

**Request for Proposals**  
**Mental Health Residential Community Release Program(s)**

**Table of Contents**

**Section I – General Information**

<b>1.0</b>	<b>Purpose and Intent</b>	<b>1-2</b>
<b>2.0</b>	<b>Background</b>	<b>2-3</b>
<b>3.0</b>	<b>New Jersey Statutes Annotated (N.J.S.A.) Title 30:4-91.2</b>	<b>3-4</b>
<b>4.0</b>	<b>Program Description</b>	<b>4-7</b>
4.1	Mental Health Residential Community Programs Structure	4-6
4.2	Program Services	6
4.3	Principles of Evidence-Based Practice	6-7
<b>5.0</b>	<b>Statement of Need</b>	<b>8-9</b>
5.1	Number and Type of Program Beds	8
5.2	Length of Program Participation	8
5.3	Program Start-Up	8-9
5.4	Facility Location	9
5.5	Outcome Measurement	9
<b>6.0</b>	<b>Proposal Preparation and Submission Instructions</b>	<b>10-22</b>
6.1	General	10
6.2	Bid Response Requirements	10-13
6.3	Mental Health RFP Conditions	13-16
6.4	Proposal Delivery and Identification	16
6.5	Bid Proposal Submission	16
6.6	Multiple Proposals	16-17
6.7	Proposal Format and Content	17-20
6.8	Electronic Question and Answer Period	21
6.9	Bid Response Submission Deadline	21
6.10	Bidder’s Considerations	21-22
<b>7.0</b>	<b>Proposal Evaluation and Contract Awards</b>	<b>22-24</b>
7.1	Proposal Evaluation Criteria	22-24
7.2	Best and Final Offer (BAFO)	24
7.3	Contract Award	24

Rate Calculation Instructions	25-28
Schedule A Proposed Per Diem Rate – Essential Services	29
Schedule B-1 Essential Services Allowable Costs	30-31
Schedule B-2 Essential Services Program Personnel Cost	32-33
Schedule B-3 Essential Services Bidder’s Staffing Proposal	34
Schedule A-1 Proposed Per Diem Rate – Enhanced Services	35
Schedule E-1 Enhanced Services Allowable Costs	36-37
Schedule E-2 Enhanced Services Program Personnel Cost	38-39
Schedule E-3 Enhanced Services Bidder’s Staffing Proposal	40

**Section II – Statement of Work**

<b>1.0 Performance Requirements</b>	<b>41-42</b>
1.1 General Administration	41
1.2 ACA Accreditation	42
<b>2.0 Quality Control Plan and Quality Assurance</b>	<b>42-45</b>
2.1 Contractor’s Responsibilities	42-43
2.2 NJDOC Quality Assurance	43-45
<b>3.0 Non-Profit Corporation or Association and Governing Body</b>	<b>45-46</b>
3.1 Community Relations Advisory Board	45-46
3.2 Oversight of OM Plan Reports	46
3.3 Appointing Authority	46
3.4 Conflict of Interest Policy	46
<b>4.0 Subcontracting</b>	<b>46-47</b>
4.1 Responsibility	46
4.2 Subcontractor Utilization Plan	46
4.3 Documented Experience	47
4.4 Key Decision Makers and Managers	47
4.5 Prior NJDOC Approval	47
<b>5.0 Facility Physical Plant and Operational Requirements</b>	<b>47-51</b>
5.1 Ownership	47
5.2 Americans with Disabilities Act, Title III	47
5.3 Licensure	47
5.4 Standards	48
5.5 Contractor’s Obligation to Maintain the Facility, Property, Equipment and Furnishings	48
5.6 Utilities and Taxes	48
5.7 Sounding Devices	48
5.8 Smoke-Free Environment	48
5.9 Parking	49
5.10 Central Control Room	49

5.11	Supervised Holding Area	49
5.12	Medical, Dental, Mental Health, and Pharmaceutical Services Accommodations required for the Mental Health RCRPs	49-50
5.13	Required Equipment	50
5.14	Facility Back-up Generators	50
5.15	Management Information System (MIS)	50-51
5.16	Prior Approval of New Programs	51
<b>6.0</b>	<b>Staffing</b>	<b>51-57</b>
6.1	Appointment of Facility Program Director	51
6.2	Other Key Decision Making Staff	52
6.3	Staffing Qualifications	52
6.4	Substitution of Personnel	52
6.5	Substitution of Subcontractor	52
6.6	Food Supervisor/Cook	52-53
6.7	Teachers	53
6.8	Staffing Pattern	53-54
	6.8.1 General Staffing Requirements	53
	6.8.2 Accountability Staff	54
6.9	Volunteer Services	55
6.10	Employee Criminal Record Screening	55
6.11	Identification Badges for Contractor's Employees and Volunteers	55
6.12	Notification of Change, New Hires, Separation	56
6.13	Notification of Staff/Inmate Incidents/Violations	56
6.14	Vacant Positions	56
6.15	Employee Conduct	56-57
6.16	Quarterly Staff Rosters	57
6.17	Employee Cell Phone Policy	57
<b>7.0</b>	<b>Program Operations</b>	<b>57-69</b>
7.1	Program Assignments	57-58
7.2	Transporting Inmates to the Program	58
7.3	Forwarding Inmate Documents	58
7.4	Admission Notification to Law Enforcement	59
7.5	Intake, Orientation, and Admission Process	59
7.6	Components of Screening and Assessment	59
7.7	Substance Abuse Prevention, Education, Counseling, and Supportive Services	60-61
7.8	Medical	61-62
7.9	Medication	62-63
7.10	Educational Programming for Students in State Facilities	63
7.11	Inmate Identification Cards	63-64
7.12	Daily Inmate Count	64
7.13	Release Procedures	64-65

7.14	Inmate, Visitor, and NJDOC Personnel Sign In/Out Procedures	65-66
7.15	Progress Reports	66
7.16	Gender-Specific Programs	66
7.17	Parenting/Family	66
7.18	Culturally Informed Services	66
7.19	Discharge/Aftercare Plan	66-67
7.20	Affordable Care Act	66
7.21	Mental Health Services	67-68
7.22	Food Service Plan	68-69
<b>8.0</b>	<b>Inmate Information</b>	<b>69-76</b>
8.1	Ombudsman's Corrections	69
8.2	Inmate House Chore Assignments	69-70
8.3	Inmate Financial Information	70-71
8.4	Medical Co-Pay	71
8.5	Inmate Employment and/or Education	71-73
8.6	Visitation	73
8.7	Bedside Visits and Private Viewing	73
8.8	Correspondence	73
8.9	Telephone	73-74
8.10	Personal Property	74
8.11	Critical Illness/ Death Notification of Next of Kin	74
8.12	Marriage and Civil Union	74
8.13	Clothing and Shoes	74
8.14	Inmate Furloughs	75
8.15	Program Authorized Community Time (P.A.C.T.)	75
8.16	Inmate Prohibited Acts/Zero Tolerance	75
8.17	Disciplinary and Non-Disciplinary Returns	75-76
8.18	Inmate Escapes	76
8.19	Attorney Visits	76
<b>9.0</b>	<b>Contractor's Administrative Responsibilities</b>	<b>76-81</b>
9.1	Policies and Procedures	76-77
9.2	Facility and Inmate Searches	77
9.3	Contraband and Disposition of Contraband	77
9.4	Facility and Grounds Security	77-78
9.5	Hostage Policies and Procedures	78
9.6	Involvement with Law Enforcement and Law Enforcement Entrance Procedures	78
9.7	Use of Physical Force and Restraints	79
9.8	Disturbance Control Plan	79
9.9	Prison Rape Elimination Act (PREA)	79
9.10	Program Reports/Forms	80
9.11	Contractor's Records	80
9.12	Media Contact Protocol	80

9.13	Research Projects	80-81
9.14	Future Legislative Mandates or Court Orders	81
9.15	Liaison with Local District Parole Office	81
9.16	Tours & Events within Mental Health RCRP	81

### **Section III – Contract Requirements**

<b>1.0</b>	<b>Standard Terms and Conditions</b>	<b>82-86</b>
1.1	Independent Contractor	82
1.2	Assignment and Subcontracts	82-83
1.3	Corporate Status Verification	83
1.4	Background Checks	83
1.5	Obligation of Placement of Participants	83
1.6	Liquidated Damages	83-86
1.7	Temporary Non-Performance	86
1.8	Licenses and Permits and Debarment	86
1.9	Cost Liability	86
1.10	Ownership of Material	86
<b>2.0</b>	<b>Special Terms and Conditions</b>	<b>87-89</b>
2.1	Compensation	87
2.2	Contract Extension (Award Term)	87-88
2.3	Contract Continuity / Transitional Period	88
2.4	Amendments	88
2.5	Special Projects / Additional Work	88-89
2.6	State of New Jersey’s Option to Reduce Scope of Work	89
2.7	Business Registration Requirements	89
2.8	Contractor Warranty	89
<b>3.0</b>	<b>Primary Contractor’s Responsibilities</b>	<b>90-97</b>
3.1	General	90
3.2	Source Disclosure Certification	90
3.3	Insurance	90-91
3.4	Set-Off For State Tax Notice	91-92
3.5	Affirmative Action	92-94
3.6	Anti-Discrimination	94-95
3.7	Standards Prohibiting Conflicts of Interest	95-96
3.8	Prohibited Investment Activities in Iran	96
3.9	Macbride Principles Certification	96-97
<b>4.0</b>	<b>Financial Management</b>	<b>97-100</b>
4.1	Audit Requirements	97-98
4.2	Audit Rules and Regulations	99
4.3	Certification of Adequacy of Accounting System	99
4.4	Books and Records Retention	100

<b>5.0</b>	<b>Termination of Contract</b>	<b>100-02</b>
5.1	Right to Terminate for Cause	100-01
5.2	Right to Terminate for Convenience	101
5.3	Termination or Suspension Due to Unavailability of Funds	101
5.4	Termination for Contractor Bankruptcy	101-02
5.5	Termination for Contractor Merger or Acquisition	102
5.6	Contractor's Obligations upon Contract Termination or Suspension for Any Reason	102
5.7	Effect of Termination	102

## **DEFINITIONS:**

The following words and terms, when used in this Request For Proposals, shall have the following meanings, unless the context clearly indicates otherwise:

**“ACA Standards”** means the American Correctional Association's *Performance-Based Standards for Adult Community Residential Services* (fourth edition).

**“Assessment and Treatment Center”** means a Residential Community Release Program which is utilized as the first facility placement in the continuum of care, hence Level 1 facility. The primary focus is comprehensive assessment of the inmate and recommendation for assignment to a Correctional Treatment Program, Work Release Program or return to a correctional facility as unsuitable for community release.

**“Bidder”** means a qualified, not-for-profit company that submits a proposal in response to the NJ Department of Corrections’ Request for Proposal.

**“Business day(s)”** means any single or consecutive days during which most businesses operate, Monday through Friday, excluding weekends and legal holidays.

**“Calendar day(s)”** means any single day or consecutive days, January 1 through December 31.

**“Casework”** means the function of the caseworker, social worker, or other professional in providing social services, such as counseling, to individuals in custody.

**“Central Communications Unit”** means the centralized communication center within the NJDOC that coordinates certain functions of the NJDOC on a 24 hour, seven day a week basis.

**“Central control room or area”** means a secure, self-contained room or area designed to maintain the security and communications of the facility.

**“Clinical record”** means all records in the facility that pertain to the inmate’s care.

**“Commissioner”** means the Commissioner of the New Jersey Department of Corrections.

**“Community resources”** means human services agencies, service clubs, citizen interest groups, self-help groups, and individual citizen volunteers that offer services, facilities, or other functions that can meet the needs of the facility or have the potential to assist inmates. These various resources, which may be public or private, national, or local, may assist with material and financial support, guidance, counseling, and supportive services.

**“Contraband”** means any item, article or material found in the possession of or under the control of a inmate, that is not authorized for retention or receipt; and/or any article that may be harmful or presents a threat to the security and orderly operation of a facility.

**“Contract Monitors”** means individuals appointed by the Office of Community Programs who serve as the official liaison between the NJDOC and the Contractor on matters pertaining to the daily operation and management of the facility.

**“Contractor”** means the bidder awarded a contract resulting from this Request For Proposals.

**“Correctional Treatment Program”** means a Residential Community Release Program deemed appropriate for inmates who have been assessed as a medium to high level of recidivism, hence Level 2 facility. The primary focus is treatment through structured activities for a minimum of six hours per day, six days per week for a minimum of three months. This program also offers a work release component for the inmate once clinically appropriate.

**“Counseling”** means planned use of interpersonal relationships to promote social adjustment. Counseling programs provide opportunities to express feelings verbally with the goal of resolving the individual's problems. At least three types of counseling may be provided: individual, a one-to-one relationship; small group counseling; and large group counseling.

**“Court Orders”** means any orders, judgments or opinions issued by a court of competent jurisdiction or any stipulations, agreements or plans entered into in connection with litigation that governs the operation, management or maintenance of the facility or relates to the care and custody of inmates of the facility, whether currently existing or as may be rendered in the future.

**“Daily inmate count/census”** means the number of inmates residing in the facility on any given day.

**“Discharge plan”** means a written plan initiated at the time of the inmate’s admission, and added to during the course of the inmate’s treatment, which addresses the needs of the inmate after discharge.

**“Education program”** means a program of formal academic education or a vocational training activity designed to improve employment capability

**“Facility”** means a place, building (or part thereof), set of buildings, or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of inmates. It is owned and/or operated by a not-for-profit agency and includes the staff and services as well as the buildings and grounds.

**“Facility Program Director”** means an employee of the non-profit Contractor who is responsible for managing the day-to-day operations of one Residential Community Release Program. The Facility Program Director, or his or her designee, must be available in the Facility and to the New Jersey Department of Corrections at all times.



**“Family”** means immediate (spouse, parent, stepparent, legal guardian, grandparent, child or sibling) kindred, legally authorized representative, executor, or an individual granted a power of attorney. The term may also be expanded to include those persons having a commitment and/or personal significance to the inmate, provided that the primary legal rights of the immediate next of kin, legally authorized representative, executor, or an individual granted a power of attorney, have been satisfied.

**“Firm-Fixed Price”** means a price that is all-inclusive of direct costs and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other allowable costs.

**“Firm-Fixed Price Contract”** means a firm-fixed price contract that provides for a price that is not subject to any adjustment on the basis of a contractor’s cost experience in performing the contract. However, prices are subjected to changes if they are explicitly included in the agreement.

**“Governing Authority”** means the organization, person, or persons designated to assume legal responsibility for the management, operation, and financial viability of the facility.

**“Inmate”** means any offender sentenced to the NJDOC who is deemed eligible to participate in a less restrictive, community-based facility (*per N.J.S.A. 30:1B-6 Powers and duties of commissioner, paragraph m.*).

**“Inmate Accountability Call”** means a required contact from an inmate from an authorized telephone number while at a site authorized by the Residential Community Release Program i.e. school, work, furlough or Program Authorized Community Time (P.A.C.T.)

**“Level I, Level II, and Level III Facility”** means a NJDOC facility designation indicative of the level of security, inmate movement, and interaction with the community.

**“May”** denotes that which is permissible, not mandatory.

**“Medical Co-Payment”** means the fee paid by inmates for medical, dental, emergency and optometry services in accordance with N.J.A.C. 10A:16-1.5. The medical co-payment shall be \$5.00 and the medication co-payment shall be \$1.00.

**“Medication”** means a substance so defined by the New Jersey State Board of Pharmacy rules, as set forth in N.J.A.C. 13:39.

**“Medication dispensing”** means a procedure for the proper selection, measuring and issuance of a medication to an inmate.

**“Multidisciplinary team”** means those persons, representing different professions, disciplines, and service areas, who ensure inmates receive treatment, rehabilitation, guidance and services through team-making decisions.

**“National Commission on Correctional Health Care (NCCHC) Standards for Mental Health”** means Standards for Mental Health Services in Correctional Facilities.

**“Needs assessment”** means an evaluation of the offender's status in a series of problem areas: social, emotional, physical, mental, substance abuse and educational/vocational. The results are used to determine program and work assignments.

**“N.J.A.C”** means the New Jersey Administrative Code.

**“Offender”** means a person convicted of a criminal offense pursuant to the laws of New Jersey.

**“OPRA”** means the Open Public Records Act at N.J.S.A. 17:1A-1 et seq. and N.J.A.C. 10A:22.

**“Parole Board”** means the New Jersey State Parole Board (SPB).

**“Per diem rate”** means the agreed upon rate to be paid to the Contractor for each night an inmate occupies a bed in a contracted residential community release program bed.

**“PREA”** means the Federal Prison Rape Elimination Act of 2003. This act was established to provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and provide information, resources, and recommendations and funding to protect individuals from prison rape, sexual abuse and sexual harassment. The major provisions of PREA include adherence to a zero-tolerance standard for the incidence of inmate sexual assault and rape, the development of standards for the detection, prevention, reduction and punishment of prison rape and the collection and dissemination of information on the incidence of prison rape.

**“Regional Institution”** means the correctional facility designated to provide support services to a residential community program, such as, but not limited to, medical, security, administration, disciplinary returns and parole hearing scheduling.

**“Residential Community Release Program”** (hereinafter referred to as RCRP) means the community assessment and treatment centers, halfway houses or substance use disorder treatment programs under contract with the New Jersey Department of Corrections.

**“Risk assessment”** means a process of estimating an individual's likelihood of continued involvement in criminal behavior based upon an objective evaluation of the individual's risk.

**“Self-administration”** means a procedure in which any medication is taken orally, injected, inserted, or topically or otherwise administered by an inmate to him/herself.

**“Shall or Must”** denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

**“Should”** denotes that which is recommended, not mandatory.

**“Special Needs Inmate”** means an inmate who meets criteria of a disorder per the most recent edition of the Diagnostic and Statistical Manual (DSM) which interferes with the inmate’s ability to meet the functional requirements of prison life without mental health treatment. A listing of all of the Special Needs Inmates is kept in a roster called Mental Health Special Needs Roster (MHSNR).

**“State”** means the State of New Jersey.

**“Subcontractor”** means an entity having an arrangement with a State contractor, where the State contractor uses the products and/or services of that entity to fulfill some of its obligations under its State contract, while retaining full responsibility for the performance of all of its [the contractor’s] obligations under the contract, including payment to the subcontractor. The subcontractor has no legal relationship with the State, only with the contractor.

**“Work Release Program”** means a Residential Community Release Program deemed appropriate for inmates who have been assessed as a low risk for recidivism, hence a Level 3 facility. The primary focus is employment and/or educational and vocational training in preparation for employment for inmates with limited skills. This program also offers program services to meet the specific needs of the inmate and reconnection to the family and community.

## **Exhibits:**

### **Section I - A-F**

- A. N.J.A.C 10A:17-2.18 – 2.20 Volunteers**
- B. NJDOC Policy ADM.010.001 Standards of Professional Conduct**
- C. N.J.A.C. 10A:20 Residential Community Programs**
- D. (1) N.J.A.C. 10A:3-5.10 – 5.11, Testing for Prohibited Substances  
(2) Form 172-I Continuity of Evidence Urine Specimen  
(3) Form 172-II Continuity of Evidence-On-Site Urine/Saliva Specimen Testing**
- E. (1) N.J.A.C. 10A:16 Medical and Health Services  
(2) Selected Health Services Policies and Procedures**
- F. (1) N.J.A.C 13:2-14 Employment by Licensees of a Person Failing to Qualify as a Licensee  
(2) N.J.A.C. 13:2-15 Removal of Statutory Disqualification**

### **Section II - G-N**

- G. (1) NJDOC Policy PCS.001.001 Inmate Accountability in Residential Community Release Programs  
(2) N.J.A.C. 10A:4-3.1 Inmate Rights and Responsibilities  
(3) N.J.A.C. 10A:4-4.1 Inmate Prohibited Acts  
(4) NJDOC Policy PCS.004.001 Residential Community Release Programs and Mutual Agreement Programs (MAP) Treatment Programs: Consequences of Prohibited Substances Use  
(5) Form 259 Disciplinary Report  
(6) Form CA:44.2a Escape Report  
(7) Form CA:44.2b Disciplinary/Administrative Discharge Summary  
(8) N.J.A.C. 10A:1-11.9-11.10 Personal Property**
- H. (1) N.J.A.C. 10A:17-7 Inmate Marriage and Civil Union  
(2) N.J.A.C. 10A:18-6 Visits  
(3) N.J.A.C. 10A:18-7 Bedside, Private Viewing and Funeral Visits**
- I. (1) N.J.A.C. 10A:18-2.1-3.12 Correspondence  
(2) N.J.A.C. 10A:18-8 Telephone**
- J. (1) N.J.A.C. 10A:3-5.1-5.6 and 5.9-5.11 Search of Inmates and Facilities  
(2) N.J.A.C. 10A:3-6 Contraband and Disposition of Contraband  
(3) Form 171-I Seizure of Contraband Report**

- (4) Form 171-II Inmate Receipt, Contraband Seizure**
- K. N.J.A.C. 10A:22 Records**
- L. N.J.A.C. 10A:1-10 Research**
- M. (1)N.J.A.C. 10A:19 News Media and Public Information Dissemination  
(2) Public Law C.30:4-91.22**
- N. (1) Form 686-I Community Program Application  
(2) Form 686-II Community Program Application Checklist  
(3) Residential Community Release Program Quarterly Staff Roster  
(4) Subcontractor Utilization Plan**

### **Section III – Directives**

#### **PCS-2016-1**

**Prohibited Substance Testing of Inmates in Residential Community Release Programs**

#### **PCS-2016-2**

**Tours and Events within Residential Community Release Programs**

#### **PCS-2016-3**

**Holiday Furlough, P.A.C.T., Employment and Education Release Restrictions**

#### **PCS-2016-4**

**Inter-agency Transfer Request of Residential Community Release Program Inmates**

#### **PCS-2016-5**

**Test Assessing Secondary Completion (TASC) Registration Fee Reimbursement**

#### **PCS-2016-6-R2**

**Background Checks of RCRP Employees, Volunteers and Interns**

#### **PCS-2016-7**

**Furloughs**

#### **PCS-2016-8**

**Residential Community Release Program (RCRP) Uniform Procedures for Transportation and Admittance into Correctional Facilities**

#### **PCS-2016-9**

**Male and Female Accountability Staff Requirements**

**PCS-2016-10**  
**Program Authorized Community Time (P.A.C.T.)**

**PCS-2016-11**  
**Evaluation and Approval or Disapproval of Resident Employment Sites**

**PCS-2016-12**  
**Standard Forms File Upload to SecurManage**

**PCS-2017-1**  
**Employment/School Visit Procedure of RCRP Employment/School Sites**

**PCS-2017-2**  
**Release Procedure of RCRP Inmates**

**PCS-2017-3**  
**Laser Tattoo Removal Pilot Program**

**PCS-2017-4**  
**Disbursement of Naloxone to NJDOC Inmates Upon Release**