

STATE OF NEW YORK

JUDICIARY

**—REQUEST FOR BID/PROPOSAL—
APPENDIX B**

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

NEW YORK STATE
OFFICE OF COURT ADMINISTRATION
DIVISION OF COURT OPERATIONS
COHOES, NEW YORK 12047

(Agency Name and Address)

Direct Inquiries to: AMELIA HERSHBERGER
SR. COURT ANALYST
Telephone No.: (518) 238-4357

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

PER ATTACHED RFP/SPECIFICATIONS

Bid/Proposal Number: OCA/CPA-335 Issue Date: 9/22/09	Commodity Group:
Opening Date: November 05, 2009 Time: 2:00PM	Commodity Name: Parent Education and Awareness Program

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
<p><u>UCS ATTACHMENT I AND ATTACHMENT III ATTACHED & INCORPORATED HEREIN.</u></p> <p>THE UCS IS SEEKING PROPOSALS FOR THE OPERATION OF PARENT EDUCATION AND AWARENESS PROGRAMS IN CHAUTAUQUA, CHEMUNG, MONROE, ONONDAGA, ROCKLAND, SCHENECTADY AND WESTCHESTER COUNTIES.</p> <p>TERM: JANUARY 1, 2010 – DECEMBER 31, 2014</p>	<p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP SPECIFICATIONS.</p>

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 in its entirety using ink or 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.

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: Email address:		

DOCUMENT ENCLOSURE CHECKLIST

Page 1

All of the following documents and information, must be **fully executed** as indicated **(Notarized where required)** and returned as specified. Failure to include **any** of the required documents, copies or information **may** result in rejection of the bidder's proposal.

- Document Enclosure Checklist (this page)
- Cover Letter. Must include written proof from the Attorney General Charity Registration that you have timely filed.
- Attachment I - UCS Standard Clauses: Cover Sheet, Pages 3 of 10 (Non-Collusive Bidding Certification) and 4 of 10 (Acknowledgment Form) ONLY.
- Attachment III - Vendor Responsibility Questionnaire
 - Paper questionnaire
 - Questionnaire filed on line via OSC VendRep System (see NOTE, page 3 Checklist)
- Request for Bid/Proposal Form with original blue ink signature of authorized representative (the first page of this document). Must be completed for each proposal.
- Program Narrative - Proposers must complete the Narrative Questionnaire (Attached)
- Original and 8 copies of proposal response and all required paperwork. Original to be clearly indicated.

Note: All documents which require signatures must bear the original signature of the **same authorized individual** and signatory notarizations **must** be that of the person whose signature is affixed to required documents.

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

DOCUMENT ENCLOSURE CHECKLIST

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NOTE

ATTACHMENT III
STATE OF NEW YORK
UNIFIED COURT SYSTEM

VENDOR RESPONSIBILITY QUESTIONNAIRE: INSTRUCTIONS

(This page is **not** the Vendor Responsibility Questionnaire)

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The Vendor Responsibility Questionnaire, a required component of all UCS solicitations, is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Office of the State Comptroller or the Unified Court System at (518) 285-5011 for a hard copy of the paper form.

Vendors who elect to file the questionnaire online **must check the appropriate box on the Document Enclosure Checklist** and complete the information requested below. The signature is only an acknowledgment by the vendor that the questionnaire has been completed and certified directly on the Office of the State comptroller's VendRep system.

Sign below if the Vendor Responsibility Questionnaire was filed online via the OSC VendRep System:

Solicitation Number or Procurement Name: _____

Company Name: _____

Name and Title: _____

Signature : _____ Date: _____

Please include this page **or** the downloaded paper questionnaire with original blue ink signature with your bid response.

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 are incorporated herein.

GENERAL SPECIFICATIONS

BACKGROUND:

The New York State Parent Education and Awareness program ("PEAP") is to improve the quality of court outcomes involving children in such situations.

PEAP is designed to educate divorcing or separating parents about the impact of their breakup on their children. The primary goal is to teach parents ways they can reduce the stress of family changes and protect their children from the negative effects of ongoing parental conflict in order to foster and promote their children's healthy adjustment and development. Four topics are addressed in the Parenting & Child Well-Being portion of the curriculum: 1) Creating and Maintaining Supportive Parent-Child Relationships; 2) Providing a Stable, Supportive Home Environment; 3) Maintaining Healthy Parental Functioning & Psychological Well-Being; and 4) Protecting Children from Ongoing Conflict Between Parents. There is also an overview of the Legal Process.

The launch of the program was in 2005. Currently, there are providers certified by PEAP with a presence in the 62 Counties of New York State. The list is up-dated on an on-going basis.

PURPOSE AND SCOPE:

It is the intent of this Request for Proposals (RFP) to award contracts for parent education providers. The Office of Court Administration is soliciting sealed proposals for the purpose of establishing contracts to provide the services herein.

PROPOSAL DUE DATE:

All proposals must be received **on or before 2:00 PM, November 5, 2009** to receive consideration. If a proposal is received within three (3) business days of the due date and is postmarked no fewer than four (4) business days prior to the due date, it may be considered under this procurement.

CONTRACT TERM

The term of awarded contracts executed pursuant to this Request for Proposals shall be for a period of five (5) years. Up to three contracts will be awarded for the term **January 1, 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.

AWARD CRITERIA

Award shall be made to the responsible proposer who receives the highest point value (determined by Exhibit VI, Summary Rating Sheet) by county until funding is exhausted.

QUESTIONS

All questions must be addressed **in writing** only, by e-mail or by fax, to:

Amelia Hershberger
Senior Court Analyst
Division of Court Operations
98 Niver Street
Cohoes, NY 12047
ahershbe@courts.state.ny.us

The **deadline** to submit questions is October 15, 2009 at 4:00 pm. Questions may not be entertained after this deadline. A Questions & Answers (Q&A), listing all the questions received via fax and email with the responses will be posted on the UCS website at www.nycourts.gov/admin/bids.

IMPORTANT: All questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act, will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Paperwork:

Complete the paperwork on the forms provided with this solicitation unless otherwise specified herein. **Do not retype or amend any portion of this solicitation with the exception of questions posed in the narrative proposal section.** 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-335” 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-335 DUE DATE 2:00 PM November 5, 2009”

Proposals must be submitted to:
Amelia Hershberger
Division of Court Operations
98 Niver Street
Cohoes, NY 12047

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.

Binding Nature of Bid/Proposal on Bidders:

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter “OCA”) provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Liability - Personal Injury:

Awarded contractor(s) shall hold harmless the State of New York, the Unified Court System and the Office of Court Administration with respect to any injuries sustained by contractor’s employees, agents, subcontractors, etc. during the contract period.

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.

Alternate Proposals:

In the event satisfactory bids are not received, the CPA reserves the right to consider alternate proposals containing deviations from specifications. Bidders shall explain in detail where such alternatives deviate from or qualify the terms of the proposal and specifications as issued.

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PARENT EDUCATION AND AWARENESS PROGRAM**

**BID OPENING: 11/05/09
2:00 PM**

Failure to Provide Data:

Failure to submit any documents or information requested by the CPA in a timely manner, may result in rejection of bidder's proposal.

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.

Online RFB/RFP Package Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website <http://www.nycourts.gov/admin/bids> shall remain solely and wholly responsible for reviewing the respective solicitation and 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.

Please ensure all Attachments and/or Appendices are downloaded from the web site. They are under the column headed "Addenda" and are required for completion of the solicitation.

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.

Note: Should internet service be unavailable, please contact the person indicated as primary contact for a hard copy of the solicitation and addenda.

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The following are provided for informational purposes:

Exhibit V Procedures for the Administration of the NYSPEAP

Exhibit VI Summary Rating Sheet (used to rate proposals received pursuant to this RFP)

DETAILED SPECIFICATIONS

FUNDING

UCS seeks proposals that creatively use funding provided under this RFP to leverage community resources to the maximum extent feasible so that the certified programs provided to parents are enhanced.

The selected proposer(s) shall use the available funding to provide a certified parent education program, including setting up classes, providing regular classes, providing quarterly reporting on a timely basis and complying with all other PEAP requirements.

Eligible proposers are nonprofit corporations proposing to provide services in Chautauqua, Chemung, Monroe, Onondaga, Rockland, Schenectady or Westchester counties. Each proposer must submit a photocopy of correspondence issued by the Internal Revenue Service that indicates the proposer's status as a tax-exempt organization (Internal Revenue Code Sec. 501(c)(3)). In addition, each proposer must complete the budget summary, responses to program narrative components, and submit related attachments as set forth below.

BUDGET COMPONENTS

The proposal must include a budget based upon a three month allocation of \$5,000. The budget shall contain information on all expenses, including each personnel position allocated to the PEAP program, and each of the non-personnel expense categories, including, but not limited to, salaries, fringe benefits, professional services/presenter fees, supplies, travel, food, equipment, rentals and repairs of equipment for PEAP, real estate rentals, postage and shipping, printing, telecommunications, training, seminars and meetings, and miscellaneous services.

QUESTIONS FOR ALL PROPOSERS

1. Complete the following budget summary.

REVENUE	
UCS Revenue	\$5,000.00
Public Revenue	
Private Revenue	
Total Cash Revenue	
Total In-Kind Revenue	

EXPENSES	
Category	Total
Salaries	
Fringe Benefits	
Travel	
Supplies	
Equipment	
Rentals and Repairs of Equipment	
Real Estate Rentals	
Postage and Shipping	
Printing	
Telecommunications	
Professional Services/Presenter Fees	
Miscellaneous Services	
Seminars and Meetings	
Training	
Indirect/Administrative Costs	
Total Cash Expenses	
In-Kind Expenses	
Total Expenses	

TOTAL REVENUE (Must equal total expenses)	
TOTAL EXPENSES (Must equal total revenue)	

2. Complete the following grid to indicate past funding the agency has secured for the proposed program 2007-2008. For non-current providers, complete the grid to indicate funding the agency will secure for the proposed program 2010-2012. **NOTE:** 2009 is deliberately not displayed on this chart.

	2007	2008	2010	2011	2012
UCS Funding					
Other public revenue that directly supports PEAP					
Foundations and other grant makers					
Individual donations					

3. Using the grid below, describe the organization’s technological infrastructure, including the organization’s current inventory of computers, photocopiers, fax machines, and telephones (including voicemail).

	Number	Average Age	Oldest	Newest
Computer				
Fax				
Phone				
Copier				
Projector				

4. Discuss the organization’s capacity to resolve computer-related issues (i.e. for online reporting, etc.) and its back-up protocols. Describe how the organization will use

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technological components, including web-site, to meet the needs of staff, attendees of the PEAP program, and the Unified Court System.

5. Please explain the mechanisms that the provider will use to monitor the quality of intake and of screening for domestic violence of attendees of the PEAP program. Please include information about staff training, policies and procedures, and any other pertinent processes or mechanisms.
6. Please explain the mechanisms that the provider will use to monitor the quality of the presenters and their presentation of the approved curriculum of the certified PEAP program. Please include information about training, apprenticeships, continuing education, evaluation of presenters, supervision and monitoring of presenters, and any other pertinent processes or mechanisms.
7. Describe the agency's recruitment, hiring and employee evaluation practices and how they encourage a diverse workplace of qualified and dedicated staff.
8. Attach the job descriptions for all functions and an organizational chart. Please provide a staffing plan for the program. Describe the capacity of the organization to administer the program, including descriptions of the supervisory structure of the program.
9. Describe the agency budgeting process including the development of budgets and the monitoring of revenues and expenditures. Explain the specific roles of all involved staff.
10. If the proposer is a multi-purpose agency, please describe the method or basis for allocating indirect costs. 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.
11. Define all fringe benefits available to staff, including those that are required by law.
12. Provide a detailed outreach plan of how your organization will develop and maintain referrals with courts and community organizations.
13. Provide a detailed description of how your organization will promote the PEAP program to the public.
14. Project how many parents your organization expects it will serve in the certified PEAP program in fiscal year 2010-2011.

QUESTIONS FOR CURRENT PEAP CERTIFIED PROVIDERS

PLEASE NOTE: If the proposer was not the current provider for the time periods referenced in any of the questions below, the proposer must state the date on which service provision commenced AND answer the question for any time period contained within the question for which the proposer was providing services. For question #2, if the proposer was not providing services at the time the report was due, state this fact and the date on which the proposer became a provider.

1. Please indicate if, for each of the last three calendar years (or from the time you were granted certification), you have submitted your complete quarterly reporting on a timely basis, including file numbers, docket numbers and index numbers.
2. Attach a copy of the narrative report submitted to PEAP in 2009, and indicate if this report was submitted in a timely manner, and if not, why.
3. Please indicate if, for each of the last three calendar years (or from the time you were granted certification), you have provided the courts with lists of participants who received certificates of compliance.
4. Please indicate if, for each of the last three calendar years (or from the time you were granted certification), proposer has submitted PEAP surveys to PEAP on a timely basis.
5. Provide the total number of classes provided in the past three years or since certified, how often classes given (i.e. monthly), the number of classes cancelled and the number of attendees per year.
6. Please provide the most frequent sources of referrals to the certified PEAP program.
7. During the last three calendar years (or from the time you were granted certification), have you made any program changes, including, but not limited to, change of location of class; changes to your brochure, enrollment form, or resource list; additional curriculum; additional resource material for parents; change in fee structure; any other changes to the certified program. If so, please itemize what they are and indicate if you have submitted a Provider/Program Updates Form for each change.

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QUESTIONS FOR PROPOSERS NOT CURRENTLY CERTIFIED AS PEAP PROVIDERS

1. Please discuss proposer's ability to report quarterly on participation in PEAP programs.
2. Please discuss proposer's ability to submit reports in a timely fashion, citing examples.
3. Please discuss proposer's ability to report to courts lists of participants in PEAP programs.
4. Please discuss proposer's ability to submit PEAP surveys to the PEAP office on a timely basis.
5. Estimate the total number of classes to be provided in a single year, how often classes will be held, and estimated number of attendees per year.
6. Estimate the most frequent sources of referrals to the PEAP program.
7. Discuss proposer's plan to meet certification standards as set forth in Exhibit V.