

**Amendment # 1 to Request for Proposals # OCA-DPCS-003: Community Dispute Resolution Centers Program, St. Lawrence and Franklin Counties**

**Modification of Proposal Submission Deadline and Number of Contracts to be Awarded**

The New York State Unified Court System (“UCS”), Office of Court Administration (“OCA”) is issuing this Amendment # 1 to the above-referenced request for proposals (“RFP”) to provide additional time for proposals to be submitted and to clarify that OCA will consider not only proposals to operate a community dispute resolution center in both Franklin and St. Lawrence Counties, but also proposals to operate a community dispute resolution center in either Franklin County or St. Lawrence County. OCA is amending the RFP specifications as follows (amended terms appear in **red**: additions appear as underlined text, and deletions appear as ~~strikethrough text~~):

**1.) Proposal Submission Deadline**

UCS is changing the Proposal Submission Deadline Date from March 21, 2024, at 2:00 PM Eastern Daylight Time (EDT) to Thursday, April 4, 2024, at 2:00 PM EDT. This modification applies to every instance in the RFP indicating the due date for proposals or the date when the bid opening will occur.

**2.) Proposals to Operate a Community Dispute Resolution in One or Two Counties**

UCS is issuing changes to the Proposal Cover Sheet, Article III (Award), Article VII (Award Selection Criteria and Method of Award), and the Evaluation Tool set forth in Exhibit 3 to the RFP.

First, UCS is modifying the topmost table in the Proposal Cover Sheet set forth on page 2 of the RFP by adding two rows. One row invites bidders to specify for which county or counties the bidder seeks funding, and the second row invites bidders to indicate the amount of funding requested. The modifications to the table are as follows:

Legal Name of Applicant	
Executive Director/CEO	
Address	
Phone	
Fax	
Email	
Website Address (if applicable)	
Federal Tax Identification No. (TIN)	
New York State Charities Registration Number (If exempt, please explain)	
Years in Operation	
<u>List All Counties for Which Funding is Requested</u>	
<u>Amount of Funding Requested</u>	

A modified version of the Proposal Cover Sheet appears on page 4 of this Amendment # 1. Bidders should complete and include the modified Proposal Cover Sheet in their proposal.

Second, UCS is modifying the first sentence in Article III as follows:

~~A single contract~~ UCS will award either one contract to serve both counties specified in Article V, below, or two contracts, each of which will serve one but not both of the counties specified in Article V, below, (“Contract”) will be awarded to the successful bidder(s) (“Awarded Contractor”) for an initial term of two (2) years commencing on or about April 1, 2024 and terminating on or about March 31, 2026 (“Initial Term”).

Third, UCS is modifying VII as follows:

a) The first sentence of Article VII is modified as follows:

~~A single~~ One or two awards will be made pursuant to this RFP.

b) The paragraph directly preceding the chart in Article VII is modified as follows:

Proposals will be scored for each county the bidder is proposing to serve as follows:

c) The note at the end of Article VII is modified as follows:

*Note: A minimum score of 70 (average of all evaluators) for each county the bidder is proposing to serve is required for an award to be made.*

Fourth, UCS is modifying Article VIII (Required Documents), Section b. (County-Specific Questions) as shown on page 10 as follows:

**b. County-Specific Questions**

For each county the bidder is proposing to serve, provide separate responses to Questions 17–28.

Fifth, UCS is modifying the first paragraph in Article VIII (Required Documents), Section d. (Line-Item Budget Proposal) as set forth below:

~~Applicants must submit a line-item budget proposal for \$195,000, the amount of funding available for Project Services in the initial 12-month period (“Initial Budget Period”) of the Contract Term, April 1, 2024—March 31, 2025. For bids proposing to serve BOTH Franklin and St. Lawrence Counties, submit a single line-item budget proposal for \$195,000 for the initial 12-month period of the Contract Term (“Initial Budget Period”). For bids proposing to serve EITHER Franklin County or St. Lawrence County, submit a single line-item budget proposal for the Initial Budget Period as follows: If the bidder~~

proposes to serve only Franklin County, submit a single line-item budget for \$83,740. If the bidder proposes to serve only St. Lawrence County, submit a single line-item budget for \$111,260. The budget must be submitted on the Required Budget Form available at <http://nycourts.gov/admin/bids/currentsolicitations.shtml>.

Sixth, UCS is modifying Exhibit 3 (Evaluation Tool) as follows:

- a) The top of the first page of Exhibit 3 as set forth on page 30 of the RFP is modified as follows:

**EVALUATION TOOL  
TECHNICAL PROPOSAL SUMMARY RATING SHEET**

**APPLICANT:** \_\_\_\_\_

**COUNTY TO BE SERVED:** \_\_\_\_\_

- b) The top of the second page of Exhibit 3 as set forth on page 31 of the RFP is modified as follows:

**DETAIL RATING SHEETS**

**APPLICANT:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_

**COUNTY TO BE SERVED:** \_\_\_\_\_

**Proposal Cover Sheet: Community Dispute Resolution Centers Program,  
 St. Lawrence and Franklin Counties**

Legal Name of Applicant	
Executive Director/CEO	
Address	
Phone	
Fax	
Email	
Website Address (if applicable)	
Federal Tax Identification No. (TIN)	
New York State Charities Registration Number (If exempt, please explain)	
Years in Operation	
List All Counties for Which Funding is Requested	
Amount of Funding Requested	

**Vendor's Primary Contact for Proposal Matters:**

NAME:		
STREET:		
CITY:	STATE:	ZIP:
TELEPHONE NUMBER:	EMAIL:	

**Verification:**

<b>Authorized representative of Vendor must complete and sign below to verify that each copy of the submitted proposal includes all documents required per the Document Enclosure Checklist (Exhibit 1):</b>	
COMPANY NAME:	
AUTHORIZED OFFICER'S NAME AND TITLE:	
SIGNATURE:	DATE:

\*\*\*\*\*

**Note: Applicants must submit this Proposal Cover sheet together with all documents listed in the Document Enclosure Checklist attached as Exhibit 1 to this Request For Proposal**

\*\*\*\*\*