

# Request for Proposal

**The Alabama Department of Youth Services seeks proposals from qualified persons to conduct PREA (Prison Rape Elimination Act) audit at the Vacca Campus, located 8950 Roebuck Blvd., Birmingham, AL 35206.**

**OBJECTIVE:** The Alabama Department of Youth Services seeks to secure the services needed to conduct a PREA audit of its Vacca Campus, juvenile correctional facility, by a person or entity qualified to perform such services. Additionally, the PREA auditor shall provide all PREA required audit reports, work with the requesting agency to develop a corrective action plan, if needed and participate in the implementation of such plan, if needed. Such auditor will be responsible for a full and final audit report to be posted as required by PREA standards.

**CONTRACT PERIOD:** The contract period should be approximately twelve (12) months, **beginning on or about May 1, 2021 ending April 30, 2022.** The PREA audit itself will be approximately June 10-11, 2021.

**MINIMUM QUALIFICATIONS:** Persons or entities providing the services sought under this Request for Proposal shall possess a current Department of Justice PREA auditor certification.

**CONTENT OF PROPOSAL:** Proposals should express the proposer's knowledge of and experience in compliance of PREA juvenile facility standards and the implementation of corrective plans. All proposed auditors must provide proof of PREA juvenile certification. Proposals should also include a resume of all potential auditors, including support personnel, and clearly express adequate knowledge and experience in conducting PREA audits in juvenile facilities.

All proposals must be presented in a clear and concise format on standard letter size paper.

**FEE PROPOSALS:** Proposed fee for services including structure of such fees, i.e. flat rate, hourly rate etc.

**ORGANIZATIONAL STRUCTURE:** Proposers should submit information relating to its organizational structure i.e. corporate or partnership information and agree to full compliance with state and federal requirements as to governmental contracts.

**STAARS SYSTEM:** Finance and DYS will no longer be able to update or correct billing addresses. This will be the responsibility of any potential Vendor. All Vendors must have an activated account within STARRS. If needed, the account can be activated by verifying the Taxpayer ID Number (TIN) and creating a VSS portal login ID. This can be done by visiting the VSS Portal <https://procurement.staars.alabama.gov>. For Assistance you can call the STAARS Project Team at (334) 353-9000 or email them at [staars.support@finance.alabama.gov](mailto:staars.support@finance.alabama.gov).

ACT 2001-955 requires a disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5000. The form is available at <http://www.ago.state.al.us/Page-Vendor-disclosure-Statement-Information-and-Instructions>.

ACT 2011-535, as amended by Act 2012-491, requires that you enroll in the federal E-Verify program if awarded the contract. A completed E-Verify form must be attached.

**PROPOSAL SUBMITTAL INFORMATION:**

Original proposals and three copies must be received by 4:30 p.m. on **February 12, 2021** to (mailing address) Alabama Department of Youth Services, ATTN: **R. MaChea' Jones**, P.O. Box 66, Mt. Meigs, AL 36057, or (physical address) Alabama Department of Youth Services, 1000 Industrial School Road, Attn: **R. MaChea' Jones**, Montgomery, AL 36117. Late proposals will not be accepted.

The Department of Youth Services anticipates that the proposals will be evaluated and the contract awarded by **February 22, 2021**, DYS expressly reserves the right to reject any or all submitted proposals. All entities submitted proposals shall be notified of DYS' decision regarding this proposal no later than **March 1, 2021**.

For technical questions regarding this Request for Proposal, please contact MaChea' Jones at 334-399-1589 or via email at [machea.jones@dys.alabama.gov](mailto:machea.jones@dys.alabama.gov).



# State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

Contract     Proposal     Request for Proposal     Invitation to Bid     Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.***

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary's Signature Date Date Notary Expires

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.