

Request For Proposals
Residential Community Release Programs

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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).

“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.) itinerary location.

“Adult Basic Education” means instruction in reading, writing and math for individuals (ages 16 and over) to attain their state-issued high school diploma in order to achieve educational, career and personal goals.

“Assessment and Treatment Center” means a Residential Community Release Program which is utilized as the first facility placement in the continuum of care for male inmates, hence Level 1 facility. The primary focus is comprehensive assessment of the inmate and recommendation for assignment to either a Correctional Treatment Program or an Education, Vocational Training and 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 New Jersey 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.

"Central Control Room" means a secure, self-contained room or area designed to maintain the security and communications of the facility.

“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 an 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 the specific staff within the Office of Community Programs who are responsible for monitoring the Residential Community Release Programs for contract compliance.

“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 male inmates who have been assessed as a medium to high level of recidivism, hence Level 2A facility. The primary focus is treatment through structured activities for a minimum of six hours per day, five days per week. This program also offers an education, vocational training and work release component for the inmate once clinically appropriate.

“Corrective Action” means a directive from the Office of Community Program’s Contract Compliance Unit to address a deficiency or failure to comply with a Contract requirement through action to remedy the deficiency or failure to comply and may require revision(s) to the Contractor’s policies and procedures.

“counseling” means offering to assist or assisting, for a fee or other compensation, an individual or group through a counseling relationship to develop an understanding of interpersonal and intra personal problems and to plan and act on a course of action to restore optimal functioning to that individual or group but does not mean rehabilitation 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” 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.

“Educational Program” means Adult Basic Education classes, post-secondary academic courses or vocational training activities designed to improve employment capability.

“Educational, Vocational Training and Work Release Program” means a Residential Community Release Program deemed appropriate for male inmates who have been assessed as a low risk for recidivism, hence a Level 3A 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.

“Essential Services” means those services the Bidder determines are required in its customized program design to meet all scope of work requirements of the Request For Proposals and achieve the Bidder’s proposed outcome measures for the target population.

“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 distinct New Jersey Department of Corrections’ contracted Residential Community Release Program. The Facility Program Director, or an alternate who shall be designated in writing to act in the absence of the Facility Program Director, must be available in the facility, and to the New Jersey Department of Corrections, at all times.

“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.*).

“Level 1 Facility” means a Residential Community Release Program which operates as an Assessment and Treatment Center and is utilized as the first facility placement in the continuum of care for male inmates.

“Level 2A Facility” means a Residential Community Release Program which operates as a Correctional Treatment Program for male inmates who have been assessed as medium to high level of recidivism.

“Level 3A Facility” means a Residential Community Release Program which operates as an Educational, Vocational Training and Work Release Program for male inmates who have been assessed as a low risk for recidivism.

“may” denotes that which is permissible, not mandatory.

"needs assessment" means an evaluation of the inmate’s status in such areas as: social, emotional, physical, mental health, substance use, educational and/or vocational attainment and risk of recidivism. The results are used to determine appropriate treatment and discharge plans.

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

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

“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 assessment and treatment centers, halfway houses or substance use disorder treatment programs under contract with the New Jersey Department of Corrections (N.J.A.C. 10:20). For the purpose of this Request For Proposals, a RCRP may also be defined as a community-based residential facility contracted by the New Jersey Department of Corrections, for inmates under community supervision including: assessment and treatment centers; correctional treatment programs; educational, vocational training and work release programs; and specialized gender responsive programs serving female inmates.

"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.

"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.

"Specialized Level 2B Facility" means a Residential Community Release Program that provides correctional treatment services specifically for young adult male inmates ages 18-29.

"Specialized Level 3B Facility" means a Residential Community Release Program that provides services specifically for male inmates enrolled in college courses and/or vocational school training with a work release component.

"Specialized Level 3C Facility" means a Residential Community Release Program that provides services specifically for male inmates who are 55+ years of age and participate in work release and/or vocational training.

"Specialized Level 4 Facility" means a Residential Community Release Program that operates as a Gender Responsive Program Serving Female Inmates to provide gender responsive services facilitated through a Trauma Informed Care approach. These programs offer a correctional treatment track and an educational, vocational training and work release program track to allow female inmates to be properly assigned in accordance with assessment results and treatment and program history.

"State" means the State of New Jersey.

"State Parole Board" means the agency whose functions include, but are not limited to, evaluating and assessing adult incarcerated offenders to determine eligible release status, conducting parole hearings, supervising offenders on parole supervision in the community and managing the provision of services for individuals on parole supervision.

"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.

Exhibits:

Section I - A-F

- A. N.J.A.C 10A:17-2.18 – Volunteers
- B. NJDOC Policy ADM.010.001 Standards of Professional Conduct
- C.
 - (1) N.J.A.C. 10A:20 Residential Community Programs
 - (2) Office of Community Programs Communication Codes
 - (3) Admission Notification to Law Enforcement Form
 - (4) Employment Notification to Law Enforcement Form
 - (5) Joint Comprehensive Assessment Plan – Sample
 - (6) Social Services Inmate Emergency Contact/Family Information Form
- D.
 - (1) N.J.A.C. 10A:3-5.10 – 5.11, Testing for Prohibited Substances
 - (2) Form 172-II Continuity of Evidence-On-Site Urine/Saliva Specimen Testing
 - (3) Form 285-II Prohibited Testing Request Summary
- E.
 - (1) Residential Community Release Program Assessment and Treatment Centers Emergency and Non-Emergency Medical, Dental, Mental Health and Pharmaceutical Services
 - (2) N.J.A.C. 10A:16 Health Services
 - (3) NJDOC Policy MED.001.000 Mission, Goals, Objectives & Organizational Structure of the NJDOC Medical, Dental and Mental Health Care Services
 - (4) NJDOC Policy MED.001.002 Disasters: Healthcare Staff Readiness and Response
 - (5) NJDOC Policy MED.001.003 Healthcare Records
 - (6) NJDOC Policy MED.001.004 Infection Control Program
 - (7) NJDOC Policy MED.001.008 Inmate Medical Appraisals
 - (8) NJDOC Policy MED.001.012 Inmate Medical/Health Care Services
 - (9) NJDOC Policy MED.002.001 Mental Health Services
 - (10) NJDOC Policy MED.002.002 Emergency Mental Health Services
 - (11) NJDOC Policy MED.003.001 Dental Services
- 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) Form 259 Disciplinary Report
 - (5) Form CA:44.2a Escape Report
 - (6) Form CA:44.2b Disciplinary/Administrative Discharge Summary
 - (7) N.J.A.C. 10A:1-11.9-11.10 Personal Property
- H. (1) N.J.A.C. 10A:17-7.1-7.10 Inmate Marriage and Civil Union
(2) N.J.A.C. 10A:17-5 Religion
- I. (1) N.J.A.C. 10A:18 Mail, Visits and Telephone including:
10A:18-2.1-3.12 Correspondence
10A:18-6.1-6.21 Visits
10A:18-7.1-7.9 Bedside, Private Viewing and Funeral Visits
10A:18-8.1-8.9 Telephone
- J. (1) N.J.A.C. 10A:3-5.1-5.6 Search of Inmates and Facilities
(2) N.J.A.C. 10A:3-6.1-6.3 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:22-1.1-2.12 Records
- L. N.J.A.C. 10A:1-10.1-10.8 Research
- M. (1) N.J.A.C. 10A:19-1.1-3.7 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-R2

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-R1
Evaluation and Approval or Disapproval of Resident Employment Sites

PCS-2016-12
Standard Forms File Upload to SecurManage

PCS-2017-2
Release Procedure of RCRP Inmates

PCS-2019-1
Federal Work-Study Income Applicability of Maintenance Fee and Fines, Penalties and Restitution Collection

2021-1
Procedures for Auditing and Returning Unissued State Paychecks in Possession at Residential Community Release Programs