



Request for Proposal

For: Incarcerated Persons Intake PREA Education Video

Event	Date	Time
Questions and/or Request for Clarification Due Date	1/25/2024	5:00 PM
Answers and/Clarifications	2/1/2024	5:00 PM
Mandatory/Optional Site Visit	NA	
Proposal Submission Date	2/9/2024	2:00 PM

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

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

RFP Issued By

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

Date: 1/17/2024

1. Purpose and Intent

The New Jersey Department of Corrections (NJDOC) is seeking a qualified vendor to collaborate, develop, and produce an Incarcerated Person (IP) Intake Prison Rape Elimination Act (PREA) Education video which is gender specific to a women's correctional facility. This video needs to highlight NJDOC's zero tolerance culture with regards to the PREA, and will focus on definitions of sexual abuse and sexual harassment, voyeurism, consent, grooming, protective pairing, ways to report PREA internally/externally, retaliation, medical/mental health assistance and false reporting, while being gender focused.

The Intake Education video shall align with the Department's mission and, at a minimum, focus on the following objectives:

- 1) The Department's zero-tolerance policy for sexual abuse and sexual harassment
- 2) The dynamics of sexual abuse and sexual harassment in confinement
- 3) The common reactions of sexual abuse and sexual harassment victims
- 4) The ways in which Incarcerated Persons can report incidents of sexual abuse, or sexual harassment
- 5) Definitions of sexual abuse and sexual harassment
- 6) What are examples of official duties? (Pat, Strip, count, tours – is it sexual abuse or voyeurism or official duties)?
- 7) The right to be free from sexual abuse and sexual harassment and from retaliation for reporting such incidents
- 8) What is retaliation? Examples of subtle retaliation
- 9) The right to be free from verbal abuse, including name calling, and sexually explicit, profane, vulgar, or degrading language;
- 10) How to confidentially report incidents or suspicions of sexual abuse and harassment, including the availability of non-prisoner interpreters for prisoners with limited ability to speak or write in English
- 11) What does confidential mean? (our pin system, phone, kiosk, tablet reporting, etc.)
- 12) Receiving confidential emotional support services
- 13) How to contact the Special Investigation Division (SID)
- 14) How to contact the Office of the Corrections Ombudsperson

1.1 Background

The NJDOC is responsible for the operations and management of correctional facilities in the State of New Jersey. The department operates nine (9) correctional facilities comprised of eight (8) male facilities and one (1) female facility. The NJDOC's correctional facilities and thirteen 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 PREA Standard 115.33 requires that IP education needs to occur within 30 days of IP intake. IPs must be provided with a comprehensive education either in person, or through use of a video, which identifies their right to be free from sexual abuse and sexual harassment while incarcerated. IP education will include information explaining the facility's zero-tolerance policy and how to report incidents of sexual abuse, or sexual harassment. The NJDOC has both internal and external ways to report PREA, which would be covered in the IP education. The video to be produced will incorporate the requirements of the Standard.

1.2 Scope of Work

This Scope of Work (SOW) shall be used as a guide for services. Please carefully review the SOW all attached documents. Provide a complete description of your proposal. Dates of services will be mutually agreed upon between the NJDOC and the successful vendor(s) {bidder(s)}.

1. The successful vendor(s) {bidder(s)} shall have knowledge of PREA standards, policy development, and staff training processes.
2. The successful vendor(s) {bidder(s)} shall provide examples of previous work and experienced credentials relating to the specific content.
3. The successful vendor(s) {bidder(s)} shall be able to complete video by in order to comply with grant deadlines.
4. The successful vendor(s) {bidder(s)} shall demonstrate extensive experience producing training materials for governmental agencies including videography.
5. The successful bid/proposal shall include:
 - a) 1 video not to exceed 30 minutes
 - b) 2 Camera Shoots
 - c) 2 studio days + 1/2 day for pre-light
 - d) 4 on camera talent
 - e) 5 minutes of animation/video
 - f) 12 days of edit per episode inclusive of final finishing (online, color correct, mix)

- g) simple packaging for 1 video
- h) .mp4 of 1 video
- i) 45 DVDs (15 per video)
- j) COVID cleaning and testing included

6. Video must state the following:

- a) **“The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice.”**
- b) **“This project was supported by Award No. _____ awarded by the Bureau of Justice Assistance, Office of Justice Programs.”**

2. Submission of Proposal

In order to be considered for award the proposal vendor(s) {bidder(s)} must submit all required documentation throughout the RFP to Katrice.Scott-Leonard@doc.nj.gov no later than **Friday February 9, 2024 by 2:00pm** with a subject line **“PREA Educational Video”**.

ANY PROPOSALS NOT RECEIVED ON TIME WILL BE REJECTED.

3. Pricing

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

4. Review

Proposals will be evaluated and ranked based upon the qualifications of the Vendor(s) {Bidder(s)}, experience, capability/capacity to provide services and overall cost effectiveness. Failure to submit a proposal containing all elements specified in the RFP will negatively affect the review of the proposal.

5. Questions and/or Requests for Clarification

Questions and/or requests for clarification must be submitted to: Katrice.Scott-Leonard@doc.nj.gov **No later than Thursday January 25 2024 by 5:00 PM**, with a subject line **“PREA Educational Video Q&A”**

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 Vendor(s) {Bidder(s)} should check the DOC website daily from the time of the RFP issuance through the proposal submission deadline. It is the sole responsibility of the Vendor(s) {Bidder(s)} to be knowledgeable of all addenda related to this procurement.

6. State Registration/Documentation Requirements

If your company is not a New Jersey registered vendor or currently hold a New Jersey State contract adhere to the following:

The State of New Jersey requires all vendors to register through the NJSTART portal. Click the following NJSTART link to register, update or review the vendor profile

njstart@treas.nj.gov or call (609) 341-3500 Monday to Friday between 8:30am to 4:30pm.

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

- State of New Jersey Standard Term and Conditions Delegated Purchasing Authority
- Ownership Disclosure Form
- Disclosure of Investigations and other Actions Involving Vendor
- Disclosure of Investment Activities in Iran Form
- Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- Chapter 271 Vendor Certification and Political Disclosure Form
- MacBride Principals Form
- Proof of Business Registration
- Certificate of insurance/ ACORD
- Source Disclosure Form
- Russian Belarus
- Affirmative Action/ Equal Employment Opportunity Compliance Information Report (AA 302)

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

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

The New Jersey Department of Treasury, Division of Purchase and Property's (DPP) Contract Compliance and Audit Unit (CCAU) is excited to announce that the AA/EEOC Employee Information Report can now be submitted electronically. Electronic payments (credit card and echeck) for the \$150 certificate fee can also be completed at

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

- Business Registration Certification (BRC)

Businesses must be registered with the Division of Revenue, of the Department of Treasury. The NJ-REG process allows all businesses to register for all taxes and related liabilities to which a new business may be subject. Business registration forms and instructions are available at:

<https://www.state.nj.us/treasury/revenue/busregcert.shtml>