



NEW YORK STATE
Unified Court System

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July 30, 2008

To All Concerned Parties:

RE: OCA/CPA-329
Amendment #1

OCA/CPA-329 is hereby amended as follows:

1. The Bid/Proposal opening date is indicated on some of the attachments as September 16, 2008. This is incorrect. The correct opening date and time is September 9, 2008 at 11:00 AM.
2. Page 3, paragraph 1, Contract term shall be amended to read as follows:

Contract term:

The term of any awarded contract shall be for a period of four (4) years and two (2) months commencing **February 1, 2009 - March 31, 2013**. The UCS reserves the right to once extend any awarded contract for a period, not to exceed twelve (12) months, subject to the approval of the NYS Attorney General (hereinafter OAG) and the NYS Office of the State Comptroller (hereinafter OSC). The complete Bid Response Forms and Appendix E are to be replaced with the attached new forms. Appendix H remains the same.

3. Attachment VI shall be replaced by Attachment VI - revised.
4. The attached Q&A from the pre-bid conference, July 22, 2008 is hereby attached and incorporated into the specifications.

Should you have any questions, please do not hesitate to contact me.

Q&A
PRE-BID CONFERENCE
07/22/08

Q. *With the limit to the number of characters per response, does the term "characters" include characters with spaces, or characters without spaces?*

A. **With spaces.**

Q. *The age of mediators is a sensitive subject. If we do not require or obtain the age of mediators, do you want us to guess their ages?*

A. **We suggest offering mediators the age range chart and placing themselves within one. Guesses are not appropriate.**

Q. *Do you want names on resumes?*

A. **This is at the discretion of the proposer.**

Q. *The RFP is numbered 329, but the budget is numbered 315. Is that intended?*

A. **The RFP is correctly numbered; the budget should also be numbered 329. This is a typographical error. If you wish, you may hand correct the number to 329. Whether you hand correct the budget number or not, please ensure that you use the budget attached to the solicitation.**

Q. *With the exception of the budget forms, the forms are all PDF. We are instructed not to change the format. Can the forms be created in a word document so they can be completed electronically without having to recreate the entire document?*

A. **Yes, and long as no changes are made to any questions or requirements and all characters limits are followed. The forms are available in fillable .pdf in the Other Attachments. Any changes to may result in rejection of the proposal.**

Q. *The pages in the RFP are not numbered. If we number the pages, is that considered to be altering the document?*

A. **No. You may number the pages.**

Q. *There are two dates recorded for bid opening, September 9th and 16th what is the significance of those two different dates?*

A. **September 9, 2008 is the correct bid opening date. An amendment to has been issued. (See attached).**

Q. *On question #18, is staff to be considered as part of the mediation panel?*

A. **Yes, anyone who mediates for the program is considered part of the mediation panel.**

Q. *On question #23, what degree of specificity do you want for the referral sources?*

A. Please use the following categories (currently used by CDRC providers in the Dispute Resolution Case Management System) to specify referral sources:

Adult Protective Services
Attorney General
Business/Corporation
City Court
County Court
Criminal Court
Department of Social Services
District Attorney
Division of Human Rights
Family Court Intake
Family Court Judge
Family Court Magistrate
Housing Court
Law Guardian
Legal Aid
Media
NYS Division of Housing
Other
Police
Prior Client
Private Agency
Public Agency
Public Defender
Referred by Previous Client
Religious Referral
School
Sheriff
Small Claims Court
State Police
Supreme Court
Surrogate's Court
Town and Village Court
Walk-In
Word of Mouth

- Q. *On question #15, how are you defining a "multi-purpose" agency for the purpose of assigning direct and indirect costs?*
- A. **Multi-purpose indicates that the agency operates two or more discrete programs whose administrative costs are shared by one organizational entity. For instance, an organization operates a CDRC program and a CASA program, and splits administrative costs between the two contracts.**
- Q. *If we are a multi-purpose agency, do we include other discrete programs (like CASA) in our reported budget?*

- A. The program budget submitted should be for the CDRC program and not the overall agency.**
- Q. *If we have other ADR programs in addition to our CDRC program (like school-based programs or Surrogate Decision-Making), are we defined as a “single-purpose” or “multi-purpose” agency?*
- A. Agencies with other ADR programs would be defined as single-purpose with multiple programs existing for the same purpose. It is at your discretion whether to include other ADR programs in your program budget.**
- Q. *When the number of characters is indicated with a range, e.g. [####-####] is there a MINIMUM number of characters required?*
- A. No. Just a maximum.**
- Q. *Attachment IX on your web site gives a range, yet you say there is no minimum. How is this possible?*
- A. There is no minimum. The range is just a suggestion.**
- Q. *Special Ed, VESID and SDMC are missing from the list of types of cases. Should they be lumped together under 'Other'?*
- A. Yes.**
- Q. *On Narrative Section page 15 Question 11:
The instructions indicate that the bidder is to "reference rather than attach any written materials." Our agency has comprehensive policies regarding training and quality assurance processes. May we attach these as well and refer to them in the narrative? Or will the reviewers only consider what is in the body of the narrative (4250 characters for this section)?*
- A. Reviewers will only consider what is in the body of the narrative.**
- Q. *May we attach additional materials which support our organizational capacity and quality?*
- A. No attachments other than those requested should be included.**
- Q. *On Attachment 1 Bidder Certificate of Work (Printing)
Does this form need to be returned with the lower section completed even though we are not bidding on a printing job?*
- A. Pages 3 and 4 must be completed and returned. We are required to forward Attachment I in its entirety.** Except as specified, you are not required to send back the pages of the solicitation.

- Q. *On Procurement Lobbying Act Requirements*
The Bid announcement requires three (3) letters of reference. May we contact Judges and or Clerks of Court and ask if they would be willing to provide a letter of reference for our agency with out violation of this Act?
- A. **If the Judge is not on the selection committee, I do not see a problem with requesting a letter of reference. You must clearly indicate that you are not requesting assistance in the selection process, but merely requesting a reference. ADR will ensure that those judges are not part of the evaluation panel.**
- Q. *Is there an advantage to having a letters of reference as opposed to a list of references?*
- A. **Letters of reference or a list of references are both acceptable, and the effect of each is equal. If you do include a list of references, it is important that complete contact information be listed.**
- Q. *When will we find out who is on the selection committee?*
- A. **That information is not provided.**
- Q. *What period is covered in the budget (one or four years)? (sic)*
- A. **One year**
- Q. *P. 3 – is there a typographic error in the first paragraph, “February 1, 2008 – March 31, 2013?”*
- A. **Yes, it should be February 1, 2009. An amendment has been issued (see attached).**
- Q. *Assuming that providers listed in Attachment V are exempted from questions 8 – 15, “Organizational Questions.”*
- A. **With the exception of questions 27-29, which apply only to applicants within the 6th Judicial District, no one is exempt from any questions. There are sometimes different versions of questions for existing and new providers. For example, in question 6 existing providers are required to complete a chart while prospective providers are required to complete a narrative response. Questions 4, 6 and 16 in the organization section and questions 18, 20, 21, 23 and 24 in the county section require different responses from existing and prospective providers. Please carefully read all questions and instructions.**
- Q. *The RFP asks for a resource development plan. When the CDRCP is within an umbrella organization, does the resource development plan refer to that of the CDRCP or for the umbrella?*
- A. **When the CDRC is within an umbrella organization and both the CDRC and umbrella organization have resource development plans, include that which refers to the CDRC specifically. If your organization has a resource development plan for only the overall agency, please indicate such, and then complete the answer.**

Q. *What should be captured in a resource development plan?*

A. **A resource development plan (RDP) is a planning document that clearly articulates the how an organization will manage its fundraising function as well as how it will secure the funds needed to operate existing and future programing. At a minimum, all RDPs should state specific funding goals, provide a budget detailing the expenses needed to implement the plan, and explain the strategies that the organization will use to obtain resources from individual, corporate, foundation, and/or government funding sources. RDPs can also include an organizational overview, case statements, historical review of past funding sources, and analysis of the current funding climate. If your existing RDP does not include the minimums stated above, please specify in *question X*.**

Q. *Should the RDP cover the entire length of the contract?*

A. **The RDP is not defined as a prospective document for the contract term specifically.**

Q. *Why are the 12 month estimated grant awards less than the grant amounts currently being awarded? Will you correct the amounts in the Attachment in order for us to more accurately reflect our existing budgets?*

A. **These amounts are correct for the request for proposals and are based upon grant awards made for 2007-08. Actual grant awards will be based upon funding available in during the contract term and budget negotiations between contractors and UCS. We included the 2007-08 figures because they were the most recent at the time the Attachment was created, but we are now issuing an amended Attachment with updated estimates. In your proposed budget, any costs in excess of the minimum budget amount should be covered by non-CDRCP revenue.**

Although we anticipate no further changes to the RFP, all proposers are encouraged to check the website up until the bid opening date to monitor any additional changes to the RFP.

Q. *In addition to the 3 references, can we include letters of support from our community partners, referral sources, courts, etc.?*

A. **Yes.**

Q. *Could you please list the order that the actual pages of the proposal should follow?*

A. **Except as specified otherwise in the Request for Proposal, forms should be returned in the order indicated on the "Document Enclosure Checklist".**

Q. *Should the proposal report inventory for the entire umbrella organization or just the CDRCP?*

A. **Just CDRCP.**

Q. *Appendix B is one of the forms included but there is no reference to it on the "Document Enclosure Checklist". Should this be executed and returned?*

- A. This form is listed on the Document Enclosure Checklist as the “Request for Bid/Proposal Form” and must be returned pursuant to the instructions on the form.**
- Q. Should the original copy of the proposal be stamped, “Original”?*
- A. It can be marked in any way – in an envelope marked, “Original,” with a sticky note, etc., as long as it is clearly marked. All copies must be complete because the original copy will not be handled during the selection process.**
- Q. Should the 11 county pages be replicated for each county we are proposing to serve?*
- A. Yes, the County-Specific Questions (#18-26) should be answered separately for each county that you are proposing to serve. Please answer the Organizational Questions (#1-17) only once for your entire proposal.**
- Q. When the proposal packet is sent in, will we receive a return receipt?*
- A. In order to receive a return receipt, the proposal would have to be sent via certified mail with the United States Postal Service. Proposers may contact Betty Faltermeier for confirmation that their proposals were received, but they must be appropriately marked for easy identification. Betty will send confirmation via email if proposers would like their confirmation in writing.**
- Proposers should not trust overnight services - a late proposal is late whether it is one minute or one day late; there are very rare exceptions made for late proposals, but more than likely, a late proposal will not even be opened.**
- Q. When will awards be announced?*
- A. The anticipated date is early November. Decisions as to the awards will be announced at this time but not fully executed contracts. The intent to award letter will be sent to everyone who submitted a proposal.**
- Q. Do we know if the funds are there for the contracts?*
- A. The state budget has already been approved for the first period of the contract, so we know those funds are available. Prior to approval of the contracts, the funds for the all included periods must be set aside.**
- Q. Should our budgets include just the programs being funded through the contract?*
- A. The budget should include whatever revenues are to be applied as match or to show support for the program.**
- Q. Would you clarify what is needed from the Attorney General’s office regarding our not-for-profit status?*
- A. The Comptroller now requires current, written documentation saying that your charity registration is not delinquent. In order to avoid delays, we recommend that you contact the Attorney General’s office (Charity Registration Bureau) right away. If you have not received the documentation by the time you submit your proposal, you may include a**

note that indicates that you have contacted the Attorney General's office and are awaiting a response.

Q. *We received a letter recently saying that our 990 had been received. Will this suffice for this requirement?*

A. **No.**

Q. *Should we reference this requirement in our request to the Attorney General's office?*

A. **Yes.** Contact the Attorney General's Charities registration and request **WRITTEN** confirmation that your registration is up to date including start AND END dates. The url is <http://www.oag.state.ny.us/charities/charities.html#contact>. If you have a telephone contact name and number, you may contact them but please be aware that you must receive written confirmation in the form of a letter, fax or email from the Attorney General's office containing this information.

12 Month Estimated Grant Awards and Total Required Budgets

These amounts are provided to show historic funding levels and are not intended to be restrictive caps or minimums.

<u>County</u>	<u>Program</u>	<u>Judicial District</u>	<u>Petition Intake</u>	<u>CDRCP Funds</u>	<u>Required Match</u>	<u>Minimum</u>
		<u>Funds</u>	<u>Funds (6th JD Only)</u>			<u>Total Budget</u>
Albany	CDRC	\$85,449	\$0	\$104,295	\$64,295	\$254,039
Allegany	CDRC	\$0	\$0	\$26,278	\$0	\$26,278
Broome	CDRC	\$56,359	\$38,911	\$130,197	\$90,197	\$315,664
Cattaraugus	CDRC	\$0	\$0	\$35,782	\$0	\$35,782
Cayuga	CDRC	\$10,930	\$0	\$44,727	\$4,727	\$60,384
Chautauqua	CDRC	\$32,791	\$0	\$44,727	\$4,727	\$82,245
Chemung	CDRC	\$76,776	\$48,362	\$77,155	\$37,155	\$239,448
Chenango	CDRC	\$45,719	\$36,610	\$46,986	\$6,986	\$136,301
Clinton	CDRC	\$32,040	\$0	\$38,546	\$0	\$70,586
Columbia	CDRC	\$22,420	\$0	\$60,157	\$20,157	\$102,734
Cortland	CDRC	\$55,051	\$18,888	\$22,364	\$0	\$96,303
Delaware	CDRC	\$45,719	\$37,414	\$46,964	\$6,964	\$137,061
Dutchess	CDRC	\$64,654	\$0	\$100,026	\$60,026	\$224,706
Erie	FC Case Coordination	\$40,309	\$0	\$98,781		\$139,090
Erie	CDRC	\$59,024	\$0	\$333,675	\$293,675	\$686,374
Essex	CDRC	\$17,090	\$0	\$24,864	\$0	\$41,954
Franklin	CDRC	\$13,037	\$0	\$50,908	\$0	\$63,945
Fulton	CDRC	\$29,628	\$0	\$42,342	\$2,342	\$74,312
Genesee	CDRC	\$23,804	\$0	\$25,718	\$0	\$49,522
Greene	CDRC	\$25,147	\$0	\$44,535	\$4,535	\$74,217
Hamilton	CDRC	\$0	\$0	\$24,864	\$0	\$24,864
Herkimer	CDRC	\$50,089	\$0	\$62,716	\$22,716	\$135,521
Jefferson	CDRC	\$35,551	\$0	\$63,935	\$23,935	\$123,421
Lewis	CDRC	\$8,914	\$0	\$22,364	\$0	\$31,278
Livingston	CDRC	\$45,773	\$0	\$31,310	\$0	\$77,083
Madison	CDRC	\$9,444	\$23,347	\$33,682	\$0	\$66,473
Monroe	CDRC	\$282,781	\$0	\$321,432	\$281,432	\$885,645
Montgomery	CDRC	\$15,176	\$0	\$42,341	\$2,341	\$59,858
Nassau	CDRC	\$0	\$0	\$215,137	\$175,137	\$390,274
Niagara	CDRC	\$43,722	\$0	\$70,446	\$30,446	\$144,614
Oneida	CDRC	\$64,734	\$0	\$99,301	\$59,301	\$223,336

12 Month Estimated Grant Awards and Total Required Budgets

<u>County</u>	<u>Program</u>	<u>Judicial District</u> <u>Funds</u>	<u>Petition Intake</u> <u>Funds (6th JD</u> <u>Only)</u>	<u>CDRCP Funds</u>	<u>Required Match</u>	<u>Minimum</u> <u>Total</u> <u>Budget</u>
Onondaga	CDRC	\$71,207	\$0	\$202,387	\$162,387	\$435,981
Ontario	CDRC	\$35,672	\$0	\$56,974	\$16,974	\$109,620
Orange	CDRC	\$110,345	\$0	\$111,819	\$71,819	\$293,983
Orleans	CDRC	\$0	\$0	\$25,718	\$0	\$25,718
Oswego	CDRC	\$35,551	\$0	\$52,932	\$12,932	\$101,415
Otsego	CDRC	\$95,888	\$45,025	\$67,495	\$27,495	\$235,903
Putnam	CDRC	\$38,567	\$0	\$29,374	\$0	\$67,941
Rensselaer	CDRC	\$49,631	\$0	\$44,727	\$4,727	\$99,085
Rockland	CDRC	\$0	\$0	\$64,749	\$24,749	\$89,498
Saratoga	CDRC	\$30,590	\$0	\$90,294	\$50,294	\$171,178
Schenectady	CDRC	\$79,344	\$0	\$72,491	\$32,491	\$184,326
Schoharie	CDRC	\$0	\$0	\$22,364	\$0	\$22,364
Schuyler	CDRC	\$12,524	\$23,533	\$22,364	\$0	\$58,421
Seneca	CDRC	\$18,370	\$0	\$22,364	\$0	\$40,734
St. Lawrence	CDRC	\$20,361	\$0	\$60,901	\$20,901	\$102,163
Steuben	CDRC	\$32,946	\$0	\$68,399	\$28,399	\$129,744
Suffolk	CDRC	\$0	\$0	\$175,504	\$135,504	\$311,008
Sullivan	CDRC	\$31,111	\$0	\$26,837	\$0	\$57,948
Tioga	CDRC	\$24,602	\$18,888	\$31,310	\$0	\$74,800
Tompkins	CDRC	\$56,360	\$44,824	\$118,687	\$78,687	\$298,558
Ulster	CDRC	\$55,735	\$0	\$84,982	\$44,982	\$185,699
Warren	CDRC	\$46,386	\$0	\$22,364	\$0	\$68,750
Washington	CDRC	\$30,917	\$0	\$22,364	\$0	\$53,281
Wayne	CDRC	\$24,867	\$0	\$54,184	\$14,184	\$93,235
Westchester	CDRC	\$102,910	\$0	\$183,493	\$143,493	\$429,896
Wyoming	CDRC	\$0	\$0	\$25,718	\$0	\$25,718
Yates	CDRC	\$42,201	\$0	\$22,364	\$0	\$64,565
	TOTAL	\$2,338,216	\$335,802	\$4,169,714	\$2,061,112	\$8,904,844