

# **COMPLIANCE MATRIX**

**In-House RRC Services**

**Home Confinement Services**

**March 2022**

CRITERIA	PROPOSAL PREPARATION INSTRUCTIONS
<p data-bbox="111 232 993 321"><b>PAST PERFORMANCE EVALUATION AREA</b> <b>FACTOR: Accountability</b></p> <p data-bbox="111 378 957 516">The offeror's record of performance and level of success in developing and implementing offender accountability programs.</p>	<p data-bbox="1066 232 1976 321">The following past performance information shall be submitted in the offeror's proposal for any contract.</p> <p data-bbox="1066 378 1976 711">1. The five most relevant federal, state and local, and private contracts and/or subcontracts that were, or are currently being performed, in the past three years. Offerors should not submit Bureau contracts for RRC services, as the Bureau already has access to those contracts and reserves the right to take a sampling of its records in assessing an offeror's past performance.</p> <p data-bbox="1066 768 1976 1385">Relevant refers to contracts, which are of similar size, scope and complexity being acquired under this solicitation. Contracts listed may include those entered into by the federal government, agencies of state and local government and commercial customers. Offerors without prior contracts will not be evaluated favorably or unfavorably on past performance. Offerors should note that the government will conduct an assessment of the relevancy of the past performance contracts submitted by the offeror. Offeror's past performance evaluations may be negatively impacted if they submit contracts in response to these instructions</p>

which are considered less relevant or irrelevant required under this solicitation.

2. Include the following information on each of the five past performance contracts submitted. The past performance submission for each of the five contracts shall not exceed three pages.

- a. Name of the contracting activity
- b. Contract number
- c. Contract type
- d. Total contract value (including options)
- e. Contracting officer name, telephone number, and e-mail address
- f. Program Manager or Technical Representative name, telephone number, and e-mail address
- g. Administrative Contracting Officer name, address, telephone number, and e-mail address
- h. A written narrative that describes the offeror's record of performance and level of success on the contract in the following categories:
  - i. Developing and implementing offender accountability programs
  - ii. Assisting offenders in successfully reentering the community. The offeror's ability to leverage and network with other relevant community resources to offer offenders a more comprehensive and robust support system.

- iii. Acquiring and maintaining public support for community corrections programs
  - iv. Meeting mandated facility operational availability schedules
  - v. Recruiting, training, and retaining an adequate staff of personnel with the necessary skills and integrity to ensure successful, continuous performance of the contract
  - vi. Ensuring open communications about and timely response to customer needs and requirements
  - vii. Providing a Home Confinement Offender Accountability Plan noting: monitoring modalities for offenders on home detention, frequency of monitoring and return to the facility
  - viii. Provides a detailed description about their methods for assessing the individual needs of each offender to assist their reentry into the community, including the assessment process used in determining eligibility and appropriateness for home detention placement
- Note: In describing record of performance and level of success in the above areas, the offeror is required, if applicable, to submit information on problems encountered on the contracts and/or subcontracts identified, and the corrective actions taken to resolve the issues.

<p><b>PAST PERFORMANCE EVALUATION AREA FACTOR: Programs</b></p> <p>The offeror's record of performance and level of success in assisting offenders in successfully reentering the community. The offeror's ability to leverage and network with other relevant community resources to offer offenders a more comprehensive and robust support structure.</p>	<p>Instruction listed above.</p>
<p><b>PAST PERFORMANCE EVALUATION AREA FACTOR: Community Relations</b></p> <p>The offeror's record of performance and level of success in acquiring and maintaining public support for community corrections programs.</p>	<p>Instruction listed above.</p>
<p><b>PAST PERFORMANCE EVALUATION AREA FACTOR: Personnel</b></p> <p>The offeror's record of performance and level of success in recruiting, training, and retaining an adequate staff of personnel with the necessary skills and integrity to ensure successful, continuous performance of the contract.</p>	<p>Instruction listed above.</p>
<p><b>PAST PERFORMANCE EVALUATION AREA FACTOR: Communication and Responsiveness</b></p>	<p>Instruction listed above.</p>

<p>The offeror's record of performance and level of success in ensuring open communications about and rapid response to customer needs and requirements.</p>	
<p><b>PAST PERFORMANCE EVALUATION AREA</b>  <b>FACTOR: Home Confinement</b>  <b>Subfactor: Accountability</b></p> <p>The offeror's record of performance and level of success in developing and implementing offender home confinement accountability programs.</p>	<p>Instruction listed above.</p>
<p><b>PAST PERFORMANCE EVALUATION AREA</b>  <b>FACTOR: Home Confinement</b>  <b>Subfactor: Programming</b></p> <p>The offeror's record of performance and level of success in assisting offenders in successfully reentering the community through home confinement. The offeror's ability to leverage and network with other relevant community resources to offer offenders a more comprehensive and robust support structure.</p>	<p>Instruction listed above.</p>

## **TECHNICAL/MANAGEMENT EVALUATION AREA**

### **FACTOR: Site Location**

#### **Subfactor: Site Validity and Suitability**

The Site Validity and Suitability subfactor evaluates the proposed site location by considering the validity of the offeror's right to use and zoning approval. The assessment of validity includes the nature of the interest and appropriate zoning as it relates to any potential risk it poses to the government. This subfactor also evaluates the suitability of the site location with regard to local area concerns and plans to mediate concerns and the responsiveness to proximity requirements defined in the PWS or SOW (whichever is applicable), and the RFP, Section J.

The offeror shall submit official documentation that demonstrates they have a right to use, signed by both parties, and zoning approval. Acceptable evidence of right to use is limited to deeds, leases, bills of sale, options to lease, options to buy, contingency leases, or contingency deeds. Acceptable proof of right to use shall be submitted at the time of initial proposal submission.

If not contained in the initial proposal, offerors shall provide the Contracting Officer with valid proof of all zoning and local ordinance requirements necessary for the operation of a Residential Reentry enter (RRC), or any other program specified in the Statement of Work (SOW) applicable to any and all proposed performance sites within 90 days after the date of the initial proposal submission. In addition, the offeror is required to maintain proper zoning throughout the life of the contract. An offeror's failure to establish and maintain proof may result in elimination from the competitive range prior to award and termination for default following award.

The offeror shall complete and submit the Local Area Concerns Within a Half-Mile Radius Attachment, identifying facilities whose closeness to the RRC may raise public concern. For those public concerns

	identified, the offeror shall include their approach for mediating any potential community impacts in the space provided. The offeror shall address if there are any laws or ordinances in place which precludes the housing of certain types of inmates.
<b>TECHNICAL/MANAGEMENT EVALUATION AREA</b> <b>FACTOR: Site Location</b> <b>Subfactor: Community Relations Program</b>  The Community Relations Program subfactor evaluates the innovativeness, credibility, and comprehensiveness of the offeror's proposed program for educating and interacting with the local community in order to acquire and maintain positive community relations and partnerships, to include the development of a Community Relations Board.	<p>The offeror shall provide a Community Relations Plan which describes their approach to educating the local community about the goals and mission of the RRC and maintaining the support of the community which includes the development of a Community Relations Board. The Plan shall not exceed two pages. Offeror shall ensure the Plan is relevant to the location required under this solicitation and include specific activities that will be conducted on a quarterly basis, to include the use of volunteers.</p> <p>In responding to this factor, offerors shall also submit proof that the law enforcement agency with primary jurisdiction, at least two levels of local government officials, and the respective Congressional delegation for the proposed location have been notified of their intent to open and operate a Residential Reentry Center as identified in the solicitation. The proof shall be a signed copy of each notification letter sent via registered or certified mail to the Chief Executive Officer of the law enforcement agency, two levels of public officials of the geographical area in which the</p>



	<p>proposed facility is located, and the respective Congressional delegation. The notification letter shall be the letter provided as an Attachment in Section J of the solicitation. Offerors shall also submit documentation to evidence community support or acknowledgment for the location of the proposed site (e.g., letters from neighbors, letters of affirmation from public officials, minutes of community relations board meetings that indicate community support or acknowledgment for the proposed site, petitions of support, etc.). The documentation shall not be dated prior to the date the Pre-Solicitation Notice was posted nor shall it be from sources that have a direct financial or employment interest with the offeror. The intent of this requirement is to ensure the offeror has a positive and affirmative relationship in existence prior to establishing the site. Additionally, offerors shall provide all information of any known opposition (e.g., newspaper articles, community resolutions or petitions, minutes from board meetings or zoning authorities), and a plan for mediating any known opposition that clearly demonstrates the offeror's ability to successfully provide RRC services while maintaining public support.</p>
<b>TECHNICAL/MANAGEMENT EVALUATION AREA</b>	<p>The offeror shall provide an Offender Accountability and Security Plan (ORP) that describes the plans,</p>

**FACTOR: Accountability and Security**

This factor evaluates the comprehensiveness, credibility, and innovativeness of the offeror's offender accountability program. The offeror will be evaluated on the plans, procedures, and practices they will employ to ensure offenders are accurately accounted for, at all times, while (1) in the facility; (2) at work assignments; and (3) in all other activities in the community. This factor evaluates the contractor's security plan that provides a safe and secure environment for both staff and offenders. This factor also evaluates the contractor's procedures and policies for resident's possession and use of smartphones.

procedures, and practices the offeror will employ to ensure that offenders are accurately accounted for while (1) in the facility; (2) at work assignments; and (3) in all other activities outside the facility, while providing a safe and secure environment for both staff and offenders. The plan shall include the routine use of smartphones, as outlined in the SOW. The offeror shall ensure the approach is relevant and applicable to the requirements under this solicitation.

The plan shall not exceed five pages in total. Offeror shall ensure the Plan is relevant to the location required under this solicitation.

**TECHNICAL/MANAGEMENT EVALUATION AREA****FACTOR: Programs**

This factor evaluates the offeror's programs for assisting the resident in finding viable employment. This includes the evaluation of the offeror's programs for assisting offenders in meeting the identified elements of their Individualized Program Plan (IPP). The IPP will address all the resident's needs and risks identified by the BOP and the RRC. This factor also includes an evaluation of the offeror's development and fostering of collaborative relationships with a

The offeror shall submit an Offender Reentry Program (ORP) plan, which describes the offeror's approach for assisting offenders in meeting the identified elements of their IPP. The ORP shall also describe the offeror's ability to develop and foster collaborative relationships in the community and to pursue partnership opportunities with other entities in order to offer a more comprehensive and robust support structure for the offender. If applicable, the ORP shall describe the offeror's approach for operating a MINT Program. The description of the program shall not exceed seven pages in total. Offerors responding to a solicitation for MINT

network of community resources, social services, and support providers in order to offer a more comprehensive and robust support structure for the offender.

**TECHNICAL/MANAGEMENT EVALUATION AREA**

**FACTOR: Facility**

This factor evaluates the offeror's proposed facility with regard to (1) facility design as indicated in the floor plans, site plans, and photographs; (2) degree of compliance to applicable local, state, national health, safety, environmental laws, regulations, Executive Orders, building codes, and SOW; (3) the soundness and credibility of the offeror's plan for ensuring operational availability within 120 days after contract award, and; (4) the offeror's ability to meet the requirements of Chapter 15, Food Service.

services will be allowed one additional page for their response. Offeror shall ensure the ORP is relevant to the requirements under this solicitation.

Offeror shall provide a copy of architectural floor plans, site plans, and photographs (that are within 120 days of proposal submission), pursuant to the SOW. Offerors shall complete and submit the RRC Contract Facility Certificate of Compliance located in Section J. Offerors shall submit their plan for complying with the 120-day availability requirement. This plan should include a sequential list for the project that will demonstrate when major construction elements will be started and how long it is estimated to take to complete in order to demonstrate an ability to achieve a 120-day availability of the facility. This plan shall not exceed three pages. Offeror shall ensure the plan is relevant to the requirements under this solicitation. Offeror shall provide a detailed description of their food service program as outlined in Chapter 15.

Bureau of Prisons representatives will conduct an on-site inspection of offeror's performance location and facility as part of the government's evaluation process. The purpose of this inspection is to obtain information for use in determining if the site is in

	<p>compliance or capable of being brought into compliance with the requirements of this solicitation.</p> <p>Offeror shall provide their plan for providing transportation or public transportation vouchers for residents, as outlined in SOW, Chapter 3.</p>
<p><b>TECHNICAL/MANAGEMENT EVALUATION AREA</b></p> <p><b>FACTOR: Personnel</b></p> <p>This factor evaluates the comprehensiveness, credibility, and innovativeness of the offeror's approach for recruiting, training, and retaining an adequate staff of Residential Reentry Program (RRP) personnel that will have the necessary skills to ensure successful, continuous performance of the contract. This also includes evaluating the offeror's plan for ensuring all personnel will be aware of and abide by the standards of employee conduct as defined by the SOW, Chapter 2.</p>	<p>The offeror shall provide a Personnel Resources Plan (PRP), which describes the offeror's approach for ensuring adequate staff are recruited, trained, and retained. The PRP shall also include the approach for ensuring all personnel will be aware of and abide by the standards of employee conduct as defined by the SOW, Chapter 2. The PRP shall address the offeror's ability to be Prison Rape Elimination Act of 2003 (PREA) compliant. The PRP shall not exceed three pages. Offeror shall ensure the PRP is relevant to the requirements under the solicitation.</p> <p>Offerors shall also provide a generic staffing pattern in conformance with the SOW Chapter 2, and job descriptions for key personnel. This information may be included as an attachment. The offeror shall also provide a list of the minimum personnel qualifications they will utilize for all employees who provide direct services to the inmates, including the facility director.</p>

**TECHNICAL/MANAGEMENT EVALUATION  
AREA**

**FACTOR: Home Confinement**

**Subfactor: Accountability**

This factor evaluates the comprehensiveness, credibility, and innovativeness of the offeror's home confinement offender accountability program. The offeror will be evaluated on the plans, procedures, and practices they will employ to ensure offenders are accurately accounted for, at all times, while on home confinement.

The offeror shall provide an Offender Accountability Plan that describes the plans, procedures, and practices they will employ to ensure that offenders are accurately accounted for while on home confinement (including telephonic contacts, in-person contacts and use of electronic monitoring). The offeror shall ensure the approach is relevant and applicable to the requirements under this solicitation, to include frequency of monitoring, drug and alcohol testing and return to the facility.

The plan shall not exceed three pages in total. Offeror shall ensure the Plan is relevant to the location required under this solicitation.

**TECHNICAL/MANAGEMENT EVALUATION  
AREA**

**FACTOR: Home Confinement**

**Subfactor: Programming**

This factor evaluates the quality, comprehensiveness, and innovativeness of the offeror's plan for providing a home confinement program to meet the individual needs of each offender and assist their reentry into the community. This includes an evaluation of the offeror's program for referring all eligible and appropriate candidates for home confinement, the referral process for placing individuals on home

The offeror shall submit a Home Confinement Program (HCP) plan, which provides a detailed description of their ability to meet the BOP's expectation that the majority of offenders will transition to home confinement upon their statutory home confinement eligibility date.

The HCP shall also describe the offeror's approach for administering the home confinement program detailing the referral process when the resident meets all the required home confinement criteria and is no longer in need of RRC services, use of direct home confinement, adherence to the conditions which apply

confinement and the use of direct home confinement placement.

to offenders on home confinement and services provided when offenders return to the facility.

The description of the program shall not exceed three pages in total. Offeror shall ensure the HCP is relevant to the requirements under this solicitation.

<b>Submission Description</b>	<b>Copies</b>	<b>Page Limits</b>
Volume I: Technical/Management	Original & via electronic format [Compact disk in Adobe Acrobat (pdf) format] (CD-ROM/PDF)	
Right to Use and Zoning Approval		N/A
Local Area Concerns Within a Half-Mile Radius (IAW Attachment, Section J)		N/A
Community Relations Plan		2
Community Notification Letters (IAW Attachment, Section J)		N/A
Documentation of Community Support		N/A
Offender Accountability Plan		5
Home Confinement Offender Accountability Plan		3
Offender Reentry Program Plan		7
Home Confinement Offender Reentry Program Plan		3

Food Service Plan		2
(IAW Attachment, Section J)		N/A
Copy of floor plans, site plans, & photographs		N/A
RRC Contract Facility Certificate of Compliance (IAW Attachment, Section J)		N/A
Plan for 120 day availability		3
Personnel Resources Plan		3
Staffing Pattern (IAW SOW, Chapter 2 RRC		N/A
Volume II: Business Proposal Completed Contract Sections: A, B, and K	Original & via electronic format [Compact disk in Adobe Acrobat (pdf) format] (CD- ROM/PDF]	N/A
BOP Environmental Checklist Community Corrections Program (IAW Attachment, Section J		N/A
FBOP Service Contract Business Management Questionnaire (IAW Attachment, Section J)		N/A
Volume III: Past Performance	Original & via electronic format [Compact disk in Adobe Acrobat (pdf) format] (CD- ROM/PDF)	Not to exceed 15 pages