

STATE OF NEW YORK JUDICIARY

—REQUEST FOR BID—

(This is not an order)  
**BID MUST BE MADE ON THIS SHEET  
 OR AS OTHERWISE SPECIFIED**

NEW YORK STATE UNIFIED COURT SYSTEM OFFICE OF COURT ADMINISTRATION DIVISION OF PROFESSIONAL AND COURT SERVICES 98 NIVER STREET, COHOES, NY 12047  (Agency Name and Address)
Direct Inquiries to: AMELIA HERSHBERGER, SR. COURT ANALYST Telephone No.: (518) 238-4357

<b>Bid/Proposal Number:</b> <b>OCA/ADRCIP RFP #003</b> <b>Issue date: June 1, 2011</b>	<b>Commodity Group:</b>
<b>Opening date:</b> <b>July 7, 2011</b>	<b>Commodity Name:</b> <b>CHILDREN'S CENTERS                  IN THE COURTS</b>

Price to include delivery to (describe exact location and method of delivery)

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PER ATTACHED RFP/SPECIFICATIONS

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OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p><b><u>UCS ATTACHMENT I, ATTACHMENT III AND ATTACHMENT IV</u> ATTACHED &amp; INCORPORATED HEREIN.</b></p> <p>THE UCS IS SEEKING PROPOSALS FOR THE OPERATION OF CHILDREN'S CENTERS IN THE COURTS FOR VARIOUS LOCATIONS OUTLINED IN EXHIBIT VI HEREIN.</p> <p><b>TERM:</b> AUGUST 15, 2011 - MARCH 31, 2015</p>	<p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP SPECIFICATIONS.</p>

**NOTICE TO BIDDERS**

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

- 1) Complete this form and all required attachments and appendices in their entirety using ink or computer/typewriter and return with all other documents.
- 2) Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3) Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4) INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5) Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening.  
**LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

**BIDS MUST BE SIGNED**

Bidder's Firm Name:	Employer's Federal Identification Number		
Address Street	City	State	Zip
Bidder's Signature	Official Title		
Printed or Typed Copy of Signature	Area Code/ Telephone Number		

## **CHILDREN'S CENTERS GENERAL SPECIFICATIONS**

In addition to such other terms, conditions and provisions presented herein, the NYS Unified Court System Standard Request For Bid Clauses & Forms - Attachment I, Vendor Responsibility - Attachment III and UCS Attachment IV are attached and incorporated herein.

### **Background:**

This Request For Proposals ("RFP") has been developed by the Office of Court Administration's Office of Alternative Dispute Resolution and Court Improvement Programs (hereinafter "Office of ADRCIP"). The Statewide Children's Center Program was developed to address the needs of children spending time waiting in New York State's courts. The Children's Centers promote more efficient court operations. They also achieve two important objectives for children and their families: they assure that care givers<sup>1</sup> can fully participate in court proceedings, and that the time children spend in court is safe and productive.

The Children's Centers provide a separate, safe and supervised environment for children who must be in court in connection with matters involving them or their care givers. They also provide an opportunity to link some of the state's neediest children and families to vital services and programs they are entitled to but not receiving.

The Children's Centers operate year-round when the court is open. Children's Center staff is trained in childcare and early childhood development. Staff provides age-appropriate activities and toys; books and materials so that the time children spend in court can be used to promote their social, educational and recreational development.

The Children's Centers provide an opportunity to connect children and families to essential services and programs such as WIC, the food stamp program, head start, the local child care resource and referral agency, local child care programs, the early intervention program and supplemental security insurance (SSI).

### **Purpose & Scope:**

The New York State Office of Court Administration – Office of Alternative Dispute Resolution and Court Improvement Programs (hereinafter OCA/ADRCIP) is seeking sealed proposals. This RFP is seeking proposals for the start-up and ongoing part-time operation of Children's Centers in the courts as listed in Exhibit VI.

The Children's Center program consists of two parts:

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<sup>1</sup> Caregiver is defined as a parent, guardian or other person responsible for the care of a child.

- Providing quality drop-in child care for children who must be in court in matters involving them or their care givers, and
- Connecting children and families to educational, social and health services.

It is the intent of this solicitation to award a single contract for the Children's Center in each of the aforementioned courts. The New York State Office of Court Administration – Office of Alternative Dispute Resolution and Court Improvement Programs is soliciting sealed proposals for the purpose of establishing a single contract providing for the services specified herein.

**Proposal due date:**

All proposals must be received **on or before 2:00 PM, Thursday, July 7, 2011** to receive consideration.

**Contract term:**

The term of any awarded contract shall be for a period of three (3) years, seven (7) months and seventeen (17) days commencing **August 15, 2011** and terminating **March 31, 2015**. The UCS reserves the right to once extend any awarded contract for a period not to exceed nine (9) months upon written notification to the contractor prior to the expiration of the contract. Any such renewal or extension shall be subject to the approval of the NYS Attorney General (hereinafter OAG) and the NYS Office of the State Comptroller (hereinafter OSC).

**Method of Award:**

Award shall be made to the responsible proposer who receives the highest point value as indicated in **Award Criteria**. Responsible shall be defined to include, but not be limited to, compliance with these specifications, references, bidder's performance history, financial stability, resources, cost factors and experience with comparable awards/contracts.

**Paperwork:**

Complete the paperwork on the forms provided with this solicitation unless otherwise specified herein. **Do not retype or amend any portion of this solicitation.** Failure to comply may result in disqualification of proposer's response.

**Copies:**

In addition to one (1) complete, original blue ink-signature proposal with all required appendices, bidders **must** include **four (4)** complete copies of same. Failure to do so may result in rejection of proposal.

**Please Note:** Original may be bound or contained in a three ring binder, however all copies of the proposal should not be submitted in a three-ring binder, or in any other bound fashion. Please submit the copies bound only by rubber bands, staples, clips or similar devices.

### **Submission of Paperwork:**

Proposals must be submitted on bidder's letterhead and be clearly marked, "OCA/ADRCIP RFP #003" in the top left or right of the first page. **Original signature proposals and all required copies must be contained in a sealed envelope or carton and the statement clearly marked on the exterior, "SEALED PROPOSAL DELIVER IMMEDIATELY - DO NOT OPEN. OCA/ADRCIP RFP #003 JULY 7, 2011 2PM"**.

### **Implied Requirements:**

Products and services that are not specifically requested in the RFP, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer.

### **Silence of the Specifications:**

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

### **Unacceptable Bids/Proposals:**

The UCS may reject any proposals from bidders who previously defaulted on contract obligations, as surety or otherwise, upon any obligation to the state of New York; who have been declared not responsible, or disqualified, by any agency of the State of New York; or have any proceeding pending relating to the responsibility or qualifications of the bidders to receive public contracts.

### **Inquiries:**

Prospective bidders are to direct any inquiries regarding this solicitation **in writing by 5pm on June 16, 2011** and solely to the attention of:

Amelia Hershberger  
Senior Court Analyst  
Office of Court Administration  
98 Niver Street  
Cohoes, NY 12047  
E-mail: [ahershbe@courts.state.ny.us](mailto:ahershbe@courts.state.ny.us)

**The bid number must be indicated on the subject line.**

The questions and responses will be uploaded to the web site  
<http://www.nycourts.gov/admin/bids/currentsolicitations.shtml>

**Notice to parties accessing solicitations or bid documents issued by the New York State Unified Court System via the internet**

The electronic versions of such solicitations & bid documents are intended solely as a convenience to the bidder and vendor community.

Any and all individuals, firms or organizations accessing any Request for Bid(s) (RFB), Requests for Proposal(s)(RFP), Specifications or any related documents from this website shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, **up to the scheduled date and time of the bid/proposal due date**, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question. The New York State Unified Court System (UCS) - Office of Court Administration (OCA) shall have no responsibility or liability with respect to any party or submission which does not address any and all such amendments, addenda, modifications or other information posted on this website or which purports to respond to any solicitation/bid change not issued by UCS - OCA. Further, UCS - OCA shall not be responsible or liable for any losses or damages caused by any party's failure or inability to access such data for any reason whatsoever, including, but not limited to, power failures, system failures, inaccessibility of on-line service providers, or log-on or transmission delays.

Please ensure all Attachments and/or Appendices are downloaded from the web site.

**All times indicated are E.S.T. or E.D.S.T.  
(Eastern Standard Time or Eastern Daylight Savings Time)**

**All responses are to be in English.**

## DETAILED SPECIFICATIONS

### **Funding:**

UCS is particularly interested in proposals which creatively use funding provided under this RFP to leverage community resources to the maximum extent feasible so that services provided to children and families in the Children's Centers are enhanced.

Available funding by Children's Center location is shown in **Exhibit VI**.

To be considered for operating funds, bidders must submit a program narrative and budget in accordance with the requirements set forth in this RFP.

### **Eligibility of bidders:**

UCS will consider proposals submitted by public organizations, for-profit corporations and not-for-profit organizations.

### **Awarded contracts:**

This request for proposals (RFP), bidder's proposal and required appendices shall serve as the basis of a contract with the UCS. Such proposed agreements are subject to the review and approval of the offices of the New York State Attorney General and Comptroller.

The applicant may be required to submit a clarified program description and budget and may also be asked to address specific questions or recommendations of the UCS evaluation committee before contract award.

### **Compliance with laws:**

Contractors shall be compliant with all applicable federal, state and local laws, rules and regulations including, but not limited to the Americans with Disabilities Act.

### **Insurance requirements:**

Bidders must submit proof of the following comprehensive & general liability insurance coverage (a certificate of coverage is acceptable):

- A. Minimum \$1,000,000 for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate.
- B. \$1,000,000 per occurrence of professional liability insurance for all staff involved with delivery of any and all services in the Children's Centers.

Such insurance shall be maintained and kept current throughout the contract period, or any extension thereof. Proof of insurance must be provided to UCS within 30 days of the expiration date of current insurance certificate throughout the contract periods, extensions and/or renewals.

**Data collection:**

Contractors shall be responsible for implementing and maintaining a data collection system for the Children's Centers pursuant to UCS instructions (details specified at time of awards). Such information shall be made available to UCS and the Office of ADRCIP, or designees, on a regular basis in a reporting format required by UCS.

**Confidentiality:**

Proposer acknowledges that any and all information, records, files, documents or reports contained in any media format accessible to the proposer, employees, servants, contractors, agents or volunteers (hereafter Agents) by the court, or which may be otherwise encountered by Agents shall be considered extremely confidential and shall be handled accordingly at all times. Neither the proposer, nor any of its Agents shall at any time be permitted to utilize such confidential information for the any purpose outside the scope of any resulting agreement without the express prior written authorization of the UCS. Any breach of this confidentiality by the proposer or any of its Agents may result in the immediate termination of the contract and may subject the proposer to further legal penalties.

**Award selection criteria:**

- A. Award shall be made to the responsible proposer who receives the highest point value by Children's Center location until funding is exhausted as indicated in **Award Criteria**. Responsible shall be defined to include, but not be limited to, compliance with these specifications, references, bidder's performance history, financial stability, resources, cost factors and experience with comparable awards/contracts. There shall be no split awards.

Proposers may bid on more than one Children’s Center. However, any and all differences among sites must be addressed within the proposal (e.g., separate staffing plans and sketch location plans must be submitted for each site.) Questions followed by the ☆ symbol must be answered **for each Children’s Center location**. During the evaluation process, UCS reserves the right to: require that a proposer submit a supplementary individual or aggregate budget for any number or combination of Centers for which the proposer has submitted proposals; submit a clarified program description address specific questions of the UCS evaluation committee.

**B. Proposals will be evaluated on the following criteria using Exhibit VII, RFP Evaluation Tool:**

Organizational ability and experience. **Point Value 20**

Appropriateness and quality of program, including extent of innovation in services delivery for both childcare and services components of the program. **Point Value 50**

Appropriateness and quality of staffing plan and procedures. **Point Value 15**

Reasonableness of cost. **Point Value 22.**

The following documents must also be completed, executed with original signature in blue ink and attached:

**Attachment I** Cover Sheet, Pages **3 of 10** (Non-Collusive Bidding Certification) and **4 of 10** (Acknowledgment Form).

**Attachment III** Vendor Responsibility

**Attachment IV** UCS Attachment IV

**Appendix B** Cover sheet with original, blue ink signature of authorized representative. Must be completed for each Children’s Center proposed. (Attached)

**Appendix C** Completed budget worksheets and summary budget forms. (Attached)

**Appendix D** Needs assessment (Attached)

- Appendix E** Required Organizational Attachments:
1. Most Recent Audited Financial Report
  2. Organizational Chart
  3. Charity Registration Number (not-for-profit bidders)
  4. IRS Correspondence indicating applicant's tax-exempt status (if applicable)
  5. Current Listing of Board of Directors
  6. Certificate of Incorporation
  7. Copy of Insurance Certificate

- Appendix F** Required Program & Staffing Attachments:
1. Advisory Committee Membership (Attached)
  2. Staff Schedule (Attached)
  3. Staff Job Descriptions and Resumes

**Appendix G** List of three (3) references including names and phone numbers of person having direct knowledge of bidder's performance. Each reference should indicate a description of the work performed for the reference organization.

The following Exhibits are provided for informational purposes and should not be submitted with a proposal responding to this RFP:

- Exhibit V** Children's Centers Program Minimum Requirements
- Exhibit VI** Site Locations and Available Funding
- Exhibit VII** RFP Evaluation Tool
- Exhibit VIII** Proposed Contract

## Program Narrative

Maximum fifteen (15) pages. Please submit the narrative **single-sided and double-spaced**. **Retype each section heading and each question including its number**. The program narrative must include a separate response to each question specified below and should include the full text of the question being answered.

## **I. Organizational Information**

Include in this section the philosophy, experience and qualifications of the organization.

1. Describe your agency's mission and how administration of the Children's Center aligns with that mission.
2. Describe the organization's experience and/or capabilities in operating childcare programs and your understanding of the needs of children and families in crises. Include experience that speaks to the organization's ability to conduct the ongoing operation of the Children's Center program in the required county.
3. Describe the organizations experience or ability in operating referral or other community based programs as well as any drop-in programs.
4. Describe your agency's knowledge of, or its capacity to gain knowledge of, local, state, and federal service programs and entitlements that would be of benefit to the specific population of the Children's Center.
5. Please provide a copy of your agency's current Resource Development Plan and describe how the plan ensures funding and resources for the Children's Center program to supplement the UCS awarded funding. In the absence of a current Resource Development Plan please describe your plan to provide for supplemental funding or resources to the Children's Center.
6. Provide an organizational chart, which shows the intended supervisory path for Children's Center staff. Provide a certificate of incorporation, charity registration number (if applicable) and list of board of directors.
7. Provide a detailed start-up plan including benchmarks ensuring operations beginning August 15, 2011.
8. Describe your agency's commitment to maintaining diversity on your staff and among your volunteers, and your efforts to have that diversity reflect the populations you serve. Describe your agency's commitment to cultural competence, including what ongoing training you offer to staff and volunteers.

## **II. Program Description**

All programs must comply with the **Minimum Requirements** set forth in **Exhibit V**.

### Childcare component:

1. Describe the philosophy of, and the specific childcare services, programs and activities to be implemented in the Children's Center. Explain how these maybe similar or different than in other childcare settings.
2. Provide a detailed outreach plan including strategies to increase community and court awareness of the program in order to maximize usage of the Children's Center (e.g. events held at the Children's Center; community events; articles featuring the Children's Center.) ☆
3. Use the attached chart in **Appendix F** to provide a list of Advisory Committee Members for the Children's Center that meets the membership guidelines outlined in the Minimum Requirements in **Exhibit V**. Describe the selection of Co-chairs and the terms established for the Advisory Committee. ☆

### Services connection component:

1. Describe the philosophy of the manner in which the services connections portion of the program will be implemented. Describe the means by which children and families will be referred/enrolled.
2. Include a list of services and entitlement programs for which up-to-date information will be displayed in the center. Discuss how such information will be displayed for caregivers to access. Identify 2 or 3 services or entitlements that your agency has assessed as a priority for families in your county. ☆
3. Describe how staff knowledge of such programs will be expanded.

### **III. Staffing**

1. Using the staffing chart provided in **Appendix F** provide a part-time staffing plan for the Children's Center. Include provisions for paid employees and volunteers. **The plan for hours of operation should be developed in consultation with the court in each Children's Center location.** ☆
2. Provide the resumes of staff, if available, and provide detailed job descriptions. ☆

3. Discuss the personnel procedures for recruiting, hiring and training staff to be instituted to meet the minimum staffing requirements and plans for existing staff and volunteers. Include plans for: a.) lunchtime coverage, b.) vacation or sick leave coverage. ☆
4. Describe the organization's ability to supervise staff working in host settings. Provide a detailed plan describing the daily and ongoing supervision of the center.
5. Provide details on plans to recruit, train and retain volunteers. Identify 2 or 3 target organizations or locations from which you will recruit volunteers.
6. Describe the how your agency plans to: a.) enhance staff knowledge of best practices in early childhood education; b.) increase staff knowledge of your agency's programs; c.) expand staff knowledge and connection to community services relevant to the families served in the Children's Center.

#### **IV. Facility**

1. Describe the location of the Children's Center, the basis for selecting the site (if proposing an alternate site), its relation to the court(s) to be served and its accessibility to the public. Discuss plans to identify the location of the Children's Center for court visitors. Discuss any impact location and/or accessibility may have on access and utilization of the Children's Center and steps that will be taken to redress negative impact. ☆
2. Provide a sketch location plan indicating the shape and size of the room and its access points and identify the areas immediately surrounding the Children's Center. Describe and map the interior layout of the Children's Center, if available. ☆
3. Indicate the location of toilet facilities and changing tables to be used for children in the Children's Center and, if outside the facility describe their relation to the Children's Center. ☆
4. Describe any changes you would like to make in the current space and what further equipment resources will be needed as well as how you propose to meet these needs. ☆
5. Describe the current technological capabilities of the Children's Center. List the number and age of functioning computers and printers for staff. Indicate whether the Children's Center currently has access to the internet and has email capabilities and if not, please provide a plan to facilitate access. ☆

6. If the center is planned for new or renovated space, describe the renovation and the completion date.

*Facility Inspection:*

With respect to conducting an analysis of proposals received, **proposer's** facility shall be available for inspection. Subsequent to the award, **contractor's** facility shall be subject to periodic inspection.

## **V. Budget**

The budget should cover the initial contract period **August 15, 2011 – March 31, 2012.**

Funding requests must be submitted on the worksheets and budget summary forms in **Appendix C.** The budget requests must include a brief narrative.

A minimum 20% programmatic match of the total budget is required. For example, a combined UCS and agency budget of \$100,000 requires an agency match of \$20,000 in programmatic categories such as personnel, supplies and snack. While occupancy and indirect costs are valid matching expenditures and ***should be included*** in the budget, they will not be counted toward the required 20% programmatic match. All categories **do not** require a match. Where a match is being provided however, indicate such match in the appropriate line item on the attached budget forms. The match may be in the form of in-kind services, cash donations, and local funding or other grants. Indicate the source of these funds in **Appendix C.**

## **VI. References**

In this section, list three (3) references for the organization. These should be able to speak to the agency's ability to provide child care. The list should state each reference's name, address, telephone number, and a description of the work performed for the reference organization and the name of a contact person. Letters of reference are also recommended if available.