Conditions. The guide can be found at:

[http://www.state.nj.us/treasury/purchase/ethics\\_guide.shtml](http://www.state.nj.us/treasury/purchase/ethics_guide.shtml).

BY SIGNING THE REQUEST FOR PROPOSAL PAGE, the bidder is automatically certifying that it has read the guide, understands its provisions and is in compliance with its provisions.

#### **4.4 NON-COLLUSION**

BY SIGNING THE REQUEST FOR PROPOSAL PAGE, the bidder certifies as follows:

- a. The price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- b. Neither the price(s) nor the amount of its proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before proposal submission.
- c. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d. The proposal of the firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e. The bidder, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.