

Community Dispute Resolution Centers Program RFP #017 Questions and Answers

1. The RFP mentions audited financials. As our agency budget is less than \$250k, the IRS allows us to move that oversight level down to CPA reviewed financials. I had checked with UCS staff prior to moving from audited to reviewed financials. Does this present a problem now?
For the purposes of this application, financials that have been reviewed by a CPA in accordance with the \$500,000 revenue level are acceptable. As required by the Nonprofit Revitalization Act of 2013, only those entities with revenues of \$500,000 or greater are required to have CPA-reviewed financials.
2. Please clarify how the chart in Question #19 in the COUNTY SPECIFIC QUESTIONS SECTION is to be calculated. The column marked as “Total: directly below the “female.” Column is confusing. Should it be total female and then a separate total male column? Same with the “total” column at the end of the ages column.
The “Male” section is to be completed with raw number of male-identified neutrals and the percentage of total neutrals that that number represents (e.g., 18/45%) and the “Female” section is to be completed with the raw number of female-identified neutral and the percentage of total neutrals that that number represents (e.g., 22/55%). The total row should list the raw number of BOTH male and female neutrals, with the 100% already completed (e.g., 40/100%). This applies for all of the columns in question #19.
3. Required Attachments Checklist (B) Organizational Chart
For submissions from current CDRCs housed within multi-purpose agencies, shall the proposer submit the organizational chart for the multi-purpose agency and/or the organizational chart for the CDRC?
Please include both the organization chart for the agency and the proposed CDRC.
4. Required Attachments Checklist (H) Resumes and job descriptions of senior management and project staff. For submissions from current CDRCs housed within multi-purpose agencies, shall the proposer submit resumes and job descriptions from senior management of the parent agency or senior management of the CDRC?
Please submit the resumes and job descriptions from all relevant senior management and project staff for the proposed CDRC including any senior management of the organization itself with direct oversight of the CDRC.
5. Question 3: Is there an approved mechanism by which proposers may deliver applications electronically? Such as via Share Point or similar means?
For this RFP, no electronic submission option is available. The sole means of application delivery is in hard copy.
6. Do all exhibits have to be included in the RFP, or are some Exhibits for information only; and, if not, which ones need to be included? We are specifically referring to Exhibits 4 and 5.
Exhibits 1, 3, 4, 5, 6, 7, 8, 9, 10 and 11 are included for information and are not required submissions of an application. Exhibit 2 is required as an element of Attachment L. See Application Submission Procedures for more information.
7. I am confused by question #16, County Specific Questions—it states, “Refer to your responses to Questions 19-21.” There is no Question 21—the questions follow 19-27, 28. There are no questions 20-26. Thank you.

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Refer to the PDF of the application. The County Specific Questions Word document was replaced because the numbering did not initially match that in the PDF document.

8. Please clarify Question #13 and the relationship between that question and #19—they seem to have different content purposes. The grid above are mediator demographics and 19 is referral percentages. Also, 13 and 16 seem to be part of the same question.
9. *Refer to the PDF of the application. The County Specific Questions Word document was replaced because the numbering did not initially match that in the PDF document.*
10. Proposal narrative, after each question there is a note listing the number of characters. Does this number include or not include spaces?
The suggested total response lengths for questions includes spaces.
11. I have been working on getting our budget information on the new RFP # 017 Professional and Court Services. The RFP doesn't list a spot on the budget worksheet for Real Estate Rentals/Utilities like our current budget worksheet has. (see attached, pg 2) Do you have any input on where I should include it?
Thank you for noting this. The budget file has been replaced on the website.
12. In order to answer Question # 27, it references Questions 25 and 26 which do not exist. Please clarify.
13. *Refer to the PDF of the application. The County Specific Questions Word document was replaced because the numbering did not initially match that in the PDF document. Question #25 is the question that includes Chart A and Chart B. Question #26 is the question that includes a referral source table.*
14. Organizational Questions. Question 3: (h) The mechanism and process the Board utilizes to ensure the organization's continued effective performance through succession planning. Is this section asking about succession planning on the Board or for the staff or for both?
Both.
15. Also, for the overall question: is the 4000 character limit for 3. c-j or the entire answer?
The suggested total length is for the entire answer.
16. Question 6: Describe the organization's capacity to timely prepare and submit fiscal reports required by existing donors or funders. What types of fiscal reports are you presently required to provide, when were they due and when were they submitted for state fiscal year 2012-13, FY 2013-14, FY 2014-15 and FY 2015-16? If currently under contract with UCS, include UCS fiscal reporting deadlines and submission dates. Are you looking for every single fiscal report we've submitted for those 4 years to anyone from whom we've received revenue?
The response to this question need not be a comprehensive listing of every individual report submitted to each funder, but should summarize the types of reports, deadlines, and historical performance (by year) in meeting those deadlines.
17. If we are currently receiving UCS funds I assume we are to report on all UCS fiscal reports for the past 4 years and not just the last fiscal year?
The question specifies FY 2012-13 through FY 2015-16.

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18. County Specific Questions: Question 17 asks to identify up to 3 specific locations and why each location is used by the CDRC. Is that just locations in that specific County?
Yes. For all county-specific questions, the response must be specific to that county. The question requires applicants to specify office locations (as many as three) and separately discuss community locations.
19. Question 12 (19) is this demographics for mediators just mediating in that county and not the full roster if the center is applying for more than county?
Yes. For all county-specific questions, the response must be specific to that county.
20. Question 18 (25) Do not include complementary services. Please define 'complementary' services.
Complementary services are non-ADR services provided by the applicant organization. Historically, CASA and Surrogate Decision Making Committee programming have been considered complementary services.
21. Question 18 (25) Use Chart B, below, to project which dispute resolution processes will be utilized in the first year of the proposed contract period. To complete Chart B are we just indicating which processes will be used or are we also projecting how many cases we anticipate using each process?
22. *Refer to the PDF of the application. The County Specific Questions Word document was replaced because the numbering did not initially match that in the PDF document. This is in fact Question #25. Responses in Chart B should list the projected caseload in each row and column.*
23. Attachments: Is there a prescribed format for the budget narrative to describe all non-personnel expenses?
No. The application specifies that "a brief narrative providing an explanation of each non-personnel item" is required. The format and details of that narrative are at the discretion of the applicant.
24. Cover and Logistics: In the past, signatures have had to be notarized, that does not appear to be the case this year, is that correct?
Correct. No notarization is required for this application.
25. Is the CHAR500 sufficient for Attachment J?
To the degree that an organization's CHAR500 clearly denotes the organization's receipt of a Charities Registration Number, it is an acceptable submission for Attachment J.
26. Is the organizations 990 also submitted with the CHAR?
The 990 is not a required attachment for this application.
27. What is the last date that you will change items in the RFP? For example, if we want to send ours in at the beginning of July can we? Or do we need to wait because questions or budget lines might change and we need to use the latest version?

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While UCS will strive not to make changes after the week of 6/20/16 and receipt of all questions regarding the RFP, we reserve the right to make changes (generally, corrections) up until the deadline.

28. Most of the questions have a (XXX Characters) after them. What does that mean? Does this include spaces? Is this a maximum or suggested amount? Does that include the information that is in charts or tables under the that specific question?
The character lengths are suggestions and not restrictive minimums or maximums. These lengths include spaces and do not include the information requested in charts.
29. We understand that it is single spaced. Can we put spaces between paragraphs?
Yes.
30. Are there formatting restrictions in regards to headings and subheadings?
None are specified.
31. Should we include the question in the RFP followed by the answer or just the question number then answer it?
This is at the discretion of the applicant. Given the update to county-specific questions, UCS recommends that you include the question prior to your answer.
32. Which number listing should we follow for county specific questions? The full grant PDF or the word document that is county specific?
Refer to the PDF of the application. The County Specific Questions Word document is being replaced because the numbering did not initially match that in the PDF document.
33. Can we include page numbers?
Yes, but they are not required.
34. Question #4 – Under Category 3 what rate should we use to calculate the value of the volunteer neutrals and office workers? (The rate on page 25 of the UCS Fiscal Information Packet is \$75 per hour for Neutrals and \$15 per hour for Clerical or the NYS rate of \$26.86 per hour for a volunteer.)
Use the rate in the UCS Fiscal Information Chapter (an element of Exhibit 6).
35. Question #20, Can we provide a chart to compare the county vs the agency as part of the answer?
Please do not include supplemental materials not requested by the question itself.
36. Question #19, #22 and #23 – Because all of our mediators are used in both counties we currently serve and are applying for ; and we do not have any that are county specific our answers to these questions are the same. Should we repeat the same information or pick one county and refer you to the answers in the other county's section?
In the situation described in the question, all neutrals make up the panel for each county and therefore the panel would be identical for all county applications.

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37. Our most recent audit is from Fiscal year 2014-2015, our 2015-2016 audit will be completed in July-August 2016. Will we be penalized since our audit is not done for the most recent fiscal year yet? Should I submit our 2014-2015 audit?
No organization will be penalized for including the most recently available audit as Attachment A, Audited Financial Statements from the Most Recently Ended Fiscal Year.
38. Organizational Question 4, Category 2: what is the difference between “Fee-for-service dispute resolution revenue” and “Fee-for-service revenue”?
Fee for service dispute resolution revenue is revenue received as a fee for providing dispute resolution service while fee for service revenue represents fees received for providing services other than dispute resolution.
39. Organizational Question 4, Category 3: Is “In kind revenue...” the same as “in kind donation of goods and services” that is completed on the ADR budget sheet/quarterly reconciliations?
Yes.
40. Organizational Question 4, Category 3: Would “Other in kind revenue” be that which supports complementary non-dispute resolution programs? In other words, if we have a Youth Court program, which is complementary to Mediation, and we received In Kind Donations, would these donations be listed in this box? If no to the 1st question, what would go in this box?
Yes.
41. Question #4: If the ADR office is currently requesting that we submit programs and funding information for all activities in our agency even those programs that may not be mediation or related services, should this same information be used when completing the grid in question #4.
The application for the RFP is an independent document and will be evaluated on its own. Complete the grid in Question #4 with accurate information regarding the applicant organization’s historical revenue structure.
42. Question #9: Is this all services or specific to ADR services provided under contract with UCS?
This question does not specify services funded by UCS. Include all services to be provided by the proposed center.
43. Question #17: Question says “propose up to three specific locations and why each location is being considered”. If you already are funded by UCS and have 4 locations, does that mean you cannot request funding for one of the locations you currently have?
No. This question solicits up to three locations and the reasoning behind their selection, but does not prohibit awarded applicants from further expanding accessibility with more locations. Applicants may include other applicant offices in the response to 17(f).
44. Question #22: With regard to years of experience, if you have a mediator who has been working with your agency for two years and has been a mediator for fifteen years with another mediation agency before starting to work with your agency, they would listed as having seventeen years of experience on the chart in this question. Correct?
Yes.

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45. #20. "if currently providing CDRC services, discuss how the panel in your response to question 19 differs from your organizations current panel" I believe #19 is about our current panel; how would there be a difference?
Not necessarily. Question #19 asks about "the mediation panel you expect to use," which may or may not be identical to the panel an applicant has in place.
46. # 21. When they say dispute resolution services is it on mediation or all dispute resolution services?
All dispute resolution services.
47. # 22. is it number of years served on our panel or as a mediator in general ie: Kingston has a mediator on their panel from another counties mediation center. He has been on their panel for 20 years but on Kingston's panel for 12 year.
The total of the neutral's community mediation experience should be used to respond to Years of Experience.
48. #23. Seems to be the same question as # 20?
While these questions solicit similar information, question #20 speaks to diversity in comparison to Census data and methods of recruitment. Question #23 refers to a detailed plan "to recruit, utilize and retain volunteer neutrals." Question #23 has a broader scope than Question #20.
49. #24. I have looked for public information and have not found anything but the census for the assessment.
This question does not require that applicants disclose sources of public information but that the applicant explain how it has assessed the needs of the community, what those needs are, how the center with attempt to meet those needs.
50. Will we continue to have access to the DRCMS after July 1st?
Yes, DCRMS will continue to be available for lookup access.
51. Instructions. "Please do not permanently bind..." Is it preferred that applications not be bound at all? For those submitting for the first time, please state how is this generally done.
Applications may be temporarily held together with binder clips or rubber bands, for example.
52. Budget. Should the budget that is submitted be the CDRC's total operating budget, or should it contain only those items for which funding is sought under RFP #017?
The requested budget is for UCS funds as made available through this RFP only.
53. Pre-submission review. For our local grants, funders often offer to review and comment on the application prior to its submission to be sure it is done correctly. Is anything of that kind available here?
No pre-review comments are available at this time.
54. County questions. 25. Second sentence begins "if currently providing services only... ." What does "services only" mean?
The sentence could be rephrased as "only if currently providing CDRC services..." Only current contractors are required to report their 2015-16 caseload data.

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55. Does Parent Education count as Dispute Resolution or Non Dispute Resolution?
Non Dispute Resolution
56. Is parent/teen mediation is consider a non-ADR service?
No. Parent-Teen Mediation is considered an alternative dispute resolution service.
57. Are conflict coaching and restorative practices considered ADR?
Yes. Both are listed in Exhibit 10.
58. Do peer mediation or youth workshops come under DR or non DR?
Peer mediation provided under the auspices of a CDRC-supervised school program should be counted in the total mediations reported. Training and workshops conducted are not considered counted cases though the services promoted are dispute resolution related.
59. Is there going to be a roster of call participants today?
We keep a list as part of our procurement record but generally don't make it publicly available. That said, the people participating on this Skype meeting are able to view the participant list during the call.
60. Does "Staff" includes both employees and contractors? So an employed program coordinator is "staff" but a contract bookkeeper is not?
No. Staff refers to people employed by the applicant organization. To the degree that the functions performed by contractors need to be discussed within an application, applicants may outline the tasks or services provided by contract.
61. What makes a main office facility appropriate to provide the proposed services?
The responses to question #17 will be evaluated based on the criteria set forth in the evaluation tool. Specifically, reviewers are asked to evaluate the extent to which the proposal demonstrates that the organization will provide appropriate, accessible facilities for each county it proposes to serve by looking to the extent to which the applicant proposes appropriate and accessible facilities contain rooms suitable to hold dispute resolution sessions, are close to courts, other referring organizations, and public transportation; and are easily accessed by all members of the public, including those with disabilities.
62. Updates: County questions and budget file have been replaced, but not Org questions? Pls advise date of replacement of County questions download.
That's correct. The Budget (required file) was replaced on 6/14/16 at 4:18 PM and the Word Application (County Questions) was replaced on 6/17/16 at 2:51 PM. The PDF of the full application was not updated, nor was the Word Document (Organizational Questions).
63. Will the entire Q&A document be available on the website?
Yes. We will request that this be posted by close of business on Tuesday 6/21.
64. referring back to Organizational questions #4 the Public and private revenue, foundations and individual in Category 1 refer to adr related money category 2 the first two are adr and the last 2

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are non-adr etc for the other 2 categories. Q 4 is limited to unrestricted \$\$? Is Category 1 just ADR money?

No. The category listing is not delineated by restricted or unrestricted revenue but according to source and type of the revenue as listed in the chart. Category one funding includes UCS CDRC funding (ADR), Other Public revenue that directly supports dispute resolution programs (ADR), Public and private revenue (not necessarily ADR), Foundations and other grant makers (not necessarily ADR), individual donations (not necessarily ADR unless directed by the donor as such).

65. if you are currently in the process of completing your next strategic plan and in the event it is not complete, what would the impact of that with regard to the proposal

The question provides for an explanation of why a current plan is unavailable or not specific to CDRCs. The evaluation tool does assess the efficacy and existence of a strategic plan. In the event discussed in this question, the current strategic plan should be submitted, and applicants may note that the plan is in the process of being updated.