

# **COMPLIANCE MATRIX**

## **DAY REPORTING CENTERS**

**April 2023**

| CRITERIA  | PROPOSAL PREPARATION INSTRUCTIONS   |
|---|---|
| <p data-bbox="107 232 995 321"><b>PAST PERFORMANCE EVALUATION AREA</b><br/><b>FACTOR: Accountability</b></p> <p data-bbox="107 378 957 516">The offeror's record of performance and level of success in developing and implementing offender accountability programs.</p> | <p data-bbox="1062 232 1969 321">The following past performance information shall be submitted in the offeror's proposal:</p> <ol data-bbox="1062 378 1839 516" style="list-style-type: none"> <li data-bbox="1062 378 1839 516">1. The five most relevant contracts and/or subcontracts that were, or are currently being performed, in the past three years.</li> </ol> <p data-bbox="1062 573 1990 1295">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 which are considered less relevant or irrelevant required under this solicitation.</p> <ol data-bbox="1062 1352 1961 1442" style="list-style-type: none"> <li data-bbox="1062 1352 1961 1442">2. Include the following information on each of the five past performance contracts submitted. The past</li> </ol> |

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. Your 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.

Instruction listed above.

**PAST PERFORMANCE EVALUATION AREA  
FACTOR: Programs**

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.

**PAST PERFORMANCE EVALUATION AREA  
FACTOR: Community Relations**

The offeror's record of performance and level of success in acquiring and maintaining public support for community corrections programs.

Instruction listed above.

**PAST PERFORMANCE EVALUATION AREA  
FACTOR: Personnel**

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.

Instruction listed above.

**PAST PERFORMANCE EVALUATION AREA  
FACTOR: Communication and Responsiveness**

The offeror's record of performance and level of success in ensuring open communications about and rapid response to customer needs and requirements.

Instruction listed above.

**PAST PERFORMANCE EVALUATION AREA  
FACTOR: Home Confinement  
Subfactor: Accountability**

Instruction listed above.

The offeror's record of performance and level of success in developing and implementing offender home confinement accountability programs.

**PAST PERFORMANCE EVALUATION AREA**  
**FACTOR: Home Confinement**  
**Subfactor: Programming**

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.

Instruction listed above.

**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 SOW 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.

The DRC facility must be exclusive to the federal program and may not be of joint use. The Bureau reserves the right to have the final decision in determining potential conflicts of interest.

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 Day Reporting Center (DRC), 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.

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|   | <p>The offeror shall complete and submit the Local Area Concerns Within a Half-Mile Radius Attachment, identifying facilities whose closeness to the DRC may raise public concern. For those public concerns identified, include your 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 servicing of certain types of offenders.</p>   |
| <p><b>TECHNICAL/MANAGEMENT EVALUATION AREA</b><br/> <b>FACTOR: Site Location</b><br/> <b>Subfactor: Community Relations Program</b></p> <p>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 public support and includes the development of a Community Relations Board.</p> | <p>The offeror shall provide a Community Relations Plan which describes their approach for educating and interacting with the local community in order to acquire and maintain public support. This 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.</p> <p>In responding to this factor, offerors shall submit proof that the law enforcement agency with primary jurisdiction, at least two levels of local government officials, and the respective Congressional delegate have been notified of their intent to open and operate a Day Reporting Center as identified in this solicitation. The proof shall be a signed copy of each notification letter sent via registered or certified mail</p> |

to the Chief Executive Officer of the law enforcement agency, two levels of public officials of the geographical area in which the proposed center is located and the respective Congressional delegate for the proposed location. 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 Request for Information (RFI) was posted in the SAM.gov, 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

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|   | ability to successfully provide DRC services while maintaining public support.  |
| <p><b>TECHNICAL/MANAGEMENT EVALUATION AREA</b></p> <p><b>FACTOR: Accountability and Security</b></p> <p>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) at the center; (2) while on home confinement; (3) at work assignments; and (4) in all other activities in the community. This factor also includes an evaluation of the contractor’s security plan that provides a safe and secure environment for both staff and offenders.</p> | <p>The offeror shall provide an Offender Accountability and Security Plan that describes the plans, procedures, and practices they will employ to ensure that offenders are accurately accounted for while (1) at the center; (2) while on home confinement; (3) at work assignments; and (4) in all other activities outside the facility, while providing a safe and secure environment for both staff and offenders. The plan shall include telephonic contacts, in-person contacts and use of Global Positioning System (GPS). The offeror shall ensure the approach is relevant and applicable to the requirements under this solicitation.</p> <p>The offeror must be able to comply with the GPS requirements for all three levels of accountability as outlined in Chapter 11 of the SOW.</p> <p>The plan shall not exceed five pages in total.</p> |
| <p><b>TECHNICAL/MANAGEMENT EVALUATION AREA</b></p> <p><b>FACTOR: Programs</b></p>   | <p>The offeror shall submit an Individualized Program Plan (IPP), which provides a detailed description of the offender’s needs and risks identified in Attachment F, or subsequent versions. The offeror shall also describe their approach for assisting offenders in meeting the identified elements of their</p>  |

This factor evaluates the quality, comprehensiveness, and innovativeness of the offeror’s plan to assist offender’s successful reentry into the community. This includes the evaluation of the offeror’s programs for assisting offenders in meeting the identified elements of their Individualized Program Plan (IPP). This encompasses but is not limited to employment, financial responsibility, further educational and vocational training, mental health treatment, etc. This factor also includes an evaluation of the offeror’s development of a cognitive-behavioral program and the offeror’s understanding of and ability to leverage and network with other relevant community resources in order to offer a more comprehensive and robust support structure for the offender.

IPP, to include employment, financial responsibility, further educational and vocational training, mental health treatment, etc. The offeror shall also describe their ability to leverage and network with other relevant community resources in order to offer a more comprehensive and robust support structure for the offender.

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

**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 the SOW.

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 DRC Contract Facility Certificate of Compliance located in Section J of the solicitation. The offeror shall submit their plan for bringing their facility into compliance with all requirements, as outlined in the SOW.

**TECHNICAL/MANAGEMENT EVALUATION AREA**

The offeror shall provide a Personnel Resources Plan (PRP), which describes the offeror’s approach for

**FACTOR: Personnel**

This factor evaluates the comprehensiveness, credibility, and innovativeness of the offeror’s approach for recruiting, training, and retaining an adequate staff 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.

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 not exceed three pages. Offeror shall ensure the PRP is relevant to the requirements under the solicitation.

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 offenders, including the facility director.

| <b>Submission Description</b>    | <b>Copies</b>  | <b>Page Limits</b> |
|----------------------------------|--|--------------------|
| Volume I: Technical/Management   | Via electronic format [in Adobe Acrobat (pdf) format] in separate volumes/folders/files not to exceed 20 Megabits (MB) |                    |
| Right to Use and Zoning Approval |  | <b>N/A</b>         |

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|---|--|------------------------|
| 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                    |
| Accountability Plan   |  | 5                      |
| Reentry Program Plan  |  | 7                      |
|   |  |                        |
| Copy of floor plans, site plans, & photographs  |  | N/A                    |
| Contract Facility Certificate of Compliance (IAW Attachment, Section J)               |  | N/A                    |
| Personnel Resources Plan  |  | 3                      |
| Staffing Pattern (IAW SOW, Chapter 2)   |  | N/A                    |
| Volume II: Business Proposal Completed<br>Contract Sections: A, B, and K              | Via electronic format [in Adobe Acrobat (pdf) format] in separate volumes/folders/files not to exceed 20 Megabits (MB) | 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  | Via electronic format [in Adobe Acrobat (pdf) format] in separate volumes/folders/files not to exceed 20 Megabits (MB) | Not to exceed 15 pages |