

- Q. Will the Children's Center serve just Family Court or all of the courts in the building?
- A. ***The center must serve all of the courts contained in the building, with the exception of night court, until the Judges are finished.***
- Q. Has space been allocated in the courthouse? May we see the space?
- A. ***Yes, space has been allocated in the courthouse. The courts must be contacted and, upon appointment, the space may be examined.***
- Q. Should the budget contain all the furniture and equipment?
- A. ***The budget indicates the period from January 1, 2008 through March 31, 2008. Be creative with the budget. Often it does include the furniture and equipment but some of the courts may be able to provide some funding. The contract will cover three-months funding for the operation of the children's centers. One-third of the three-month funding grant amount can be targeted for furniture and equipment needs, if necessary. The bidder will be expected to explain in the proposal how allocating UCS funds for furniture and equipment will impact the start-up (e.g., delay in hiring staff; delay in opening date). The New York State Court system will provide a computer, and may be able to provide supplemental furniture from surplus. This should not preclude bidders from seeking donations or funding for furniture or equipment they deem beneficial to program operations.***
- Q. Should we assume that the funding for the following quarter will be the same as the January to March funding?
- A. ***We cannot guarantee amounts for future funding as this must be determined New York State Legislature. We did calculate the January through March, 2008 grant award based upon 25% of the intended funding for an annual basis, assuming authorization by the Legislature.***
- Q. Will Appendix D, Needs Assessment, be completed by the location?
- A. ***Each bidder must complete their own Needs Assessment.***
- Q. May potential bidders get needs assessment information from the courts?
- A. ***Needs change, therefore new needs assessments must be done. The requirement is just a rough estimate. Previous information provided by the courts may not be accurate and part of the proposal is the proposer's input regarding this. The most important portion is the total number of children and the time of day when child care at the highest volume.***
- Q. Is the proposal due November 29, 2007?
- A. ***Yes, the proposal is due on November 29, 2007 by 11:00 a.m.***
- Q. Can we get a list of your operational Children's Centers/

- A. ***This information is available on our website: www.nycourts.gov/ip/childrenscenter***
- Q. May the bid be sent electronically?
- A. ***We do not currently have a program in place to do this. Hard copies of the bid must be sent and must be received on, or before, the time and date indicated on the solicitation.***
- Q. Will the bid opening be teleconferenced?
- A. ***No arrangements have been made for this. The bid opening is open to the public but in order to participate; you must be physically present at this time.***
- Q. Is the successful proposer expected to operate the center starting January 1, 2008?
- A. ***We would like to open the centers as quickly as possible and provide training to the new provider. After a provider has been chosen, we will negotiate with the proposed vendors regarding a starting date. All proposals should include a plan to begin operation on January 1, 2008.***
- Q. Should we expect to be open 5 days a week or just when court is in session?
- A. ***The proposer must speak to the court to obtain information about court operations, such as open hours and case calendaring. This information, along with the information gathered from the needs assessment should be a part of the proposal and justification for thee part or full time.***
- Q. Will there be money to fund after March 31, 2008?
- A. ***We can only guarantee funds through March 31, 2008. Historically speaking, after the initial start-up in the fiscal year, we have been able to secure funds but cannot make a guarantee as this determination is made pursuant to an adopted state by the Governor and Legislature.***
- Q. If there is no budget in place by April 1, 2008, will the center be closed?
- A. ***There is a mechanism in place for contracted providers. We can provide the first quarter funding for a contractor without the necessity of an approved state budget.***
- Q. Can two agencies collaborate and share the proposal, i.e., provider and probation?
- A. ***This would be part of your proposal based upon your requirements.***
- Q. Does the selected proposer pay rent for the space in the courts?
- A. ***Court space is an in-kind contribution of the local county.***
- Q. Does that mean we can include this as an in-kind contribution in the RFP?
- A. ***Yes.***

Q. With the court providing the space, does the programmatic match have to reach 20% over and above this amount?

A. *The space is considered part of the budget, but not counted as programmatic match. For this, and all future RFP's, we have reduced the required programmatic match considerably to the 20% level. A proposer can submit a budget that ultimately demonstrates a match greater than 20%, but only programmatic categories such as snack, program supplies and personnel expenses will be calculated when reviewing for the 20% matching requirement.*

Q. How much will the courts fund?

A. *OCA will contact the courts to determine what the proposer does not need to budget. The answer will be provided as soon as available.*

Chautauqua will provide equipment and furniture within the center.

Yates has not yet determined what is available, although there is some furniture in the center.

The proposer should make arrangements to see the space in both locations as soon as possible. The courthouses will allow the proposers to view space if they make a convenient appointment.

Q. Is it necessary for us to put furniture and equipment in the budget for the 7th Judicial District?

A. *Yes. Bidders must demonstrate that the Center will be furnished with furniture and equipment that minimally meets the Minimum Requirements in Attachment V.*

Q. When will the contract be awarded?

A. *A contract is not awarded until approved by the NYS Office of the Attorney General and Office of the State Comptroller. Prior to that, the committee must review the proposals and make a determination based on the Award Criteria spelled out in the solicitation. Our target date is mid December but we may not be able to meet that date.*