

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

NEW YORK STATE
OFFICE OF COURT ADMINISTRATION
DIVISION OF COURT OPERATIONS
98 NIVER STREET, COHOES, NY 12047

(Agency Name and Address)

Direct Inquiries to: AMELIA HERSHBERGER, SR. COURT ANALYST

Telephone No.: (518) 238-4357

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
OR AS OTHERWISE SPECIFIED**

Bid/Proposal Number: OCA/CPA RFP 334 Issue date: 07/24/09	Commodity Group:
Opening date: SEPTEMBER 10, 2009	Commodity Name: COURT APPOINTED SPECIAL ADVOCATES SERVICES

Price to include delivery to (describe exact location and method of delivery)

PER ATTACHED RFP/SPECIFICATIONS

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<u>UCS ATTACHMENT I, ATTACHMENT III AND ATTACHMENT IV ATTACHED & INCORPORATED HEREIN.</u>	BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP SPECIFICATIONS.
THE UCS IS SEEKING PROPOSALS FOR THE OPERATION OF COURT APPOINTED SPECIAL ADVOCATES PROGRAMS IN VARIOUS COUNTIES, OUTLINED IN ATTACHMENT VIII HEREIN.	
TERM: JANUARY 1, 2010 - DECEMBER 31, 2014 (note revision)	

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1) Complete this form and all required attachments and appendices in their entirety using ink or computer/typewriter and return with all other documents.

2) Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

3) Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4) INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5) Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDS MUST BE SIGNED

Bidder's Firm Name:	Employer's Federal Identification Number		
Address Street	City	State	Zip
Bidder's Signature	Official Title		
Printed or Typed Copy of Signature	Area Code/ Telephone Number		

**COURT APPOINTED SPECIAL ADVOCATES
GENERAL SPECIFICATIONS**

In addition to such other terms, conditions and provisions presented herein, the NYS Unified Court System Standard Request For Bid Clauses & Forms - Attachment I, Vendor Responsibility - Attachment III and UCS Attachment IV are attached and incorporated herein.

Background:

This Request For Proposals ("RFP") has been developed in collaboration with the Office of Court Administration's Office of Alternative Dispute Resolution and Court Improvement Programs (hereinafter "Office of ADR/CIP").

Purpose & Scope:

This Request for Proposals is for the continuation and/or development of Court Appointed Special Advocates (CASA) programs to provide assistance to the state's Family Courts, following regulations outlined in Part 117 of the Administrative Order of the Chief Administrative Judge of the Courts (<http://www.nycourts.gov/rules/chiefadmin/117.shtml>).

CASA programs provide staff and recruit, train and supervise volunteers who are appointed by the Family Court to provide unbiased, independent information to the court in child abuse and neglect cases. CASA volunteers may meet with the child, family members, foster parents, and service providers and review reports to compile timely and thorough information about children's health, safety, well-being and permanency plans, and to monitor the implementation of court ordered service and visiting plans. CASA volunteers work collaboratively with legal, social service, and treatment providers toward the goal of securing or maintaining safe, stable, permanent homes for children in the child welfare system.

Proposal due date:

All proposals must be received **on or before SEPTEMBER 10, 2009 AT 2:00 PM,** to receive consideration.

Contract term:

The term of any awarded contract shall be for a period of FIVE YEARS (60 MONTHS) commencing **JANUARY 01, 2010 – DECEMBER 31, 2014.**

Method of Award:

Award shall be made to the responsible proposer in each county funded in this RFP who receives the highest point value as indicated in **Award Criteria**. "Responsible" shall be defined to include, but not be limited to, compliance with these specifications, references, bidder's performance history, financial stability, resources, cost factors and experience with comparable awards/contracts.

Paperwork:

Complete the paperwork with this solicitation unless otherwise specified herein. **Do not amend any portion of this solicitation.** Failure to comply may result in disqualification of proposer's response.

Copies:

In addition to one (1) complete, original blue ink-signature proposal with all required appendices, bidders **must** include FIVE (5) complete copies of same. Failure to do so may result in rejection of proposal.

Please Note: Original may be bound or contained in a three ring binder, however all copies of the proposal should not be submitted in a three-ring binder, or in any other bound fashion. Please submit the copies bound only by rubber bands, staples, clips or similar devices.

Submission of Paperwork:

Proposals must be submitted on bidder's letterhead and be clearly marked, "RFP# OCA/CPA-334" in the top left or right of the first page. **Original signature proposals and all required copies must be contained in a sealed envelope or carton and the statement clearly marked on the exterior, "SEALED PROPOSAL DELIVER IMMEDIATELY - DO NOT OPEN. RFP#OCA/CPA-334 DUE DATE SEPTEMBER 10, 2:00 PM".**

Implied Requirements:

Products and services that are not specifically requested in the RFP, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer.

Silence of the Specifications:

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Unacceptable Bids/Proposals:

The UCS may reject any proposals from bidders who previously defaulted on contract obligations, as surety or otherwise, upon any obligation to the state of New York; who have been declared not responsible, or disqualified, by any agency of the State of New York; or have any proceeding pending relating to the responsibility or qualifications of the bidders to receive public contracts.

Pre-Bid Conference

A Pre-Bid Conference will be held on **AUGUST 26th from 10:30AM-12:00PM** with both an in-person and telephone conference/internet option. If you intend to participate, you must email Amelia Hershberger at ahershbe@courts.state.ny.us prior to **AUGUST 21st**.

Bidders can attend the conference in person at:
Office of Court Administration, 98 Niver Street, Cohoes, New York 12047

Or attend via conference call and internet through "Meeting Place." To attend, call 1-888-795-5787 (US Toll-free) and enter meeting ID 7203 **and** sign online to <https://mp.nycourts.gov/a/7a3790996365bd095eeabad601d09420> Immediately prior to participating in the conference online, you **MUST** email Amelia Hershberger at ahershbe@courts.state.ny.us and indicate the names, titles, and affiliations of all attendees at your location.

While participation in either the in-person or internet bidders' conference is not mandatory, it is strongly recommended.

Questions:

Prospective bidders are to direct any inquiries regarding this solicitation **in writing by AUGUST 26, 2009** and solely to the attention of:

Amelia Hershberger
Senior Court Analyst
Office of Alternative Dispute Resolution and Court Improvement Programs
98 Niver Street, Cohoes, NY 12047
E-mail: ahershbe@courts.state.ny.us

The bid number must be indicated on the subject line.

All questions and responses will be uploaded to the web site
<http://www.nycourts.gov/admin/bids>

Letters of Intent

A Letter of Intent indicating the prospective bidder's interest in submitting a proposal is **required** to be received by our office no later than 5:00 p.m. on **August 26, 2009**. This letter, which may be mailed or emailed, **must** include the name of the organization that intends to apply, and the counties for which they intend to submit proposals, and should be mailed to:

Amelia Hershberger
CASA LETTER OF INTENT
Senior Court Analyst
Office of Alternative Dispute Resolution and Court Improvement Programs
98 Niver Street, Cohoes, NY 12047

OR

Emailed to Amelia Hershberger at ahershbe@courts.state.ny.us

Failure to comply MAY result in disqualification of proposer's response.

Notice to parties accessing solicitations or bid documents issued by the New York State Unified Court System via the internet

The electronic versions of such solicitations & bid documents are intended solely as a convenience to the bidder and vendor community.

Any and all individuals, firms or organizations accessing any Request for Bid(s) (RFB), Requests for Proposal(s)(RFP), Specifications or any related documents from this website shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, **up to the scheduled date and time of the bid/proposal due date**, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question. The New York State Unified Court System (UCS) - Office of Court Administration (OCA) shall have no responsibility or liability with respect to any party or submission which does not address any and all such amendments, addenda, modifications or other information posted on this website or which purports to respond to any solicitation/bid change not issued by UCS - OCA. Further, UCS - OCA shall not be responsible or liable for any losses or damages caused by any party's failure or inability to access such data for any reason whatsoever, including, but not limited to, power failures, system failures, inaccessibility of on-line service providers, or log-on or transmission delays.

Please ensure all Attachments and/or Appendices are downloaded from the web site.

All times indicated are E.S.T. or E.D.S.T.(Eastern Standard Time or Eastern Daylight Savings Time)

All responses are to be in English.

DETAILED SPECIFICATIONS

Funding:

Available funding for this program is outlined in informational Attachment VIII.

Eligibility of bidders:

UCS will consider proposals submitted by not-for-profit organizations.

Award selection criteria:

Award shall be made to the responsible proposer who receives the highest point value by county until funding is exhausted as indicated in **Award Criteria**. Responsible shall be defined to include, but not be limited to, compliance with these specifications, references, bidder’s performance history, financial stability, resources, cost factors and experience with comparable awards/contracts.

Proposals will be evaluated on the following criteria:

Demonstrated organizational ability and experience.	Point Value 25 (42%)
Appropriateness and quality of proposed program.	Point Value 20 (33%)
Reasonableness of cost	Point Value 15 (25%)
TOTAL POSSIBLE POINTS	60 (100%)

A minimum score of 40 is required for a contract to be awarded.

The following documents must also be completed, executed with original signature in blue ink and attached:

Attachment I Cover Sheet, Pages 3 of 10 (Non-Collusive Bidding Certification) and 4 of 10 (Acknowledgment Form).

Attachment III Vendor Responsibility

Attachment IV UCS Attachment IV

Appendix C Completed budget worksheets (Appendix C is a multi-tab Excel workbook and all tabs must be completed, with the exception of Tab 12 for single county proposals)

Appendix D Required Attachments

- Resource Development Plan
- Strategic Plan
- Charity Registration Number (not-for-profit bidders)
- IRS Correspondence indicating applicant's tax- exempt status (if applicable)
- Current Listing of Board of Directors with external affiliation
- Advisory Board membership list with external affiliations (if currently operating a CASA program and applicable)
- Certificate of Incorporation
- Organizational Chart
- Staff Job Descriptions and Qualifications

Appendix E Two (2) letters of support from county-based entities in each county for which a proposal is submitted.

Budget:

The budget should cover the 12 month period January 1, 2010-December 31, 2010. Funding requests must be submitted on the worksheets and budget summary forms in Appendix C. The budget requests must include a brief narrative.

Awarded contracts:

This request for proposal (RFP), bidder's proposal and required appendices shall serve as the basis of a contract with the UCS. Such proposed agreements are subject to the review and approval of the offices of the New York State Attorney General and Comptroller.

The applicant may be required to submit a clarified program description and budget and may also be asked to address specific questions or recommendations of the UCS evaluation committee before contract award.

Compliance with laws:

Contractors shall be compliant with all applicable federal, state and local laws, rules and regulations including, but not limited to the Americans with Disabilities Act.

Confidentiality:

Proposer acknowledges that any and all information, records, files, documents or reports contained in any media format accessible to the proposer, employees, servants, contractors, agents or volunteers (hereafter Agents) by the court, or which may be otherwise encountered by Agents shall be considered extremely confidential and shall

be handled accordingly at all times. Neither the proposer, nor any of its Agents shall at any time be permitted to utilize such confidential information for the any purpose outside the scope of any resulting agreement without the express prior written authorization of the UCS. Any breach of this confidentiality by the proposer or any of its Agents may result in the immediate termination of the contract and may subject the proposer to further legal penalties.

Program Narrative

Please submit the narrative single-sided and double-spaced. The program narrative must include a separate response to each question specified below and should include the full text of the question being answered. Character counts follow each question and are purely suggested totals and should not be interpreted as restrictive minimums or maximums.

If submitting a proposal for more than one county, a complete separate narrative is not necessary. Questions marked with a  must be answered once for each county proposed and the answer must clearly indicate which county the answer addresses.

The following Attachments are provided for informational purposes only:

- Attachment V** Proposed contract

- Attachment VI** Part 117 of the Rules of the Chief Administrative Judge
www.courts.state.ny.us/rules/chiefadmin/117.shtml

- Attachment VII** Proposal Rating Tool

- Attachment VIII** List of counties for which funding is available, and
proposed 12 month awards.

- Attachment IX** Summary of Budget Categories for use in completing
Appendix C

All questions marked with a  must be answered once for each county for which a proposal is submitted, with the exception of the five boroughs of New York City which will be treated as a single entity. Be sure to indicate for which county you are answering. Suggested character counts per question are in parenthesis after each question and are purely guidelines and not restrictive minimums and maximum. There is no penalty for exceeding the character counts indicated after each question.

Organizational Capacity:

1. Describe your agency's mission and how the administration of a local CASA program is in alignment with that mission. Describe how your organization makes a difference in the lives of children and families. (2125 characters)
2. Briefly explain how the organization's strategic plan was created and how that plan supports the maintenance and development of a CASA program in the designated county(ies). Include a copy of your strategic plan in Appendix D. If your organization does not have a strategic plan, please explain. (2125 characters)
3. ☉ Briefly explain how the organization's resource development plan was created and how that plan supports the maintenance and development of a CASA program in the designated county(ies). Include a copy of your resource development plan in Appendix D. If not detailed in the attached, include the planned role for CASA staff in fundraising, if any. If your organization does not have a resource development plan, please explain. (2125 characters)
4. ☉ Describe the facilities (i.e., physical spaces) that are available for the operation of the CASA program in the county(ies) for which proposer is applying. For each proposed office, identify the following: (a) the number of program staff who will work at the office; (b) the availability of training facilities; (c) the degree to which the organization will need to furnish the proposed office; (d) the courts the office is designed to serve; and (e) the accessibility of the office to individuals with disabilities. (2125 characters)
5. ☉ Discuss (a) how the organization will use technological components – computers, internet and website – to adequately support the CASA program in the county(ies) for which proposer is applying; (b) the organization's capacity to resolve computer related issues; and (c) the organization's data backup protocols. (2125 characters)
6. Describe the mechanisms your agency will use to monitor the effectiveness of the CASA program(s) during the contract period in the county(ies) for which proposer is applying. These can include, but are not limited to: volunteer and stakeholder surveys, focus groups, regular meetings with court staff to assess program effectiveness, and other mechanisms. Please do not include the National CASA self-assessment in your reply. (4250 characters)
7. ☉ Describe your agency's current involvement in child welfare-related collaboratives in the county(ies) for which proposer is applying, the general membership of those collaboratives, and their intended purpose. If your agency participates in child-welfare collaborative at the regional or state level, please include. If your agency does not participate in formal collaboratives, describe other efforts that indicate ability to work in partnership with local child welfare stakeholders. (2125 characters)

8. Describe how the confidentiality of files will be maintained within your agency, including both paper and electronic files. Describe how staff and volunteers will be made aware of confidentiality requirements regarding discussing case specifics with individuals involved in the case and with external entities. (2125 characters)
9. Describe the practice by which your agency will recruit, hire, train and supervise staff, including what methods you will utilize to encourage and maintain a diverse and culturally competent workforce and environment. (4250 characters)
10. Describe the organization’s capacity to administer the CASA program in the proposed county(ies), including the proposed supervisory structure. In Appendix D, attach an organizational chart including all current and proposed CASA staff and attach job descriptions for all proposed CASA staff, including qualifications for the position and number of staff and/or volunteers each supervises. (4250 characters)
11. Provide a detailed plan to recruit, train, utilize, supervise, develop and retain a diverse and culturally competent panel of CASA volunteers. If an alternative to the National CASA volunteer model is being proposed, describe how your agency will ensure the provision of culturally competent child advocacy in the designated county(ies). (4250 characters)
12. Please indicate the number of volunteers you expect to assign during the first three calendar years of the proposed contract period, 2010 through 2012, as well as their proposed hours and the number of children you expect to serve. Replicate this chart for each proposed county of service. (2125 characters)

	2010	2011	2012
Active Volunteers			
Volunteer Hours			
Children Served			

13. Please complete the grid with information about the CASA volunteers you expect to assign during 2010 by county. Replicate this chart for each proposed county of service. For each box, please include both total numbers and percentages. (4250 characters)

Gender		Ethnicity		Age	
Male	/ %	African American	/ %	Under 20	/ %
Female	/ %	Asian American		20-29	/ %
Total	/100%	Caucasian	/ %	30-39	/ %
		Hispanic/Latino	/ %	40-49	/ %
		Native American	/ %	50-59	/ %
		Multi or Bi-racial	/ %	60	/ %
		Other			

		Total	/100%	Total	/100%
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14. Describe your agency’s governing Board of Directors. Attach (Appendix D) a list of all members and their external affiliations. Provide the following information: (a) the number of times per year that your Board met in fiscal year 2008-09 and dates of those meetings; (b) the number of those meetings during which a quorum was present; (c) the mechanisms the board uses to recruit and maintain diversity in its membership; (d) the percentage of the board that annually contributes financially to support the agency’s mission; (e) the mechanism the board uses to evaluate performance of the executive director/ chief executive officer. Include the relationship of the Board of Directors’ to the CASA Program Advisory Committee, if applicable. (CASA programs sited in multi-program agencies are required by court rule to have an Advisory Committee with sole responsibility for monitoring the program). Attach, in Appendix D, a list of all members of the Advisory Committee, if one exists, and their external affiliations. Include the number of times per year the Advisory Committee meets. (4250 characters)

15. Describe the process by which the Board of Directors and Advisory Committee, if applicable, monitor the operation and quality of the CASA program. (2125 characters)

16. Describe your current status regarding affiliation with National CASA. If you are currently a local program member in good standing, indicate when your organization most recently successfully completed its National CASA self-assessment. If a recent self-assessment (in the past two years) indicated areas that needed correction, please indicate the steps you are taking to make those corrections. If you are not a current local program affiliate of National CASA, please indicate what steps you will take to achieve that status. National CASA program standards are available at:

http://www.casenet.org/program-management/standards/0605_standards_for_local_programs_0053.pdf

Information about program membership with National CASA is available at:

www.casenet.org/program-services/membership/index.htm

If you are proposing an alternative to the National CASA model, skip to question 17. (2125 characters)

17. If your organization seeks to provide advocacy for children in Family Court child welfare cases that differs from the National CASA model, please detail the child advocacy services you intend to provide. (4250 characters)

Budget. This series of questions corresponds to Appendix C, in which proposers are required to submit a proposed budget for the CASA program for the first 12 months of the contract term (January 1, 2010 through December 31, 2010). (Appendix C). The multi-tab Excel document created for this purpose also requires multi-county proposers to allocate expenses by county on Tab 12.

B1. If indirect / administrative cost percentages are included, please describe the method or basis for allocation. (Indirect costs are those that benefit more than one program and, therefore, are shared. They include general maintenance and operation expenses, general office and administrative expenses, general overhead, etc. Some common methods of allocating indirect costs are based upon time, space, units of service, or percentage of funding.) (2125 characters)

B2. Describe your agency’s internal controls procedure. (Internal controls procedures are systematic methods such as reviews, checks and balances instituted by an organization to conduct its business in an orderly and efficient manner; safeguard its assets and resources; deter and detect errors, fraud and theft; ensure accuracy and completeness of accounting data; produce reliable and timely financial and management information; and ensure adherence to agency policies and plans.) (2125 characters)

B3.  Complete the following chart indicating the mix of revenue sources intended to supplement UCS funding for the CASA program over the first two calendar years of the contract period. If a current provider of CASA program services in the designated county(ies), include the mix of revenue sources the program utilized for calendar year 2008. (4250 characters)

	2008 (if applicable)	2010	2011
United Way			
Interest on Lawyer Account			
County Funding			
National CASA grants			
Other Federal Funding			
Other State Funding			
Private Foundation Grants			
Individual Donations			
Other Fundraising Efforts			
Total			

B4. (a) Describe the procedure by which the board reviews and approves the agency’s annual budget and how spending is monitored by the board throughout the year. (b) Describe the role the CASA Program Director has/will have in the creation and monitoring of the program budget. (2125 characters)