

OCA/ADRCIP RFP #001
Children's Centers in the Courts
Questions Received Prior to and at the Pre-Bid Conference

Q. Should I fill this out? I am not a children's center

A. This is an announcement for a Request for Proposals (RFP). Our office generally includes all of the not-for-profit agencies that work with our office in RFP announcements whether or not they currently provide the services being solicited.

Whether or not [your agency] decides apply to become a Children's Centers provider is up to you and your organization.

Q. [Our company] is a company based in Mumbai, India. We are interested in participating in the tender mentioned above hence want to get more information about the same. Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document:

- 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.**
- 2) Soft Copy of the Tender Document through email.**
- 3) Names of countries that will be eligible to participate in this tender.**
- 4) Information about the Tendering Procedure and Guidelines**
- 5) Estimated Budget for this Purchase**
- 6) Any Extension of Bidding Deadline?**
- 7) Any Addendum or Pre Bid meeting Minutes?**

We will submit our offer for the same if the goods or services required fall within our purview.

Also we would like to be informed of future tenders from your organization. Hence, we request you to add our name to your bidder's list and do inform us about upcoming Projects, Tenders.

We will be highly obliged if you can send us your complete & latest contact information. This will help us reaching to you faster.

A. This Request for Proposals and all accompanying documents are available at:

<http://nycourts.gov/admin/bids/currentsolicitations.shtml>

The services being procured via this RFP are operation of children's centers in New York State serving courts. We will add your organization to our bidders list.

OCA/ADRCIP RFP #001
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Q. Question # 4 states "Please provide a copy of your agency's current Resource Development Plan and describe how the plan ensures funding and resources for the Children's Center program to supplement the UCS awarded funding."

We have a Resource Development Plan that is all inclusive, meaning, as a multi-service non profit organization, our plan identifies a variety of funding activities to help generate revenue for all agency programs. Must we amend the plan to specifically mention the Courthouse Children's Center? Or, will our plan be acceptable as is?

A. While it is not necessary to amend the resource development plan to specifically address the Children's Center for this RFP, the proposal must describe how the plan ensures funding and resources for the Children's Center program to supplement the UCS awarded funding. An accompanying narrative describing how your plan meets this goal would be appropriate.

Q. We currently have a contract for two counties, do we need to submit a RFP for each county or can they be combined?

A. Proposers may bid on more than one Children's Center. However, any and all differences among sites must be addressed within the proposal (e.g., separate staffing plans and sketch location plans must be submitted for each site).

Questions followed by the star symbol must be answered for each Children's Center location. During the evaluation process, UCS reserves the right to: require that a proposer submit a supplementary individual or aggregate budget for any number or combination of Centers for which the proposer has submitted proposals; submit a clarified program description address specific questions of the UCS evaluation committee.

Q. What is the per visit allowance for snacks?

A. There is no specific allowance for snacks, but proposers are expected to budget for sufficient snack for children in each center in the budget section.

Q. The contract lists the initial Budget Period as commencing on 1/1/11 and terminating on 3/31/12, which is a 15-month period. Should we prepare a budget for a 15-month period? The available funding for our site is listed as \$53,039 – would the 15-month amount then be \$66,299? Similarly, the multi-year contract is for a term of 51 months – is that correct?

A. The budget submitted as part of the proposal (by using the Appendix C downloadable on the <http://www.nycourts.gov/admin/bids/currentsolicitations.shtml> page) is a twelve (12) month budget. The initial contract period will be a fifteen (15) month period of January 1, 2011 – March 31, 2012. The twelve (12) month budget from the awarded bid will be pro-rated by UCS for the period January 1, 2011 – March 31, 2012 to complete the initial contract period. The available funding listed in Exhibit VI is for a 12 month period. The contract term is 51 months - 4 years and 3 months.

OCA/ADRCIP RFP #001
Children's Centers in the Courts
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Q. Under Section V of the contract should the contract term dates be for 12 months or 15 months, and should the amount be \$53,039 for 12 months or for a 15-month period?

A. The contract, Exhibit VIII, is informational only. It is not a required submission with the proposal.

Q. The last page of the contract has a spot for the Contract No., which has not been assigned yet. I assume I should leave this blank.

A. The contract, Exhibit VIII, is informational only. It is not a required submission with the proposal.

Q. Regarding Attachment 1, since we are only providing child care services do we need to submit the Certificate of Work (Printing), Certificate of Recycled Product or the Manufacturer's Affidavit of Recycled Content?

A. Cover Sheet, Pages 3 of 10 (Non-Collusive Bidding Certification) and 4 of 10 (Acknowledgment Form) are the only required pages from Attachment I.

Q. I am assuming that the attachments for Minimum Requirements and rating sheets are for our information only and do not have to be submitted. Is this correct?

A. Yes, Exhibit V is provided for information only. It is not a required submission with the proposal.

Q. Appendix B: Budget. Should this reflect the initial period budget?

A. Appendix C is the budget submission, and the proposal budget is a twelve (12) month budget. The budget must be completed using the Appendix C forms available for download at <http://nycourts.gov/admin/bids/currentsolicitations.shtml>.

Q. In the narrative, do the retyped section headings and questions including their numbers have to be double-spaced as well as the answers? Or, can the retyped section headings and numbered questions be single-spaced?

A. Retyping the questions is appropriate, and these retyped questions may be single-spaced.

Q. On page 9 of the RFP, regarding Attachment 1, you refer to a "cover sheet" as being part of the attachment. Where is the referenced cover sheet? It is not in the Attachment 1 PDF.

A. You may create your own cover sheet for Attachment I. A page with "Attachment I" written on it is acceptable.

Q. How do we get Appendix B – Cover Sheet? It is not on the website.

A. The cover sheet for the proposal is Page 1 of the RFP itself with the bottom section of the page filled out by the proposer.

OCA/ADRCIP RFP #001
Children's Centers in the Courts
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Q. On page 4 of the RFP, under "Contract term:" you state that the term of any awarded contract shall be for a period of "three (4) years and three (3)" months. Is the "three" referring to the number of years a typo? Should it read "four?" Also, in the summary e-mail regarding the RFP, it stated that the contract term is January 1, 2011 – March 31, 2016, but the RFP indicates the contract term ends a year earlier on March 31, 2015. Which is correct?

A. Yes. This should read "four (4) years and three (3) months." The RFP term is January 1, 2011 - March 31, 2015.

Q. All of [our agency's] Children's Centers have been in operation for a number of years. Are we still required to complete needs assessments for each center?

A. Yes. The needs assessment is a required submission for each proposed center.

Q. Exhibit VI Site Locations and Available Funding notes that the amounts shown are historic funding levels for a 12-month period and are not intended to be restrictive caps or minimums. Can you offer any guidance on the maximum amount that may be requested for each center, based on the figures in Exhibit VI?

A. The amounts listed in Exhibit VI represent the amounts that were available for each center in 2010-2011. This amount is the maximum that may be requested in Appendix C for each center location.

Q. Please advise if the Charity Registration Number required in Appendix E,3 is the number we use in filing form CHAR500 with the OAG each year.

A. The Charities Registration number is the number issued by the Office of the Attorney General reported on forms including the CHAR500. This number, if unknown, can be found by searching http://bartlett.ag.ny.gov/Char_Forms/search_charities.jsp

Q. Regarding the Staffing Plans for the RFP, will position titles for who will be staffing be sufficient, or do we need to include names of individuals and titles?

A. While it is not required to include incumbents' name for each position, this information may be provided if known.

Q. How does the matching amount in the expense details tie up to the expense summary and budget summary page? Are the matching expenses included in the totals for each line or are they summed up in the in-kind expenses line? Do we include volunteer hours in the In-Kind Expenses line on the Expense Summary Page?

A. The cash matching funds are included in the cash totals. Volunteer hours and all other non-cash match should be included in in-kind.

OCA/ADRCIP RFP #001
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Q. Which of the Expense Summary Categories roll up to which of the Budget Summary Description lines? For example, should Seminars and Meetings go into Travel in the Budget Summary Description column?

A. On Tab 12 of Appendix C, all other categories not specifically noted (Rentals and Repairs of Equipment, Real Estate Rentals, Postage and Shipping, Printing, Telecommunications, Insurance, Seminars and Meetings and Training) should be rolled into the "Professional and Misc. Services" line.

Q. Regarding the Fringe Benefit Costs Category, do we need to break down the fringe expenses into Medical, dental, etc. or can we summarize the expenses into 1 line because we are using a Federal approved Fixed Fringe Benefit Rate?

A. The level of information that each proposer provides for fringe benefits is at the discretion of the proposer. However, providing more information makes assessing the benefits provided easier for reviewers.

Q. The amount of funding listed in Exhibit VI is not sufficient to cover fringe benefits costs that are required by our union contracts. What should I do?

A. The UCS funds should be leveraged with match funds, and we encourage application for outside funding. The UCS funds are not intended to be the sole funds that support the Children's Centers, and the required match is intended as a state-local partnership. Annually, Children's Centers providers are given an opportunity to request additional funds.

Q. In Suffolk County, the Family and District Courts are in one building. How will we determine which children are going to which courts and how old they are?

A. Do a head count, and make reasonable guesses about the ages of the children. Count at entrances AND on the floors. If the children are not in the Children's Center, determine where they are ending up in the building.

Q. Is there a maximum allowable indirect cost rate?

A. No. However, the indirect cost rate must be justified by a cost-allocation methodology.

Q. How many levels of supervision may be included in the budget?

A. Direct supervision of the program that is a direct cost of the program is an acceptable direct personnel cost. However, upper management that supervises multiple programs should be included in indirect, or shared, costs.

Q. May we submit separate proposals for each center?

A. Yes. That is allowable.

Q. Will the contract begin on January 1, 2011 and will it only be for that one year?

A. The contracts resulting from this RFP will begin on January 1, 2011, and will run for four (4) years and three (3) months.

OCA/ADRCIP RFP #001
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Q. The amounts listed in Exhibit VI differ somewhat from the current amounts allocated to the centers my agency operates. Is it okay to submit a budget for the two centers that totals the same as the two UCS + OCFS funds amounts listed in Exhibit VI, but uses slightly different amounts for each center?

A. If the total amount that is applied for equals the total amounts set forth in Exhibit VI, this is acceptable.

Q. Should the OCFS funds listed in Exhibit VI be included in the UCS funds line in the budget?

A. Yes.

Q. Must the proposals be mailed or can they be hand delivered?

A. Either is fine as long as the proposal is delivered on time, before 2pm on September 23, 2010.

Q. Will the questions posed in today's call be posted on the website?

A. Yes.

Q. Appendix C, Tab 5, is not totaling properly. Is that an issue with the spreadsheet?

A. Yes – we will post a new version as soon as possible.

Q. The current Children's Centers contracts through March 31, 2011. The RFP contracts begin on January 1, 2011 – how does this work?

A. The current Children's Centers contracts will be terminated early on December 31, 2010. The new contracts resulting from this RFP will begin January 1, 2011. There will not be any overlap in the contracts.

Q. Are there any font size restrictions?

A. Using standard size fonts is acceptable. Please no smaller than 10 pt. font or larger than 14 pt. font.