

PCS RFP 142 Saratoga County Family Treatment Court Evaluation Services

Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the Saratoga County Family Treatment Court Evaluation Services Request for Proposal (RFP) issued on November 9, 2023.

Below are responses to the questions UCS received in connection with this RFP.

Vendor # 1

Question:

In our previous contract, Vendor # 1 was the applicant and all evaluation services were performed by myself (Vendor # 1). As a professor at Vendor # 1, I am considered an employee of the state of New York. However, if a contract was awarded to Vendor # 1 and I served as an expert staff member with Vendor # 1, would that allow me to function as an Independent Contractor (Section XII)?

UCS Response:

The UCS will contract with the awarded applicant (the entity whose tax identification number is listed on the proposal cover sheet). The individuals performing services for the awarded applicant may be employees of that organization or, with approval from UCS, subcontractors of that organization.

Question:

In Section XII of the RFP, it is stated, "*UCS shall have the option to: (i) retain a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the Work; or (ii) be the sole owner of the Work (the Work shall be considered a "work made for hire"), for Work generated under the awarded Agreement at no additional cost to UCS.*" As a public institution of higher education, Vendor # 1 must have the right to publish results for the greater good, with the exception of confidential information. Would this prevent Vendor # 1 from being eligible for the contract?

UCS Response:

A successful bidder can publish results after it is reviewed and approved by The Office of Juvenile Justice and Delinquency Prevention (OJJDP).

Question:

Finally, can you speak to the expectations regarding site visits and in-person meetings, and court attendance? In the previous contract, the project evaluator attended court monthly in years 1 and 2 and bi-monthly in year 3. Given the distance between Vendor # 1's location and Saratoga County, Vendor # 1 would likely not be able to be on-site more than 2 times per month but could meet for collaboration remotely each week. Would a hybrid partnership serve the needs of the Saratoga County Family Treatment Court?

UCS Response:

Yes. Some on-site time will be required but the awarded applicant is not required to be on-site full-time. The number of site visits and in person meetings shall be determined in consultation with the Saratoga County Family Treatment Court (FTC) and based on the evaluation plan proposed.

Vendor # 2

Question:

My question is in regards to the section: "Plan to work with FTC to collect GPRA court-client outcome data." Is this in reference to the SAMHSA GPRA 42-page survey collected for all CSAT grants?

UCS Response:

No. The Government Performance and Results Act (GPRA) refers to the data that The Office of Juvenile Justice and Delinquency (OJJDP) requires to be collected under the GPRA.

Vendor # 3

Question:

Will the grantee be working with preexisting data and screening it for completion/compliance, or is this meant to describe data collected only for purposes of/during the contract? If so, will grantee be expected to report on existing data as a baseline?

UCS Response:

The successful bidder will review the data being collected in collaboration with the court team to ensure all necessary data is being collected and data collection protocols are in place to complete all reports required by OJJDP, annual evaluation reports as well as a final evaluation report summarizing the project. The successful bidder will collaborate with the court team to develop an evaluation plan that will determine what data will be necessary, which might include existing baseline data.

Question:

Q: Will grantee access court database(s) or is grantee expected to maintain one independently? Are HIPAA identifiers to be exchanged with grantee (i.e., substance abuse treatment details) or will grantees receive anonymized data in aggregate?

UCS Response:

The successful bidder can request a download of the data that is entered into the court database for evaluation purposes. Individualized data, including HIPAA data, will be de-identified. The successful bidder can then review the data being collected in collaboration with the court team to identify data elements to be added. Any additional data would need to be maintained as a separate, stand-alone dataset using software such as Excel.

Question:

Vendor is referring to the section in the RFP that states:

“Assist the FTC on an ongoing basis to track participants to ensure GPRA court-client outcome data is being collected at the appropriate points in time as required by OJJDP.”

Q: Does this include direct contact with participants, and if so, please describe the grantee duty to report as it relates to participant disclosures during interactions.

UCS Response:

The GPRA court-client outcome data required by OJJDP does not require direct contact with participants.