

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID/PROPOSAL—

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

Marie-Claude Ceppi
 NYS Office of Court Administration
 25 Beaver Street, R-840
 New York, NY 10004
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi
 Telephone No.: 212-428-2727
 Email: Mceppi@courts.state.ny.us

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

Per attached RFB/RFP Specifications

Bid Number: OCA/UCS-133	Commodity Group:
Issue Date: 9/24/2007	
Opening Date: OCTOBER 29, 2007	Commodity Name: CIVIL LEGAL SERVICES
Time: 3:00 PM	

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
UCS ATTACHMENTS I AND III ATTACHED & INCORPORATED HEREIN.	Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed responses for furnishing the item(s) in this Solicitation will be received at the above address. When submitting a response, 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 response deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the Solicitation Forms. The Bid/Proposal response must be completed in the name of the respondent (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE SOLICITATION NUMBER, THE OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED RESPONSE.

5. Mail the bid/proposal response to the above agency address in sufficient time for it to be received before the specified bid opening. LATE RESPONSES WILL BE REJECTED.

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

RESPONSES 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

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- ___ UCS Request for Bid Form with original signature
- ___ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ___ Attachment I, p.4 - Corporate Acknowledgment
- ___ Attachment III - Vendor Responsibility Questionnaire
 - ___ paper questionnaire
 - ___ questionnaire file online via OSC VendRep System
- ___ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ___ Original bid response + six (6) complete copies
- ___ Signed Documents Enclosure Checklist
- ___ Grant Application form
- ___ Application Check List
- ___ One-page overview of applicant organization
- ___ Budget (Appendix B)
- ___ Performance Criteria
- ___ Independent Financial Statement Audits
- ___ Vendor Assurance of Compliance (Attachment A)
- ___ Contract

To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

Company Name:

Authorized Officer's Name and Title:

Signature: _____ Date: _____

**Civil Legal Services
Request for Proposals (RFP)
OCA/UCS-133**

Introduction and Overview

The State of New York is seeking qualified providers to render high-quality civil legal service assistance to indigent New Yorkers. A total of \$3.2 million is available under this Request for Proposals (RFP) from the 2007- 2008 Enacted Budget. These funds will be distributed on a regional basis using the existing Legal Service Corporation (LSC) service areas. Funding levels for regional “pools” are based on a region’s proportion of total persons statewide living below the federal 2000 Census poverty levels for a four person household. Single applicants will be eligible for funding up to 50 percent of a region’s funding pool. Collaborative applications, which are applications by two or more groups, associations, or a consortium of civil legal service providers, are acceptable and not subject to this limitation.

The regional pools are as follows:

LSC Region	Persons Below Poverty Rate	Region’s Share of State Poverty	Regional Pools of \$3.2 million Grant
1 (Buffalo-Niagara)	147,328	5.5%	\$175,117
2 (Western/Southern Tier)	189,037	7.0%	\$224,693
3 (Mid Central)	192,708	7.2%	\$229,056
4 (Northeast)	147,113	5.5%	\$174,861
5 (Hudson Valley)	195,276	7.3%	\$232,109
6 (NYC)	1,668,938	62%	\$1,983,730
7 (Nassau/Suffolk)	151,802	5.6%	\$180,435
TOTALS	2,692,202	100%	\$3,200,000

The grant period will be October 1, 2007 to September 30, 2008. The timeline for submission of these grants is as follows:

September 24, 2007	Issue RFP
October 16, 2007	Pre-Bid Conference
October 29, 2007	Proposals Due

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, is incorporated and made a part of this solicitation.

2. Attachment III - 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).

Bidders 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 Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online.

Online RFB/RFP Package : Disclaimer:

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under "Current Solicitations" 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.

Pre-Bid Conference:

A pre-bid conference will be held on October 16, 2007 at 2:00 pm at the NYS Office of Court Administration, 25 Beaver Street, R00m 1106, New York, NY 10004. Bidders are strongly encouraged to attend and should notify Marie-Claude Ceppi by email at mceppi@courts.state.ny.us of their planned attendance.

Questions:

Questions should be addressed in writing only to Marie-Claude Ceppi at the Office of Court Administration, via e-mail at mceppi@courts.state.ny.us. Contact with other State employees with regard to this RFP is strictly prohibited. The deadline to submit questions is October 10, 2007 at 5:00 pm. No questions will be entertained after this deadline. All questions received and their answers, as well as those raised at the pre-bid conference, will be posted on the UCS website following the pre-bid conference.

Packaging, Identifying and Delivering of Proposals:

Bidders may **not** submit their responses online.

All proposal submissions must be securely contained in a **sealed package or carton** and **clearly labeled** on two sides as follows:

**"Deliver immediately to Marie-Claude Ceppi R-840"
"Sealed bid - Do not open"
"OCA/UCS-133 due October 29, 2007 at 3:00 p.m.".**

Proposals must be **clearly addressed and submitted** to:

**Marie-Claude Ceppi
Management Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004**

Failure to seal and mark the proposal as prescribed may result in non-delivery and/or rejection of the proposal. Please note that proposals must be received by the above-named OCA-designated person by October 29, 2007 at 3:00 pm at the latest or responses will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids:

Bidders are requested to send a no-bid letter to OCA, Attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/UCS-133.

Rejected and Unacceptable Bids/Proposals:

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

References:

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar products/services at any time during the past three (3) years.

I. Purpose of Grants

The purpose of this RFP is to seek bidders who can serve the legal needs of, and provide high-quality civil legal services to, indigent New Yorkers. For purposes of this RFP, criteria for client financial eligibility for services shall be those enumerated in the regulations of the Interest on Lawyer Account Fund, 21 NYCRR Part 7000.14. In particular, proposals are sought for the provision of direct legal services to eligible clients through enhancement of existing programs or creation of new programs addressing one or more of the following illustrative areas of legal need:

- Legal services as to which the applicant believes there is a specific need among eligible clients in a given geographic area, and for which the applicant has or proposes to develop a tailored program of legal services;
- Specific direct legal services may involve Housing, Matrimonial and Family Court proceedings including in-courthouse programs providing consultation and legal advice, representation with respect to issues for which there is no right to assigned counsel or other legal services proposed by the applicant.

II. Eligibility Criteria

Eligible applicants shall be not-for-profit entities, tax-exempt under section 501(a) of the Internal Revenue Code, or any successor provision, which operate within the LSC region of New York State to which their respective applications relate and provide direct civil legal services without charge to poor persons within the relevant region.

The principal overall evaluation criterion will be each applicant's demonstrable ability to use the resources provided to it to produce high-quality, effective legal assistance that addresses the unmet legal needs of eligible clients.

Applicants may submit more than one application (either singly or in collaboration) addressing different areas of legal need. However, the totality of a single applicant's award shall not exceed 50 percent of the funding available for the specific LSC region in which it provides services. This limitation does not apply to collaborative applications.

III. Selection Criteria

The criteria to be used to select among qualified applicants shall include the following:

1. The breadth and depth of the applicant's understanding of the basic legal needs of the eligible clients in the area to be served, and the extent to which an application includes adequate rationale for provision of legal services either on a region-wide or specified portion of the region basis;
2. The quality, feasibility and cost-effectiveness of the applicant's legal services delivery and delivery approach in relation to the American Bar Association's Standards for Providers of Civil Legal Services to the Poor, as evidenced by, among other things, the applicant's experience with the delivery of the type of legal assistance contemplated under the proposal;
3. The effectiveness of the applicant's governing or policy body in overseeing the organization's delivery of services, financial management and compliance with grant terms;
4. The applicant's knowledge of the various components of the legal services delivery system in the relevant LSC region, and its willingness to coordinate with these components as appropriate to assure the availability of a full range of services, inc
 - a) its capacity to cooperate with State and local bar associations, private attorneys and pro bono programs; and
 - b) its knowledge of and willingness to cooperate with other legal services providers, community groups, public interest organizations and human services providers in the service area.

5. Applicant's ability to comply with grant terms, as evidenced by, among other things, the applicant's performance and compliance experience with other funding sources or regulatory agencies, including but not limited to Federal or State agencies, bar associations or foundations, courts, IOLA, and private foundations;
6. Applicant's identification of performance criteria that will be used to monitor and evaluate the benefits realized as a result of the grant;
7. Applicant's ability to devise and deliver innovative, effective programs of legal assistance that are responsive to the changing priorities and needs of the community served; and
8. The ability of the applicant to maintain current funding levels to ensure continuity in client services and representation of eligible clients with pending matters.

IV. Rating and Scoring

1. A numerical rating shall be assigned to each application based on a panel evaluation of the required responses, considering the criteria set forth in Section III. Applications will each be awarded a composite score based on the average of the scores assigned by each of the evaluators.
2. Initially, an award will go to the applicant or collaborative applicant group receiving the top composite score in a geographic LSC region.
3. Remaining awards will be made within each region by the evaluation panel and shall consider the applicant's composite score, and the extent to which each other application addresses legal needs not addressed by the application receiving the initial award, and the sufficiency of the remaining funds to adequately fund the proposed project.
4. In selecting recipients of awards for grants or contracts, the State shall not grant any preference based on whether the applicant is a current or previous recipient of funds from the State, IOLA or the federal government.
5. Based on the factors identified in Section III above, applications will be assigned a score in each of the following four categories, and weighted as specified.

Quality. Quality of applicant organization and the proposed approach, prior history of legal service delivery, capable lawyer and support resources (40%)

Need. Demonstrated need for the proposed legal assistance in the identified subject area(s) within the target community (20%)

Management. Effective program supervision and evaluation, professional training, support systems, technical resources and innovative measures aimed at maximizing high-quality, cost-effective service delivery (20%)

Reasonableness of Budget. Proposed budget falls within the stated guidelines, and is reasonable and justified given the activities proposed. (20%)

V. Request For Proposals (RFP)

a. Description of Applicant Organization:

Provide a brief overview of the organization in one page. Address the following:

1. The mission, history and vision of the organization;
2. The organizational governance body, staffing structure, and employee diversity;
3. Current scope of legal services provided and target population;
4. Legal and paralegal staff profiles;
5. The geographic area served; and
6. All other funding sources and level of funding by each, and the applicant's ability to maintain current levels of funding.

b. Proposal Narrative:

The proposal narrative should (a) address the specified criteria outlined in Section III of the Selection Criteria, (b) be concise, (c) avoid acronyms and (d) not exceed 10 pages.

In general, the proposal should have a narrative summary of the program or project requesting funds. It should identify and describe the general and the specific legal service need, and the approach the applicant will take to fulfill the need. The proposal must address the following areas:

1. **Service Delivery and Outreach**
Demonstrate the capacity of the agency/organization, through experience and knowledge of civil law and legal process, to deliver legal services to eligible clients in the relevant LSC region, and to perform the number and types of services specified in the RFP; and the ability to ensure continuance of services. Summarize any outreach efforts that the program or project has made or will make to reach potential clients.
2. **Addressing Community Need**
Describe the anticipated impact that the legal services program or project will have on the clients and the community served.

3. Innovative Practices

Discuss innovative strategies, techniques and/or processes that applicant employs, or will employ, in connection with the project.

4. Collaborative Efforts

Identify collaborative efforts (if any) with other legal and/or community service agencies which will substantially participate in this program or project and provide a brief overview of their roles in carrying out the purpose of this grant.

5. Technical Improvements

Summarize technology and research resources applicable to the project.

6. Staff Training & Retention

Discuss staff solicitation, training, supervision and retention as it relates to the project.

c. Budget:

1. Provide a detailed summary of how the grant funds will be used.

Use forms provided in Appendix B of Contract. (See Attached)

2. Internal Controls

a. Describe the organizational practices and procedures that enable the organization to avoid conflicts of interest.

b. Provide a statement attesting that the organization will expand or continue its existing fundraising efforts (See Attachment A).

d. Performance Criteria:

1. Please identify the outcomes (maximum of 5), whether new or incremental, that the project plans to achieve with the requested funding (e.g., provide a needed lawyer for unserved clients before the Housing Court in Brooklyn).

In selecting these outcomes, concentrate on who is the target audience of the services; what specific needs of that audience are addressed; what results can be achieved with the resources requested; and the effect of the applicant's possibly receiving less than the entire award it seeks on the utility of the initiative it has proposed.

2. Identify performance-based measurements or criteria that the applicant will use to assess its success at meeting these objectives.

e. Other Applications:

If the applicant has submitted within the preceding twelve months a request for funding to the Interest on Lawyer Account Fund (IOLA) or to the Legal Services Corporation (LSC), it must submit a copy of the entire request with its response to this RFP. If the applicant considers the information it provided in the prior application(s) to IOLA or LSC to be accurate and current for purposes of this RFP, the applicant may, in lieu of providing part of the information above in new narrative form, point out and tab where in the prior application that information, or other information to which the applicant wishes attention drawn, is contained.

VI. Minimum Requirements

In order to have an application considered for funding; the following must be submitted:

1. Written narrative for each section requested;
2. Completed Budget Form (Appendix B of Contract);
3. Signed Vendor Assurance and Certification Form (Attachment A);
4. Six completed paper copies of application, all to be received by 3:00 p.m., October 29, 2007, at the New York State Office of Court Administration, 25 Beaver Street, 8th Floor, New York, New York 10004, Attention: Marie-Claude Ceppi.
5. Copy of IOLA and/or LSC application made within past 12 months.

VII. Application Components

1. Attachment I
2. Vendor Responsibility Questionnaire
3. Document Enclosure Checklist
4. Grant Application Form
5. Application Check List
6. One-page overview of applicant organization
7. Proposal Narrative
8. Budget (Appendix B)
9. Performance criteria
10. Independent Financial Statement Audits
11. Vendor Assurance of Compliance (Attachment A)
12. Contract

OCA/UCS-133 Attachment A

**Assurance of Compliance Given by Applicant
As Condition for Receipt of State Grants**

Applicant assures that:

1. It will restrict the use of State funds to enhance and further civil law-related activities or purposes that are charitable or educational within the meaning of 501 (c) (3) of the Internal Revenue code of 1954.
2. It will not discriminate on the basis of race, creed, sex, religion, marital status, color, national origin, sexual orientation, age, or disability, or as otherwise prohibited by the laws of the United States and the State of New York, against (1) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee; (2) any person seeking participation in, or the benefits or proceeds of, the program or projects supported in whole or part by this grant.
3. That monies provided by this grant shall be used to augment, not replace, current funding streams; and that the organization commits itself to continuing its fundraising efforts to maintain current levels of funding to ensure a continuation of services.
4. It understands and agrees that State may, in its sole discretion, grant funds in greater or lesser amounts and/or lesser periods of time than requested in the application.
5. It will provide, periodic reporting on the performance measurements and benchmarks outlined and specified in applicant's response; and quarterly reports detailing the use of State funds in light of the proposed use described in the grant application.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these assurances. I certify and attest that the applicant will comply with these assurances in the application is approved.

Executive Director:
Signature: _____

Board Chairperson:
Signature: _____

Date: _____

Date: _____

APPENDIX B**Budget****Budget Summary Sheet**

A. SALARIES, WAGES AND FRINGE	\$ _____
B. TRAVEL	\$ _____
C. SUPPLIES/MATERIALS	\$ _____
D. EQUIPMENT	\$ _____
E. CONTRACTUAL SERVICES	\$ _____
F. OTHER	\$ _____
TOTAL	\$ _____

The **TOTAL** of your **BUDGET** must equal the amount of your allocation as shown on the **CONTRACT FACE PAGE**.

The **BUDGET** is intended to show the items of expense which will be funded under this Contract. Please do not show the entire cost of the project if it exceeds the amount of funding provided by this Contract.

Questions regarding Budget preparation? Call 518-486-3905

Budget Detail Sheet

A. SALARIES, WAGES AND FRINGE

Name	Title	Hourly Wage or Rate	Hours Worked Per Week	Amount Charged to Project

TOTAL SALARIES, WAGES AND FRINGE

\$ _____

B. TRAVEL

Please indicate destination, purpose and cost of such travel.

TOTAL TRAVEL

\$ _____

Budget Detail Sheet

C. SUPPLIES/MATERIALS

Please use general categories such as office supplies, printing supplies, small tools, building materials and like category descriptions. Indicate the cost of each category.

TOTAL SUPPLIES/MATERIALS

\$ _____

D. EQUIPMENT

Please list each item of equipment that exceeds \$200.00 per item and has a useful life of one year or more. Group items of less than \$200.00 each into general categories indicating total cost per category.

TOTAL EQUIPMENT

\$ _____

Budget Detail Sheet

E. CONTRACTUAL SERVICES

This category includes items such as telephone, postage, rent, utilities, rental or repairs to equipment, lease of equipment, contracted services and contracted construction costs.

TOTAL CONTRACTUAL SERVICES

\$ _____

F. OTHER

Please specify what these costs are.

TOTAL OTHER

\$ _____