



Request for Proposal

For: LASER TATTOO REMOVAL

Event	Date	Time
Questions and/or Request for Clarification Due Date	3/16/23	5:00 PM
Answers and/Clarifications	3/24/23	5:00 PM
Mandatory/Optional Site Visit	N/A	N/A
Proposal Submission Date	4/3/23	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
PO Box 863
Trenton, New Jersey 08625

Date: 3/3/2023

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. The State reserves the right to award up to three (3) contract awards if proposals are received from bidder/vendors with office locations limited to one region of the State (northern, central, southern).

This RFP is issued by the New Jersey Department of Corrections (NJDOC), Division of Programs and Reintegration Services, Office of Community Programs, on behalf of the State of New Jersey, to solicit proposals for laser tattoo removal from qualified bidder(s)/vendor(s) in order to better prepare incarcerated persons, hereafter referred to as “residents,” in NJDOC-contracted Residential Community Reintegration Programs (RCRPs) for successful community reintegration. Laser tattoo removal providers are needed in each region of New Jersey for accessibility by residents in all contracted RCRPs.

1.2 BACKGROUND

The NJDOC is responsible for the operations and management of prison facilities in the state of New Jersey. The department operates nine (9) correctional facilities comprised of eight (8) male facilities and one (1) institution for women. The NJDOC's correctional facilities and Residential Community Reintegration Programs house a combined total of approximately 12,000 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 currently contracts with five (5) non-profit corporations to provide RCRP services. RCRP services include assessment, substance use treatment, life skills, cognitive skills, employment readiness and job search assistance, college and vocational school enrollment assistance, and other supportive services. The RCRPs are located across the state with five (5) locations in northern New Jersey, one (1) location in central New Jersey and six (6) locations in southern New Jersey. A list of the RCRPs by name and address is attached (see Attachment 1).

Through these contracts, NJDOC offers residential community reintegration opportunities for approximately 1,075 residents. They have earned minimum custody status required to be housed in a community setting to work or attend school, are within 30 months of parole eligibility or maximum expiration of sentence, and volunteer to complete the remainder of their incarceration in a rehabilitative and pro-recovery environment.

As RCRP residents prepare to reenter mainstream society, they must overcome barriers to educational attainment, employment, family reintegration, and fulfillment of financial obligations. Often, there is a timeline for overcoming these barriers. For instance, upon entry into the RCRP work release phase, residents are required to obtain employment within 30 days.

The NJDOC recognizes that RCRP residents who have tattooed their faces, neck and/or hands deal with additional barriers to community reintegration, especially employment, due to a “perceived” bias that tattoos are anti-social. In an effort to successfully reintegrate the RCRP

residents into mainstream society, the NJDOC implemented a reentry component for laser tattoo removal. The rehabilitative goals of this initiative are to;

- a. expand job opportunities;
- b. increase earning potential;
- c. improve self-confidence for success in mainstream society; and
- d. decrease bias/negative judgments against the RCRP residents.

The Laser Tattoo Removal Pilot Program was implemented on September 1, 2017 for removal of varying face, neck and/or hand tattoos on residents who volunteer for program participation. Residents are scheduled for the appointments by a RCRP staff liaison and escorted by a case manager to the medical provider's office for the appointment. RCRP residents arrive in plain clothes, are not handcuffed, and are not escorted by correctional police officers. Payment, billable to the NJDOC, is processed monthly.

The Laser Tattoo Removal Pilot Program has been well received. Prior to suspension of the program at the onset of the COVID pandemic in spring 2020, 159 applications were received for program participation. This is an average of 64 applications per year. The RCRP residents have attended appointments at the medical providers' offices without issue and significant procedural changes have not been required since implementation of the program. The program has been duplicated by the New Jersey Juvenile Justice Commission (NJJJC) due to its potential for positive impact on community re-entry.

2.0 SCOPE OF WORK

The bidder (s)/vendor (s) shall have the responsibility to perform laser tattoo removal for a total of approximately 25 – 50 RCRP residents during the initial term of the contract.

The bidder/vendor(s) shall address the following specifications in the bid proposal

- a. Availability of services to include office location(s), range of days per week and appointment hours that will be available to serve the program participants, and the maximum number of appointments per week that will be available; Scheduling procedures;
- b. Description of consult services including a sample of the documentations that will be required for completion by each program participant/patient;
- c. Appointment requirements i.e. preparation procedures, early arrival; Process for determining the projected number of sessions required for removal of each tattoo; and
- d. Description of the proposed laser tattoo removal technology to be utilized as well as the process.

The bidder(s)/vendor(s) assumes sole responsibility for the complete effort required in this RFP. Special consideration will not be afforded after bids are opened because of a bidder/vendor's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the bidder/vendor represents that it has satisfied itself, from its own investigation, of all of the requirements of this RFP.

2.1 BIDDER/VENDOR RESPONSIBILITY

2.1.2 EXPERIENCED STAFF

The bidder/vendor shall include the years in operation and qualifications including its ability to provide a qualified laser tattoo removal specialist(s) in the proposal. The bidder/vendor shall also indicate experience serving the offender (or ex-offender) population, if applicable.

2.1.3 COST PROPOSAL

The bidder/vendor must submit all requested pricing information. Failure to submit all requested pricing information may result in the bidder/vendor's proposal being considered materially non-responsive. Each bidder/vendor must hold its price(s) firm through contract period from the date this contract is awarded to the successful bidder/vendor(s).

2.1.4 LOCATION

The laser tattoo removal may be proposed as a mobile service or may be offered in the bidder/vendor's office location(s) in north, central or south Jersey. Services cannot be offered outside the State of New Jersey.

2.1.5 NEWS RELEASES

The bidder/vendor is not permitted to issue news releases pertaining to any aspect of the services provided under this contract without the prior written consent of the Commissioner, New Jersey Department of Corrections.

2.1.6 ADVERTISING

The bidder/vendor shall not use the State's name, New Jersey Department of Corrections logos, images, or any data or results arising from this contract as a part of any commercial advertising without first obtaining the prior written consent of the Commissioner, New Jersey Department of Corrections.

2.1.7 AVAILABILITY OF FUNDS

The State's obligation to pay the bidder/vendor is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the State for payment of any money shall arise unless funds are made available each fiscal year to the Using Agency by the Legislature.

2.2 CONTRAT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of one year. The anticipated "Contract Effective Date" will be after the bids are evaluated and a successful bidder/vendor(s) is selected which is targeted for April 1, 2023.

The contract may be extended for all or part of three (3) one-year periods, contingent upon the bidder/vendor's performance and mutual written agreement of the bidder/vendor and the NJDOC. The same terms, conditions and pricing will remain in effect throughout the extension period.

2.3 CLAIMS AND REMEDIES

2.3.1 CLAIMS

The following shall govern claims made by the bidder/vendor regarding contract award rescission, contract interpretation, bidder/vendor performance and/or suspension or termination. Final decisions concerning all disputes relating to contract award rescission, contract interpretation, bidder/vendor performance and/or contract reduction, suspension or termination are to be made in a manner consistent with N.J.A.C. 17:12-1.1, et seq. The Director's final decision shall be deemed a final agency action reviewable by the Superior Court of New Jersey, Appellate Division. All claims asserted against the State by the bidder/vendor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq. However, any claim against the State relating to a final decision by the Director regarding contract award rescission, contract interpretation, bidder/vendor performance and/or contract reduction, suspension or termination shall not accrue, and the time period for performing any act required by N.J.S.A. 59:8-8 or 59:13-5 shall not commence, until a decision is rendered by the Superior Court of New Jersey, Appellate Division (or by the Supreme Court of New Jersey, if appealed) that such final decision by the Director was improper.

2.3.2 REMEDIES

Nothing in the contract shall be construed to be a waiver by the State of any warranty, expressed or implied, or any remedy at law or equity, except as specifically and expressly stated in writing executed by the Commissioner, New Jersey Department of Corrections.

2.3.3 STATE OPTION TO REDUCE SCOPE OF WORK

The State has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the NJDOC shall provide advance written notice to the bidder/vendor. Upon receipt of such written notice, the bidder/vendor will submit, within five (5) working days to the State Project Manager, an itemization of the work effort already completed by task or subtask. The bidder/vendor shall be compensated for such work effort according to the applicable portions of its cost proposal.

3.0 PRICING

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes may preclude an award being made to the bidder/vendor. Pricing shall be submitted on the provided price sheet (Attachment 1A)

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 "**LASER TATTOO REMOVAL**". 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 no later than **4/3/2023 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 holds a New Jersey State contract)

Registration is easy and takes only a few minutes. Vendor can visit 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/ . 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 or call (609) 341-3500 Monday to Friday between 8:30am to 4:30pm.

4.2 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.