

## Q&A: Request for Proposals #099

### New York State Agricultural Mediation Program

Q1. In reference to section V. PROJECT SERVICES, please specifically define what is meant by, "In close communication with UCS".

A. *UCS is responsible for the successful implementation of NYSAMP and determines the strategic direction of the program, with significant input from the selected applicant. The selected applicant's proposed NYSAMP program staff will be expected to meet at least once a month with UCS staff to collaboratively make programmatic decisions, manage existing program initiatives, and review program budget.*

Q2. In reference to section V. PROJECT SERVICES, please specify who will supervise the selected applicant's employees, UCS or the selected applicant?

A. *UCS will monitor and oversee the work product of the selected applicant's employees while the selected applicant's organization will supervise employee human resource functions such as ensuring timely payment of salary and benefits, adequate workspace (staff currently operate remotely), and managing supervision of time and leave.*

Q3. Is there a limit on the percentage of salary that can be charged for fringe benefits, or may we enter our standard agency percentage for the budget?

A. *No. If the applicant is awarded pursuant to this RFP, the final budget will be subject to negotiation between the applicant and UCS.*

Q4. In Year One of the contract, is equipment purchase permitted or must all equipment be leased?

A. *The federal grant funding this program does not permit the purchase of equipment, Equipment purchases are not permitted with grant funds for this contract.*

Q5. Our agency does not currently carry professional liability insurance, so is unable to submit proof of insurance. We would obtain professional liability coverage if our bid was awarded, for those staff providing direct services. Is a quote sufficient proof of that intent?

A. *Yes, a quote for the necessary insurance coverage shall be deemed ~~“other~~ adequate proof” of the applicant's intent to obtain same once required during the contract term, if awarded.*

Q6. In reference to section IV. MINIMUM QUALIFICATIONS, the RFP states that eligible applicants are not for profit entities that do not currently provide Community Dispute Resolution Centers Program (CDRCP) services pursuant to contract with the New York State Unified Court System. Since both NYSDRA and the CDRCs do currently provide services, does this disqualify both NYSDRA and the CDRCs from meeting the minimum qualifications?

A. *Organizations under contract to provide Community Dispute Resolution Centers Program services (list found here: <https://ww2.nycourts.gov/ip/adr/ProgramList.shtml>) are excluded by the eligibility criteria “Eligible applicants are not for profit entities that do not currently provide Community Dispute Resolution Centers Program (CDRCP) services pursuant to contract with the New York State Unified Court System.” Other not for profit entities are eligible applicants.*