

## NOTICE

### Mother/Child Visitation, Escort and Transportation Services

#### **A. Background**

The NJDOC will award a contract to the lowest priced responsive bidder to provide transportation services for children participating in the Mother/Child Visitation Program at the Edna Mahan Correctional Facility for Women (EMCFW). EMCFW is responsible for housing state-sentenced female offenders at all levels of security. Established in 1913, EMCFW has separate and diverse housing suited to the various custody status limitations of the population. The approximate average daily inmate population of the facility is seven hundred fifty-two (752) inmates. The race/ethnic background of the population is approximately forty-eight (48) % Black, thirty-seven (37) % White, fourteen (14) % Hispanic, and one (1) % Asian.

The Mother/Child Visitation Program consists of a visitation program for children of incarcerated mothers. The program operates three (3) days per week on Mondays, Thursdays and Fridays during the months of February through October. No more than ten (10) children participate in each day's session. Visits through the Mother/Child Visitation Program are not held during the months of November and January. In December, the schedule and frequency of the visits are modified when a special visit occurs for a larger segment of the inmate population. The December visits are further explained in Section D – Scope of Work.

Transportation is provided to children from ten (10) counties throughout New Jersey, and the participating counties are rotated on a six (6) to eight (8) week basis. The ten (10) counties include the following:

- Bergen
- Camden
- Essex
- Hudson
- Mercer
- Middlesex
- Monmouth
- Morris
- Passaic
- Union

Pick up of the children will be arranged by the contractor at a centralized location(s) in each of the above-noted counties. The names of the children, and any guardian/caregiver approved to accompany a child on the trip, are provided by the EMCFW. As long as the mother is housed in the appropriate security level, the children are provided with a specialized visit and activities including games, arts and crafts, story-telling and individual bonding time with the mother.

## **B. Important Dates**

- RFP release date: **October 26, 2015**
- End of question period: **November 6, 2015**
- All questions and answers posted on the NJDOC Web site: **November 11, 2015**
- **Proposal closing date: November 17, 2015 at 4:00 PM**
- Contract award notification: **November 20, 2015**
- Contract Period: **January 1, 2016 – December 31, 2018**

## **C. ELECTRONIC QUESTION AND ANSWER PERIOD**

The NJDOC will **only** accept questions and inquiries from all potential bidders electronically via e-mail at [procurement@doc.state.nj.us](mailto:procurement@doc.state.nj.us)

Questions should be directly tied to the Scope of Work and asked in consecutive order, from beginning to end, following the organization of the Scope of Work. Each question should begin by referencing the Scope of Work page number and section number to which it relates.

**Bidders must not contact the NJDOC directly, in person, by telephone or by e-mail, concerning this RFP.**

The cut-off date for electronic questions and inquiries relating to this RFP is **November 6, 2015**. **Answers to all questions asked will be posted on the NJDOC's website ([www.state.nj.us/corrections](http://www.state.nj.us/corrections)) on November 11, 2015.** Addenda to this RFP, if any, will be posted on the NJDOC's website after the questions cut-off date.

## **D. SUBMISSION OF PROPOSAL**

In order to be considered for award, the proposal must be received by the NJDOC Office of Financial Management, **via e-mail** no later than the date and time listed. **ANY PROPOSAL NOT RECEIVED ON TIME WILL BE REJECTED. THE DATE AND TIME ARE INDICATED ABOVE AND ON THE RFP COVER SHEET.**

**PROPOSALS MUST BE E-MAILED TO:**

[procurement@doc.state.nj.us](mailto:procurement@doc.state.nj.us)