



Request for Proposals (RFP)

PREA Compliance Monitor Consultant Services for the Clinton County Jail

RFP No.: 11-1

Issued By: Clinton County Sheriff's Office / David N. Favro - Sheriff

Release Date: November 19, 2025

Proposal Due Date: November 26, 2025

1. Overview and Purpose

The Clinton County Sheriff's Office is soliciting sealed proposals from qualified individuals or firms to provide professional consulting services related to compliance with the Prison Rape Elimination Act (PREA), 28 CFR Part 115. The purpose of this RFP is to secure a PREA Compliance Monitor Consultant to assess, support, and enhance PREA compliance within the Clinton County Jail and associated operations.

The work involves developing and maintaining policies, procedures, and training programs to prevent, detect, and respond to sexual abuse and sexual harassment within the correctional facility. The incumbent serves as the primary liaison for PREA-related matters between the Sheriff's Office, the New York State Commission of Correction, outside auditors, and other oversight agencies. The position requires discretion, confidentiality, and a strong understanding of correctional operations, investigations, and victim advocacy. The work is performed under the general supervision of the Jail Administrator with leeway for the exercise of independent

The County intends to award a contract to the proposer whose offer best meets the requirements of this RFP and serves the best interest of the County.

2. Scope of Services

The selected Consultant shall provide, at minimum, the following services:

2.1 Compliance Assessment

- Conduct comprehensive on-site and/or virtual evaluations of PREA compliance within the County Jail.
- Review and assess policies, procedures, memorandum directives, training records, inmate classification procedures, and incident reporting and investigative practices.
- Evaluate compliance with staffing plans, cross-gender supervision practices, specialized training standards, and protections for vulnerable populations.

2.2 Reporting and Corrective Action

- Prepare written reports summarizing findings, compliance gaps, and recommendations.
- Assist Jail administration in developing and tracking corrective action plans.
- Provide ongoing technical assistance to the Jail PREA Coordinator.

2.3 PREA Audit Preparation

- Provide guidance to prepare the facility for formal PREA audits conducted by DOJ-certified auditors.
- Assist with documentation collection, file organization, and readiness reviews.

2.4 Technical Assistance

- Offer subject-matter expertise on PREA standards, best practices, and federal guidance.
- Participate in meetings (in person or virtual) with County staff as requested.

3. Proposal Requirements

Proposals must be organized and submitted with the following components:

1. **Executive Summary**
2. **Firm/Individual Qualifications and Experience**
3. **Description of Services and Technical Approach**
4. **Proposed Work Plan and Timeline**
5. **Staffing Plan or Key Personnel (if applicable)**
6. **Cost Proposal** (hourly rates, travel costs, and/or fixed fees)
7. **References** (minimum of two, preferably from correctional agencies)
8. **Required County Forms and Certifications** (if applicable)

Failure to include any required item may result in the proposal being deemed non-responsive.

4. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Demonstrated PREA expertise and relevant experience
- Quality and feasibility of proposed approach and methodology
- Qualifications of key personnel
- Cost competitiveness and overall value to the County
- Responsiveness to RFP requirements
- References and past performance

The County may conduct interviews or request additional information from finalists.

5. Contract Term

The initial contract term is anticipated to be four years.

6. Submission Instructions

Proposals must be submitted in accordance with the instructions below:

- **Submission Method:** E-Mail: david.favro@clintoncountyny.gov
- **Address or Portal Link:** www.clintoncountyny.gov
- **Proposal Deadline:**
- **Labeling Requirements**
“RFP No. [11-1] – PREA Compliance Monitor Consultant – [Proposer Name]”

Late submissions will not be accepted.

7. Questions and Clarifications

All inquiries regarding this RFP must be submitted in writing to:

Contact Name & Title: David N. Favro – Sheriff
Email: david.favro@clintoncountyny.gov
Deadline for Questions: Prior to November 26, 2025.

Responses will be issued via addendum.

8. General Terms & Conditions

This RFP is subject to all applicable County procurement rules, including but not limited to:

- Standard indemnification and insurance requirements
 - Compliance with federal, state, and local laws
 - Non-discrimination and equal opportunity requirements
 - Public records obligations
 - County rights to reject any or all proposals, waive informalities, and negotiate with selected proposers
-

9. Reservation of Rights

The County reserves the right to:

- Cancel this RFP at any time
 - Request additional information from proposers
 - Conduct interviews or site visits
 - Award a contract in whole or in part
 - Negotiate terms with the recommended proposer
-

Proposer Name / Company: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____