

Q&A
Request for Proposals # P&CS - 137
Orange County Family Court Children's Center

Original Q&A Issued on September 15, 2023

Supplemental Q&A Issued on October 5, 2023

The New York State Unified Court System (UCS) thanks the vendors that submitted questions concerning the above-referenced Request for Proposal (RFP) issued on September 6, 2023.

Below are responses to the questions UCS received in connection with this RFP. Please note that UCS has edited some of these questions for anonymity and clarity.

Note: UCS includes as Question # 1.9 a question and response issued after the Original Q&A was issued.

Vendor # 1

Question # 1.1: Is the deadline at 2 p.m. or 3 p.m. on October 12, 2023?

Answer: *The deadline to submit proposals is **Thursday, October 12, 2023, at 3:00 PM Eastern Daylight Time (EDT).***

The text appearing in Section IX(a) and Section IX(b) on page 11 of the RFP erroneously indicates that proposals are due at 2PM.

UCS will accept proposals through 3:00 PM EDT.

Please note: In several recent procurements, UCS has rejected proposals received only a few minutes after the deadline for submission. Vendors are strongly encouraged to submit proposals as far before the deadline as possible and to request confirmation of receipt by sending an email to the point of contact for this procurement: Kathleen M. Roberts (kmroberts@nycourts.gov).

Question # 1.2: Does the authorized official need to sign page 20 of the RFP?

Answer: *Yes.*

Question # 1.3: Is there a maximum amount/percentage for administrative costs?

Answer: *No.*

Question # 1.4: Do you know which days of the week are the busiest for the Orange County Family Court?

Answer: *A consistent pattern of busiest days of the week has not been established.*

Question # 1.5: We operate a Children’s Center in another county and the Court closes for one hour for lunch. Does the Orange County Family Court close for lunch?

Answer: Judges and Support Magistrates break for lunch from their calendars daily from 12:30 PM – 1:30 PM, but the clerk’s window remains open and does not close for lunch.

Question # 1.6: What hours would the Orange County Children’s Center be expected to be open to serve children? (9 a.m. – 5 p.m., 9:30 a.m. – 4:30 p.m., etc.)?

Answer: Hours of operation of the Orange County Children’s Center will be established collaboratively between the court and the vendor.

Question # 1.7: Will the staff have access to the Center prior to the time to be open to serve children, so that they can do prep work before taking families?

Answer: Yes.

Question # 1.8: Are budget modifications allowed in the start-up period or Year 1?

Answer: Yes.

Question # 1.9: Should the 12-month budget be for \$122,658 or \$126,337? The RFP is not clear on this.

Answer: As indicated on page 9 of the RFP, vendors must submit two (2) line-item budgets. Each budget must be submitted on the “Required Budget Form.” Thus, each proposal should include two such forms:

- 1. The first is the “Start-up Budget,” for which the maximum amount of available funding shall not exceed \$35,000.*
- 2. The second is the “Annual Operating Budget,” for which the maximum amount of available funding shall not exceed \$122,658.*

The amounts included for the remainder of the proposed contract term include 3% annual increases for cost of living over the Annual Operating Budget amount only.

Vendor # 2

Question # 2.1: Will this center be required to be licensed under OCFS?

Answer: No.

Question # 2.2: How many hours can children stay in facility? Will it be more than 3 hours?

Answer: Children are permitted to stay in the Children’s Center until their caregiver has completed court business for the day. Some children are in the Children’s Center for more than 3 hours.

Question # 2.3: Will there be a diagram showing where the center will be placed onsite?

Answer: The location of the existing center will be conveyed during the pre-bid conference. Vendors may take photographs of the space or create their own diagrams during the pre-bid conference.

Question # 2.4: The funding amounts are listed. Would UCS accept a proposal requesting a higher rate with the appropriate justification?

Answer: *No. As noted on page 9 of the RFP, “Proposals listing total budgeted costs in excess of the maximum amounts of funding available...may be subject to disqualification.”*

Question # 2.5: Will there be credit for evaluation of proposals to small businesses if they are certified federally or by New York State?

Answer: *Proposals will be evaluated consistent with the Proposal Rating Tool in Exhibit 4 of the RFP. No points will be awarded except as set forth in that rating tool. See also Article VII (Award Selection Criteria and Method of Award) of the RFP.*

Vendor # 3

Question # 3.1: I will attend the meeting on the 21st in person at 10:30, where is that meeting?

Answer: *As indicated in Article XI on page 11 of the RFP, the pre-bid conference will be held in the Children’s Center at the Orange County Family Court located at 285 Main Street, County Government Center, Goshen, NY.*