



STATE OF DELAWARE
DEPARTMENT OF CORRECTION
BUREAU OF ADMINISTRATIVE SERVICES
PURCHASING OFFICE
245 MCKEE ROAD
DOVER, DELAWARE 19904

August 7, 2015

REQUEST FOR PROPOSAL **RESTRICTIVE HOUSING ASSESSMENT FOR CORRECTIONAL FACILITIES**

The Delaware Department of Correction is seeking proposals from experienced individuals or firms to examine and evaluate restrictive housing practices used by Delaware correctional facilities. A description of the scope of services, experience, deliverables and requirements for submitting a proposal follows:

Overview

Delaware correctional facilities utilize various forms of restrictive housing, including maximum security, administrative segregation, disciplinary segregation, protective custody and close psychiatric observation, sometimes referred to as "solitary confinement". The General Assembly has reported, as reflected in [House Joint Resolution No 5](#) (148th General Assembly) ("HJR5"), that a growing body of research shows that extended periods of solitary confinement may contribute to mental health issues and could present barriers to reentry. The General Assembly, through HJR5, has authorized the Delaware Department of Correction ("DDOC") to commission an independent expert (the "Expert") to conduct a comprehensive assessment of DDOC's restrictive housing practices. Pursuant to HJR5, the Expert will be required to provide a detailed report with findings and recommendations for operational, regulatory and/or statutory changes relating to DDOC's use of restrictive housing (the "Report"). This request for proposal ("RFP") is issued pursuant to 29 *Del. C.* §§ [6981](#), [6982](#) and [6907](#).

Scope of Services

The Expert will conduct a comprehensive assessment of segregated housing unit operations at four Level 5 DDOC facilities (three male and one female). On or before December 31, 2015, the Expert shall provide a detailed Report to DDOC, the Chair of the House Corrections Committee, the Chair of the Senate Adult and Juvenile Corrections Committee and the Governor.

At a minimum, the Report shall contain descriptions, findings, comparisons and evaluations in the following areas. The Report shall also contain detailed recommendations for changes to Delaware law and/or DDOC policy and practices concerning use of restrictive housing:

- a) Various types and uses of restrictive housing used in the four examined Delaware correctional facilities including how the restrictions are implemented and metrics related to the frequency of use;

- b) DDOC policies and practices relating to restrictive housing, including whether and to what extent detainees and sentenced offenders have access to programs, services and mental health treatment in restrictive housing;
- c) Various types and uses of restrictive housing in a sampling of comparable correctional facilities situated in other states;
- d) Policies and practices of correctional agencies or facilities in a sampling of other states relating to restrictive housing;
- e) Correctional and penological interests furthered by the use of restrictive housing;
- f) Existence of medical reports, literature and other materials prepared by mental health or other professionals concerning the negative effects restrictive housing may have on persons diagnosed with serious mental health issues and whether and to what extent those effects present barriers to reentry;
- g) Alternatives to the use of restrictive housing; and
- h) Structural, financial, operational, staffing and other limitations on the DDOC's ability to implement alternatives to the use of restrictive housing.

Selection Criteria

DDOC will select the Expert based on the proposal that best meets its overall needs. Although not specifically required by this RFP, as part of the selection process the DDOC may require all or selected respondents to present his or her qualifications, professional experience and a description of proposed project methodology to the DDOC selection committee.

The selected respondent will enter into negotiations with the DDOC to establish a professional services agreement acceptable to the DDOC. If after a reasonable period of negotiation the selected respondent and the DDOC cannot reach agreement on the terms and conditions of a professional services agreement, the DDOC may end negotiations and select another respondent.

In compliance with HJR5, respondents must be from or affiliated with the National Institute of Corrections, the American Correctional Association, the Association of State Correctional Administrators or a similar organization. Each respondent's qualifications in the following areas will be considered and should be detailed in the proposal response:

- a) The respondent's correctional experience and expertise;
- b) The respondent's mental healthcare experience and expertise;
- c) The respondent's experience and expertise relating to the use of restrictive housing;
- d) Approach to delivery of services and ability to provide a comprehensive Report by the required deadline; and
- e) Fees and costs of services.

Proposal Deadline

To be considered, all proposals must be submitted in writing by **1:00 PM (EST) on August 24, 2015** and include a comprehensive response to the items outlined in the RFP. DDOC reserves the right to reject any non-responsive or non-conforming proposals. Proposals received after the deadline outlined above, will not be accepted or considered. The proposal may be delivered by express delivery service (e.g., FedEx, UPS, etc.), U.S. mail or by email to:

Delaware Department of Correction
ATT: Kimberly Girantino, Controller
245 McKee Road
Dover, DE 19904
Kimberly.Girantino@state.de.us