

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID—**

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

NEW YORK STATE  
 OFFICE OF COURT ADMINISTRATION  
 CONTRACT & PROCUREMENT ADMINISTRATION  
 42 KARNER ROAD, ALBANY, NY 12205  
 (Agency Name and Address)

Direct Inquiries to: BETTY FALTERMEIER, COURT ANALYST  
 Telephone No.: (518) 869-4732

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

PER ATTACHED RFP/SPECIFICATIONS

<b>Bid Number: OCA/CPA-315</b>	<b>Commodity Group:</b>
<b>Opening Date: September 15, 2005 Time: 11:00 AM</b>	<b>Commodity Name: COMMUNITY DISPUTE RESOLUTION CENTERS</b>

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><b><u>UCS ATTACHMENT I &amp; ATTACHMENT II ATTACHED &amp; INCORPORATED HEREIN.</u></b></p> <p>THE UCS IS SEEKING PROPOSALS FOR THE OPERATION OF COMMUNITY DISPUTE RESOLUTION CENTERS FOR SPECIFIED LOCATIONS THROUGHOUT NEW YORK STATE.</p> <p>PRE-BID CONFERENCE DATE INDICATED IN RFP SPECIFICATIONS.</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.

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.**

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

**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	

**GENERAL SPECIFICATIONS**

**Note:** In addition to such other terms, conditions and provisions presented herein, the NYS Unified Court System Standard Request For Bid Clauses & Forms - Attachment I and ST-220 Contractor Certification Attachment II are attached and incorporated herein.

**BACKGROUND:**

In 1981, the State of New York enacted Article 21-A of the New York State Judiciary Law and created the Community Dispute Resolution Centers Program (CDRCP). This initiative provides community-based forums for the resolution of civil and minor criminal disputes through dispute resolution processes other than litigation. Pursuant to this legislation, the New York State Unified Court System, Office of Alternative Dispute Resolution Programs, contracts with and provides funding to not-for-profit centers throughout the State that provide arbitration, conciliation and mediation services.

The Community Dispute Resolution Centers (CDRCs) serve several vital functions. First, the centers empower parties to play a greater role in deciding the procedural and substantive outcomes of their disputes that they might otherwise do in litigation. Second, the centers help courts streamline their dockets by providing dispute resolution services to those people who are able and willing to resolve their conflict without the assistance of a Judge. Third, the centers collaborate with other human services organizations in their communities and connect parties with available services and resources. Finally, centers serve as promoters of peaceful communities and help individuals become more effective communicators and negotiators, not only through direct delivery of services but also through ongoing training and community outreach efforts.

The Office of ADR Programs strongly encourages centers to employ volunteers for two primary reasons: first, an active volunteer pool often infuses the center with a level of enthusiasm and diversity of life experience that is seldom attainable solely with paid staff; second, use of volunteers allows paid staff to focus on outreach and case development, volunteer recruitment and management, and ongoing program monitoring.

**PURPOSE AND SCOPE**

It is the intent of this Request for Proposals (RFP) to award contracts for CDRCs in the counties listed in Attachment IV. On behalf of the Office of ADR Programs, the Office of Court Administration, Contract & Procurement Administration Unit (C&PA) is soliciting sealed proposals for the purpose of establishing one or more contracts to provide the services herein.

## **CONTRACT TERM**

The term of any awarded contract shall be for a period of four (4) years and two months commencing **February 01, 2006** and terminating **March 31, 2009**.

## **CONTRACT EXTENSION**

UCS reserves the right to extend the contract(s) for a period not to exceed **twelve (12) months** subject to the approval of the Offices of the New York State Attorney General (OAG) and the State Comptroller (OSC).

The following attachments are provided for informational purposes:

- |                       |   |
|-----------------------|---|
| <b>Attachment I</b>   | Standard clauses for Requests for Bids / Requests for Proposals (Note: Attachment I includes Appendix A ["Standard Clauses for all Contracts"] and pages 3 of 10 and 4 of 10 of Attachment I must be completed, signed and submitted as set forth in Appendix B.) |
| <b>Attachment II</b>  | Contractor Certification ST-220. Note: the completed referenced documents should be submitted with the proposal as <b>Attachment II</b> (Attached)  |
| <b>Attachment III</b> | List of CDRCs statewide   |
| <b>Attachment IV</b>  | List of counties that are subject to this RFP and approximate grant awards for the initial 12-month period  |
| <b>Attachment V</b>   | Evaluation sheets that reviewers will use to rate the proposals   |
| <b>Attachment VI</b>  | Scope of responsibilities and available funds for intake assistance services (Sixth Judicial District Applicants Only)  |
| <b>Attachment VII</b> | Applicable laws, regulations and program policies   |

## **PRE-BID CONFERENCE**

A pre-bid conference will be conducted on **August 23, 2005**, commencing at **1:00 PM** at the Ukrainian-American Citizens Club, 1 Pulaski Avenue, Cohoes, NY 12047. While attendance is not mandatory, prospective bidders are strongly encouraged to attend. **All questions in writing, and notice of planned attendance, must be provided no later than 4:00 PM on August 5, 2005 to the attention of:**

Betty Faltermeier  
Court Analyst  
New York State Unified Court System  
Contract & Procurement Administration Unit  
42 Karner Road  
Albany, NY 12205  
(518) 869-4732

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

A complete, printed "Q&A" will be presented at the pre-bid conference and clarified if necessary. Questions that arise as a result of the "Q&A", or any clarification thereof, will be accepted, but some restrictions may apply with respect to other questions.

## **METHOD OF AWARD**

Award shall be made to the responsible proposer who receives the highest point value as indicated in **Award Selection 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 on the forms provided with this solicitation unless otherwise specified herein. **Do not retype or 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 ink-signature proposal with all required appendices, bidders **must** include eight (8) 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.

## **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 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.

## **AWARDED CONTRACTS**

This request for proposals (RFP), proposer'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 the State Comptroller.

## **COMPLIANCE WITH LAWS**

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

## **DEADLINE FOR PROPOSALS**

All proposals must be received **on or before 11:00 AM, September 15, 2005** to receive consideration. Proposals must be mailed or delivered to:

Betty Faltermeier  
Court Analyst  
New York State Unified Court System  
Contract & Procurement Administration Unit  
42 Karner Road  
Albany, NY 12205  
(518) 869-4732

### DETAILED SPECIFICATIONS

#### FUNDING

UCS is particularly interested in proposals that creatively use funding provided under this RFP to leverage community resources to the maximum extent feasible so that services provided to disputants in the CDRCs are enhanced.

Pursuant to Judiciary Law § 849-d (2), the UCS may award up to \$20,000.00 per county served in unmatched grant funding. Any additional CDRCP funding beyond the \$20,000.00 per county served that the UCS awards must be matched on a dollar-for-dollar basis by local revenue. Proposers must submit a program narrative and budget in accordance with the requirements set forth in this RFP.

In addition to providing funding pursuant to Judiciary Law § 849-d (2), the Unified Court System will award additional funds that do not require a local match. The Office of the Judicial District Administrative Judge will award such funds (“Special Project funds”) as are delineated in Attachment IV to proposers that are selected pursuant to this RFP to administer a CDRC in one or more of the counties where there is available Special Project funding. In most cases, the Special Project funding supports dispute resolution services for cases referred from Family Court; however, in certain counties, Special Project funding supports dispute resolution services for cases referred from other trial courts.

The selected proposer(s) shall use the available Special Project funding to provide dispute resolution services—including intake, screening, mediation, and dispositional reporting—for cases that the CDRC receives from the local court(s). Additionally, the selected proposer(s) shall develop protocols in collaboration with the local court(s) that are consistent with the policies set forth in the Program Manual of the Community Dispute Resolution Centers Program.

The Administrative Judge’s Office for the Sixth Judicial District provides additional Special Project funds to CDRCs for petition intake assistance and referral services. Within the Sixth Judicial District, CDRC staff will help litigants in the Family Courts complete various forms, including petitions for custody, visitation, and orders of protection. These staff will also connect litigants to various complementary services provided by not-for-profit and governmental agencies, such as domestic violence programs, programs for low-income families, and mediation where appropriate. In each county within the Sixth Judicial District, the selected CDRC will negotiate a schedule of coverage with the Family Court Chief Clerk. *The Proposer is encouraged to contact the Family Court Chief Clerk in each county where the Proposer applies to provide services to ascertain the needs of the particular Family Court as those needs relate to petition intake and referral services.*

A list of the counties that are subject to this RFP as well as the approximate grant

awards for the initial 12-month period in each of those counties is included in Attachment IV. **All proposed budgets must include as revenue the available Special Project funding set forth in Attachment IV, and the program narrative components and budget expense lines must describe how that particular funding would support the proposed program.**

## **ELIGIBILITY OF PROPOSERS**

Pursuant to Judiciary Law § 849-a (3), the UCS may only consider proposals submitted by nonprofit corporations that are organized for the resolution of disputes or for religious, charitable or educational purposes. In accordance with the requirements set forth in this RFP, 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 § 501(c)(3)).

## **AWARD SELECTION CRITERIA**

- A.** UCS intends to award one or more contracts to provide dispute resolution services in each county listed in Attachment IV.  
**Note:** Proposers may submit proposals to serve a single county or multiple counties. In the event that none of the proposals received pursuant to this RFP proposes to provide services to one or more counties, the UCS reserves the right to employ alternate measures to ensure that dispute resolution services are provided to the residents of those counties.
- B.** Each award shall be made in consultation with the Office of ADR Programs' Selection Committee and the respective District Administrative Judge.
- C. Proposals will be evaluated against the following criteria:**
  - 1. Organizational ability and experience, including the demonstrated ability of the proposer to submit required reports in a timely, thorough fashion and to secure funding and other resources to support the proposed program . . . . . **Point Value 20**
  - 2. Appropriateness and quality of the proposed program, including the degree to which the proposal demonstrates that the center would achieve the following goals: (a) provide mediation, conciliation and/or arbitration services of high quality to members of the community that the center will serve; (b) recruit, train and utilize volunteer neutrals who reflect the diversity of the community the center will serve; (c) work with local courts and other community institutions to generate appropriate referrals to the center; and (d) conduct effective outreach efforts to promote the center's dispute resolution services to members of the public . . . . . **Point Value 50**
  - 3. Appropriateness of staffing plan . . . . . **Point Value 15**

- 4. Reasonableness of cost . . . . . **Point Value 15**
- 5. Appropriateness of intake assistance and referral services  
(Sixth Judicial District Applicants only) . . . . . **Point Value 10**

**PROPOSALS**

Proposals must be submitted on proposer’s letterhead and be clearly marked “RFP # OCA/CPA-315” in the top left or top right of the first page. **Original signature proposals and all required copies must be contained in a sealed envelope or carton and the following statement clearly marked on the exterior: “SEALED PROPOSAL DELIVER IMMEDIATELY—DO NOT OPEN. RFP # OCA/CPA-315. DUE DATE 11:00 A.M., SEPTEMBER 15, 2005.”**

In addition to one complete, original ink-signature proposal with all required appendices, proposers **must** include **eight (8) 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 fashion. Please submit the copies bound only by rubber band, staples, clips or similar devices.

The following documents must also be completed, executed with original signature in blue ink and attached to the original (photocopies of the following must be attached to the copies of the proposal):

**Appendix B** Cover sheet with original, **blue** ink signature. This Appendix should follow the proposer’s cover letter.

**Program Narrative** Proposers that **are not** applying to provide services within the Sixth Judicial District\* must include a single-sided, double-spaced program narrative that does not exceed 20-pages (exclusive of the listed appendices). Proposers that **are** applying to provide services within the Sixth Judicial District must include a single-sided, double-spaced program narrative that does not exceed 22-pages (exclusive of the listed appendices). The program narrative must address each component specified in the Program Narrative Components section (below).

**Appendix C** Completed budget worksheets

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\*The Sixth Judicial District comprises Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga and Tompkins Counties.

- Appendix D** Caseload objectives worksheet
- Appendix E** Audited financial report, organizational chart, listing of Board of Directors, certificate of incorporation, staff job descriptions and resumes, and photocopy of correspondence issued by the Internal Revenue Service that indicates the proposer's status as a tax-exempt organization.
- Appendix F** List three (3) references for the organization. Each reference should be familiar with the organization's services, particularly its dispute-resolution services, if possible. The list should state each reference's name, address, telephone number, a description of the work performed for the reference organization, and the name of a contact person.
- Attachment I** Pages **3 of 10** (Non-Collusive Bidding Certification) and **4 of 10** (Acknowledgment Form).
- Attachment II** Contractor Certification ST-220. Note: the completed referenced documents should be submitted with the proposal as **Attachment II** (Attached)

The C&PA Website (<http://www.nycourts.gov/admin/bids/currentsolicitations.shtml>) contains two files that proposers may download. One file, Appendix C.xls, is a Microsoft Excel spreadsheet. The other file, Appendices.pdf, may be opened with Adobe Acrobat Reader.

Appendix C.xls contains 13 worksheets, one for each page of Appendix C. Proposers should only enter information in those cells that are shaded light blue; all other cells are locked and may not be changed. Worksheets 11 and 13 do not require the user to enter any information; those sheets contain sums from other worksheets in the file. Accordingly, those two worksheets should be printed after all other information has been entered. Each worksheet has been formatted to print on one page. If any of the worksheets does not print on only one page, click on "File>Page Setup" and make sure that the scaling feature is set to print on 1 page wide by 1 page tall for that worksheet. Proposers that use the Appendix C.xls file must ensure that all 13 worksheets from Appendix C.xls are printed and included in their proposal.

Appendices.pdf allows proposers to enter information directly into each PDF page and then print out that page. To enter information onto a page, place the cursor at the top of the page; each page allows users to tab from one field to the next.

While users may complete Appendix C in the Appendices.pdf file, which will automatically calculate totals, users are strongly encouraged to use the Microsoft Excel file to complete Appendix C because the Adobe Acrobat Reader will not permit users to save their information after they supply it. Proposers may complete the remaining appendices in Adobe Acrobat Reader.

Proposers may also print out the Appendices.pdf document and then supply information on each page using a typewriter or by hand. Finally, proposers may recreate each form in the software of their choice and then print out the forms; proposers who adopt this approach are responsible for ensuring that each form provides the required information in a format that is substantially similar to that found in the corresponding form within the Appendices.pdf file.

## **PROGRAM NARRATIVE COMPONENTS**

All programs must comply with the Minimum Requirements set forth in Attachment VII.

### **1. Organizational Information**

- A. **Administrative and Fiscal Capacity** – Include in this section the organization’s philosophy (mission statement), and the organization’s history. Describe the organization’s experience administering dispute-resolution programs or any experience that speaks to the organization’s ability to provide high-quality dispute-resolution services in the county or counties that the program proposes to serve. Describe the organization’s experience recruiting, training and retaining volunteers who reflect the diversity of the community.

Describe the organization’s experience and success in raising funds and promoting its services to members of the community. Preference will be given to proposals that demonstrate the ability to secure funds in the following order of preference: (1) Unrestricted Public and Private Revenue or Public Revenue that will directly support dispute resolution programs; (2) Fee for service dispute resolution programs; (3) Public and Private Revenue that supports complimentary dispute resolution programs; (4) In-Kind Revenue; (5) Public and Private Revenue that supports complimentary non-dispute resolution programs (For further explanation, see Budget Components section below).

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.

- B. **Technological Capacity** – Describe the organization’s technological infrastructure, including the organization’s current inventory of computers, photocopiers, fax machines, and telephones (including voicemail). Discuss the organization’s capacity to resolve computer-related issues and its back-up protocols. Describe how the organization will use

technological components to meet the needs of staff, referral sources, clients, neutrals, and the Unified Court System, and identify any equipment that the program plans to purchase in its first year. Discuss the organization's capacity to prepare and submit audits, budgets, and reconciliation reports in a timely manner.

## 2. Program Description

- A. Referral & Outreach Component – List courts, agencies and institutions that are expected to refer a significant number of cases to the center during the contract term. Briefly describe activities that will promote the services of the center to the public, the courts and to other potential referral sources. Identify any factors known to the organization's staff or directors that could inhibit the development of a productive referral relationship with any Judge or court employee in the community to be served.
- B. Service Component – Describe in detail the dispute resolution services that the center will provide to members of the public. Include a definition for each dispute resolution process that the center will provide. Explain whether the center will utilize employees and/or volunteers to deliver those services. Describe activities that will ensure that sufficient neutrals are available to meet the demand for services. The organization should define caseload targets and identify them in Appendix D. Describe the steps the organization will take to preserve the confidentiality of information collected pursuant to the contract, including the steps the organization will take to prevent non-program staff from accessing information collected and stored by program staff.
- C. Fees Component – Describe any fees that the program will charge clients for its dispute-resolution services.
- D. Intake Assistance and Referral Services (***this component applies only to Proposers that apply to provide dispute resolution services within the Sixth Judicial District; other Proposers should not respond to this component***) – Describe how the CDRC will supervise staff assigned to provide intake assistance and referral services. For each county, describe how the program will help litigants in Family Court complete petitions for custody, visitation, support, orders of protection, and other judicial services, and describe how the program will connect litigants with appropriate community and governmental services.

### **3. Staffing**

- A. Provide a staffing plan for the program. Describe the capacity of the organization to administer the proposed program, including descriptions of the proposed supervisory structure of the program as well as the role that the program director will play developing budgets and monitoring ongoing revenues and expenditures for the program. Explain how the program will provide and/or recruit personnel who understand dispute-resolution processes and practices.
- B. Provide the resumes of staff, if available; otherwise, provide detailed job descriptions. Provide details on plans to recruit, train and retain program staff.
- C. Provide details on plans to recruit, train and retain neutrals. Discuss how the organization will develop neutrals who reflect the diversity of the community the organization will serve. Preference will be given to proposals that demonstrate an ability to recruit and utilize volunteer neutrals.

### **4. Facilities**

- A. Describe the location(s) of the proposed Community Dispute Resolution Center(s). If the program proposes more than one site, designate the primary office and the satellite offices. For each office, discuss the office's proximity to the local courts as well as its accessibility to the public. Identify the steps the organization will take to connect the satellite offices with the primary office to foster a productive, collaborative working relationship.
- B. For each office, identify the following: (1) the number of program staff who will work at the office; (2) the number of rooms available for simultaneously holding arbitration, conciliation or mediation sessions; (3) whether there is a waiting area; and (4) the degree to which the organization will need to furnish staff areas, session rooms or the waiting area.

## **BUDGET COMPONENTS**

The proposal must include an annual budget. Funding requests must be submitted on the budget worksheet forms in Appendix C. Proposals to provide services to more than one county must also include the expense allocation worksheet found in Appendix D; this worksheet requires the proposer to allocate the following expenses among the several counties the proposer plans to serve: each personnel position and each of the non-personnel expense categories (*i.e.*, Fringe Benefits, Supplies, Travel, Equipment, and Contractual Expenses).

The organization may be required to include matching funds to secure the requested grant. A dollar-for-dollar match is required for each dollar requested above the following product: \$20,000 multiplied by the number of counties served by the proposed program. For example, if an organization proposed to administer a three-county program and requested a \$100,000 grant award, the organization would be required to include \$40,000 in local matching revenue, since the first \$60,000 (three counties @ \$20,000 each) of the \$100,000 grant award does not require a local match, but the remaining \$40,000 of that grant award must be matched dollar-for-dollar by local revenue. The requested grant award and all matching funds must be identified in Appendix C.

The CDRC Program Budget includes all activities that are directly funded by the UCS CDRC grant and any other activities that are supported by funds or in-kind contributions and that are used to fulfill the match requirement. The proposer cannot use other UCS funds to match the UCS CDRC grant. The following is a list of matching-fund categories set forth in order of preference (accordingly, given two otherwise comparable proposals, a proposal that includes more fee-for-service revenue than in-kind revenue would be more favorably evaluated than a proposal that contained more in-kind revenue than fee-for-service revenue):

- 1) Revenue that is allocated towards the cost of the core community dispute resolution programming (for example: local government, state executive branch, federal, private foundation, or fundraising dollars allocated for recruiting and training volunteers to provide mediation, arbitration or conciliation of minor civil, family or criminal disputes).
- 2) Fee-for-service dispute resolution process revenue (mediation, arbitration, conciliation, facilitation) or dispute resolution training revenue. Both the revenue and expenses related to these activities must be included in the budget.
- 3) Revenue that is allocated towards the cost of complementary dispute resolution programming (for example: local government, state executive branch, federal, private foundation, or fundraising dollars allocated for child welfare mediation, family group conferencing, school-based peer mediation or conflict resolution programming). Both the revenue and expenses related to these programs must be included in the budget.
- 4) In-kind contributions of volunteer time, space or goods and services. An equal amount of in-kind revenue and expenses related to these contributions must be included in the budget.
- 5) Revenue that is allocated towards the cost of other complementary non-dispute resolution programming. To qualify as match, such program revenue must be shown to enhance the organization's ability to provide community dispute resolution services (for example: local government, state executive branch, federal, private foundation, or fundraising dollars allocated CASA, Surrogate Decision Making). Both the revenue and expenses related to these programs must be included in the budget.

## **CASELOAD OBJECTIVES**

Identify caseload objectives for the program in Appendix D. The objectives will help the UCS assess the cost-effectiveness of the proposed program.

For information about the number of clients served in prior years, please consult the annual reports prepared for the Community Dispute Resolution Centers Program at the following site: {[www.nycourts.gov/ip/adr/publications.shtml](http://www.nycourts.gov/ip/adr/publications.shtml)}.

## **DATA COLLECTION**

Contractors shall be responsible for implementing and maintaining a data collection system for the CDRCs pursuant to UCS instructions. For detailed information concerning the method and scope of data collection and transmission, please see Attachment VII and visit the following site: {[www.nycourts.gov/ip/adr/Info\\_for\\_Programs.shtml](http://www.nycourts.gov/ip/adr/Info_for_Programs.shtml)} (Under “CDRC Program Manual,” click on “Chapter 1 [Case Data Reporting]”).

**Note:** Any and all data developed by the contractor, or any person or entity acting on contractor’s behalf, remains the sole property of the UCS. Individual information about clients is confidential. Accordingly, contractor may not make any use of such information and data without the express written authorization of the UCS.

## **INQUIRIES**

Prospective proposers are to direct any inquires regarding this solicitation in writing and only to the attention of:

Betty Faltermeier  
Court Analyst  
New York State Unified Court System  
Contract & Procurement Administration Unit  
42 Karner Road  
Albany, NY 12205  
(518) 869-4735 (fax)  
[bfalterm@courts.state.ny.us](mailto:bfalterm@courts.state.ny.us)

**NYS Community Dispute Resolution Centers**  
**New York State Unified Court System, Division of Court Operations**  
**Office of Alternative Dispute Resolution Programs**  
**98 Niver Street, Cohoes, NY 12047**  
**(518) 238-2888 / FAX: (518) 238-2951**  
**Web: www.nycourts.gov/ip/adr**  
**E-mail: cdrpc@courts.state.ny.us**

**Program List**

Updated 14-June-2005

**Albany County**

Mediation Matters  
 Peter Glassman, Executive Director  
 10 Russell Road  
 2nd Floor  
 Albany, NY 12206  
 Phone: (518) 446-0356 Fax: (518) 446-0379  
 Web: www.mediationmatters.org  
 Site Contact: Peter Glassman  
 E-mail: Peter@mediationmatters.org

**Allegany County**

Child & Family Services  
 Center for Resolution and Justice  
 Julie Loesch, Director  
 112 West State Street  
 Olean, NY 14760  
 Phone: (716) 373-5133 Fax: (716) 373-3787  
 Site Contact: Luci La Venture  
 E-mail: llaventure@cfsbny.org

**Bronx County**

IMCR  
 Stephen Slate, Executive Director  
 384 East 149th St., Suite 330  
 Bronx, NY 10455  
 Phone: (718) 585-1190 Fax: (718) 585-1962  
 Site Contact: Stephen Slate  
 E-mail: seslate@yahoo.com

**Broome County**

ACCORD  
 Richard Squire, Executive Director  
 30 West State St., 2nd Floor  
 Binghamton, NY 13901  
 Phone: (607) 724-5153 Fax: (607) 724-0059  
 Site Contact: Richard Squire  
 E-mail: rsquire@accordny.com

**Cattaraugus County**

Child & Family Services  
 Center for Resolution and Justice  
 Julie Loesch, Director  
 112 West State Street  
 Olean, NY 14760  
 Phone: (716) 373-5133 Fax: (716) 373-3787  
 Site Contact: Luci La Venture  
 E-mail: llaventure@cfsbny.org

**Cayuga County**

CDS  
 Sherry Walker-Cowart, Executive Director  
 95 Genesee Street, 2nd Floor  
 Auburn, NY 13021  
 Phone: (315) 252-4260 Fax: (315) 252-4290  
 Web: www.cdsadr.org  
 Site Contact: Kathryn Williams  
 E-mail: kwilliams@cadsadr.org

**Chemung County**

CDRC  
 Paula Smetanka, Assistant Director  
 215 East Church St., Suite 204  
 Elmira, NY 14901  
 Phone: (607) 734-9087 Fax: (607) 735-9828  
 Web: www.cdrc.org  
 Site Contact: Paula Smetanka  
 E-mail: smetanka@cdrc.org

**Chenango County**

Catholic Charities  
 Dispute Resolution Center  
 Jennifer Morris, Program Director  
 Eaton Center, 26 Conkey Avenue  
 Norwich, NY 13815  
 Phone: (607) 336-1982 Fax: (607) 336-5330  
 Site Contact: Jennifer Morris  
 E-mail: jmorris38@frontiernet.net

**Clinton County**

Rural Law Center  
 North Country Conflict Resolution Services  
 Julie Davies, Program Coordinator  
 22 U.S. Oval, Suite 201  
 Plattsburgh, NY 12903  
 Phone: (518) 324-5144 Fax: (518) 324-5142  
 Site Contact: Michele Bowen  
 E-mail: nccrs2@wnylc.com

**Columbia County**

Common Ground  
 Dawn Wallant, Executive Director  
 454 Warren Street  
 Hudson, NY 12534  
 Phone: (518) 828-0047 Fax: (518) 943-6241  
 Web: www.commongroundinc.org/  
 Site Contact: Joyce Reeve  
 E-mail: jreeve@commongroundinc.org

**Cortland County**

New Justice  
 John McCullough, Executive Director  
 McNeil Building  
 17 Main St., Suite 412  
 Cortland, NY 13045  
 Phone: (607) 753-6952 Fax: (607) 753-6579  
 Site Contact: Jessica Morley  
 E-mail: njco05@dreamscape.com

**Delaware County**

Catholic Charities  
 Dispute Resolution Center  
 Jennifer Morris, Program Director  
 P.O. Box 7  
 Delhi, NY 13753  
 Phone: (607) 746-6351 Fax: (607) 431-9303  
 Site Contact: Jennifer Morris  
 E-mail: jmorris38@frontiernet.net

**Dutchess County**

Mediation Center of Dutchess County  
 Jody Miller, Executive Director  
 Family Partnership Building  
 29 North Hamilton St.  
 Poughkeepsie, NY 12601  
 Phone: (845) 471-7213 Fax: (845) 471-7264  
 Web: www.dutchessmediation.org  
 Site Contact: Jody Miller  
 E-mail: jbmiller@dutchessmediation.org

# Program List

Updated 14-June-2005

## Erie County

Child & Family Services  
Center for Resolution and Justice  
Julie Loesch, Director  
625 Delaware Avenue  
Suite 300  
Buffalo, NY 14202  
Phone: (716) 362-2323 Fax: (716) 362-2324  
Site Contact: Julie Loesch  
E-mail: jloesch@ccfbny.org

## Essex County

Rural Law Center  
North Country Conflict Resolution Services  
Julie Davies, Program Coordinator  
Town Hall, Town of North Elba  
301 Main Street  
Lake Placid, NY 12946  
Phone: (518) 523-0102 Fax: (518) 523-0107  
Site Contact: Judith Good  
E-mail: nccrs4@wnylc.com

## Franklin County

Rural Law Center  
North Country Conflict Resolution Services  
Julie Davies, Program Coordinator  
213 West Main Street  
Malone, NY 12953  
Phone: (518) 483-8080 Fax: (518) 483-4395  
Site Contact: Anne Drake  
E-mail: nccrs3@wnylc.com

## Fulton County

Catholic Charities  
Tri-County Mediation Program  
Marsha Lawyer, Program Director (Amsterdam Office)  
1 Kimball Street  
Amsterdam, NY 12010  
Phone: (518) 842-4202 Fax: (518) 842-4245  
Site Contact: Carmen Vazquez  
E-mail: cvazquez@catholiccharitiesmc.org

## Genesee County

Child & Family Services  
Center for Resolution and Justice  
Julie Loesch, Director  
Genesee County Courts Building  
One West Main Street  
Batavia, NY 14020  
Phone: (585) 344-2580 Fax: (585) 344-8520  
Site Contact: Cheryl Robinson  
E-mail: cwrobins@courts.state.ny.us

## Greene County

Common Ground  
Dawn Wallant, Executive Director  
11 William St. Suite 2  
Catskill, NY 12414  
Phone: (518) 943-0523 Fax: (518) 943-6241  
Web: www.commongroundinc.org/  
Site Contact: Dawn Wallant  
E-mail: dwellant@commongroundinc.org

## Hamilton County

Rural Law Center  
North Country Conflict Resolution Services  
Julie Davies, Program Coordinator  
Speculator Village Hall  
Elm Lake Road, P.O. Box 471  
Speculator, NY 12164  
Phone: (518) 548-3000 Fax: (518) 548-3230  
Site Contact: Toni Morrison  
E-mail: nccrs5@wnylc.com

## Herkimer County

Catholic Charities  
Community Mediation Program  
Annemarie Adams, Program Director  
61 West St.  
Ilion, NY 13357  
Phone: (315) 894-9917 Fax: (315) 894-6313  
Site Contact: Annemarie Adams  
E-mail: aadams@cnyml.com

## Jefferson County

Jeff-Lewis Mediation Center  
Linya Bell, Executive Director  
200 Washington Street  
Suite 207  
Watertown, NY 13601  
Phone: (315) 785-0333 Fax: (315) 785-0322  
Web: www.jefflewismediation.org  
Site Contact: Sarah Barker  
E-mail: mediate@imcnet.net

## Kings County

*(Brooklyn Mediation Center)*  
Safe Horizon  
Brad Heckman, Senior Mediation Director  
210 Joralemon Street, Room 618  
Brooklyn, NY 11201  
Phone: (718) 834-6671 Fax: (718) 834-6681  
Web: www.safehorizon.org  
Site Contact: Brad Heckman  
E-mail: bheckman@safehorizon.org

## Lewis County

Jeff-Lewis Mediation Center  
Linya Bell, Executive Director  
5420 Shady Avenue  
Lowville, NY 13367  
Phone: (315) 376-7991 Fax:  
Web: www.jefflewismediation.org  
Site Contact: Sarah Barker  
E-mail: mediate@imcnet.net

## Livingston County

CDS  
Sherry Walker-Cowart, Executive Director  
6 Court Street  
Geneseo, NY 14454  
Phone: (585) 243-7007 Fax: (585) 243-7006  
Web: www.cdsadr.org  
Site Contact: Letitia Rosenthal  
E-mail: lrosenthal@cdsadr.org

## Madison County

New Justice  
John McCullough, Executive Director  
121 Oneida Street, POB 365  
Oneida, NY 13421  
Phone: (315) 361-4438 Fax:  
Site Contact: Jim Wood  
E-mail: njma06@dreamscape.com

## Monroe County

### *(Main Office)*

CDS  
Sherry Walker-Cowart, Executive Director  
300 State Street, Suite 301  
Rochester, NY 14614  
Phone: (585) 546-5110 Fax: (585) 546-4391  
Web: www.cdsadr.org  
Site Contact: Marge Fears  
E-mail: mfears@cdsadr.org

## Monroe County

### *(Family Mediation Programs)*

CDS  
Sherry Walker-Cowart, Executive Director  
17 East Main Street  
Rochester, NY 14614  
Phone: (585) 454-4042 Fax: (585) 454-4049  
Web: www.cdsadr.org  
Site Contact: Donna Durbin  
E-mail: ddurbin@cdsadr.org

# Program List

Updated 14-June-2005

## Montgomery County

Catholic Charities  
Tri-County Mediation Program  
Marsha Lawyer, Program Director (Amsterdam Office)  
1 Kimball Street  
Amsterdam, NY 12010  
Phone: (518) 842-4202 Fax: (518) 842-4245  
Site Contact: Carmen Vazquez  
E-mail: cvazquez@catholiccharitiesmc.org

## Nassau County

EAC  
Mediation Alternative Project  
Linda Barlow, Vice President of Community Alternative Programs  
175 Fulton Avenue, Suite 400  
Hempstead, NY 11550  
Phone: (516) 489-7733 Fax: (516) 789-7532  
Web: www.eacinc.org  
Site Contact: Linda Barlow  
E-mail: linda.barlow@eacinc.org

## New York County

### *(Manhattan Mediation Center)*

Safe Horizon  
Brad Heckman, Senior Mediation Director  
346 Broadway, Suite 400W  
New York, NY 10013  
Phone: (212) 577-1740 Fax: (212) 406-2637  
Web: www.safehorizon.org  
Site Contact: Brad Heckman  
E-mail: bheckman@safehorizon.org

## New York County

WHICH  
Northern Manhattan  
Mary Grateaux, Mediation Director  
652 West 187th Street  
New York, NY 10033  
Phone: (212) 781-6722 Fax: (212) 740-8509  
Site Contact: Mary Grateaux  
E-mail: whic.mediation@verizon.net

## New York County

LGBT Center  
Project Resolve  
Eleanor Nealy, Program Coordinator  
208 West 13th Street  
New York, NY 10014  
Phone: (212) 620-7310 Fax: (212) 924-2657  
Web: www.gaycenter.org/programs/mhss/mediation.html  
Site Contact: Eleanor Nealy  
E-mail: enealy@gaycenter.org

## Niagara County

Child & Family Services  
Center for Resolution and Justice  
Julie Loesch, Director  
1721 Military Road  
Niagara Falls, NY 14304  
Phone: (716) 297-3083 Fax: (716) 297-6285  
Site Contact: Lana Redell  
E-mail: lredell@cfsbny.org

## Oneida County

Peacemaker Program  
Brenda Episcopo, Executive Director  
United Way Building  
270 Genesee Street  
Utica, NY 13502  
Phone: (315) 724-1718 Fax: (315) 724-1375  
Web: www.peacemakerprogram.com  
Site Contact: Brenda Episcopo  
E-mail: brenda@thepeacemakerprogram.com

## Onondaga County

### *(Main Office)*

New Justice  
John McCullough, Executive Director  
1153 West Fayette St.  
Syracuse, NY 13204  
Phone: (315) 471-4676 Fax: (315) 475-0769  
Site Contact: Nancy Phillips  
E-mail: njm001@dreamscape.com

## Onondaga County

### *(Family Court Office)*

New Justice  
John McCullough, Executive Director  
Onondaga Family Court  
401 Montgomery St., Room 112  
Syracuse, NY 13202  
Phone: (315) 671-2047 Fax: (315) 671-1165  
Site Contact: Adisa Pot  
E-mail: apot@courts.state.ny.us

## Ontario County

CDS  
Sherry Walker-Cowart, Executive Director  
120 North Main Street  
Canandaigua, NY 14424  
Phone: (585) 396-0840 Fax: (585) 396-5934  
Web: www.cdsadr.org  
Site Contact: Edward Pevear  
E-mail: epevear@cdsadr.org

## Orange County

DRC  
Roz Magidson, Executive Director  
14 Scotchtown Rd., POB 510  
Goshen, NY 10924  
Phone: (845) 294-8082 Fax: (845) 294-7428  
Site Contact: Roz Magidson  
E-mail: info@drcservices.org

## Orleans County

Child & Family Services  
Center for Resolution and Justice  
Julie Loesch, Director  
741 Delaware Avenue  
Buffalo, NY 14209  
Phone: (716) 883-5050 Fax: (716) 883-5349  
Site Contact: Cheryl Robinson  
E-mail: cwrobins@courts.state.ny.us

## Oswego County

New Justice  
John McCullough, Executive Director  
161B West First Street  
Oswego, NY 13126  
Phone: (315) 343-8370 Fax: (315) 343-8369  
Site Contact: Elisabeth Hirsch  
E-mail: njos04@dreamscape.com

## Otsego County

Mediation Services  
Barbara Potter, Executive Director  
48 Dietz St., Suite I-Front  
Oneonta, NY 13820  
Phone: (607) 433-1672 Fax: (607) 433-0361  
Site Contact: Barbara Potter  
E-mail: barbara.msi@verizon.net

## Putnam County

### *(Putman County DRC)*

DRC  
Roz Magidson, Executive Director  
34 Gleneida Avenue  
Suite 200  
Carmel, NY 10512  
Phone: (845) 225-9555 Fax: (845) 225-9568  
Site Contact: Cari Young  
E-mail: cary@drcservices.org

## Queens County

CMS  
Queens Mediation Network  
Robert Thaler, Mediation Director  
89-64 163rd Street  
Jamaica, NY 11432  
Phone: (718) 523-6868 Fax: (718) 291-5769  
Site Contact: Robert Thaler  
E-mail: rthaler@adr-cms.org

## Rensselaer County

Mediation Matters  
Peter Glassman, Executive Director  
258 Broadway  
Troy, NY 12180  
Phone: (518) 687-0056 Fax: (518) 687-0059  
Web: www.mediationmatters.org  
Site Contact: Leo Levy  
E-mail: Leo@mediationmatters.org

# Program List

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## **Richmond County**

NYCID

Kathy Vaughan, Director of Mediation  
130 Stuyvesant Place, 5th Fl.  
Staten Island, NY 10301  
Phone: (718) 815-4557 Fax: (718) 876-6068  
Site Contact: Kathy Vaughan  
E-mail: kvaughan@nycid.org

## **Rockland County**

VCS

Myrnia Bass-Hargrove, Center for Conflict  
Resolution Director  
77 South Main St.  
New City, NY 10956  
Phone: (845) 634-5729 Fax: (845) 634-7839  
Site Contact: Myrnia Bass-Hargrove  
E-mail:  
mbasshargrove@volunteerounselingservice.org

## **Saratoga County**

Mediation Matters

Peter Glassman, Executive Director  
480 Broadway, LL-32  
Saratoga Springs, NY 12866  
Phone: (518) 584-6361 Fax: (518) 583-9659  
Web: www.mediationmatters.org  
Site Contact: Carol Kachidurian  
E-mail: carol1@mediationmatters.org

## **Schenectady County**

LOJ

Laura Zeliger, Executive Director  
144 Barrett St.  
Schenectady, NY 12305  
Phone: (518) 346-1281 Fax: (518) 346-1311  
Site Contact: Laura Zeliger  
E-mail: LOJCtr@nycap.rr.com

## **Schoharie County**

*(Tri-County Mediation, Schoharie Office)*

Catholic Charities  
Tri-County Mediation Program  
Marsha Lawyer, Program Director (Amsterdam  
Office)  
PO Box 507  
434 Main Street  
Schoharie, NY 12157  
Phone: (518) 295-6010 Fax: (518) 295-6013  
Site Contact: Marsha Lawyer  
E-mail: mediation@catholiccharitiesmc.org

## **Schuyler County**

CDRC

Paula Smetanka, Assistant Director  
208 Broadway  
Montour Falls, NY 14865  
Phone: (607) 535-7637 Fax: (607) 535-4443  
Web: www.cdrc.org  
Site Contact: Paula Smetanka  
E-mail: smetanka@cdrc.org

## **Seneca County**

CDS

Sherry Walker-Cowart, Executive Director  
48 West Williams Street  
Waterloo, NY 13165  
Phone: (315) 539-4570 Fax: (315) 539-4571  
Web: www.cdsadr.org  
Site Contact: Kathryn Williams  
E-mail: kwilliams@cdsadr.org

## **St. Lawrence County**

Rural Law Center

North Country Conflict Resolution Services  
Julie Davies, Program Coordinator  
72 Main Street  
Suite 201  
Massena, NY 13662  
Phone: (315) 769-2500 Fax: (315) 769-2525  
Site Contact: Diana Dufresne  
E-mail: nccrs1@wnylc.com

## **Steuben County**

*(Bath Satellite)*

CDS

Sherry Walker-Cowart, Executive Director  
22 Liberty Street, 2nd Fl.  
Bath, NY 14810  
Phone: (607) 776-6976 Fax: (607) 776-7226  
Web: www.cdsadr.org  
Site Contact: James Waight  
E-mail: jwaight@cdsadr.org

## **Steuben County**

*(Hornell Satellite)*

CDS

Sherry Walker-Cowart, Executive Director  
82 Main Street  
Hornell, NY 14843  
Phone: (607) 324-9887 Fax: (607) 281-1283  
Web: www.cdsadr.org  
Site Contact: Angela Whitfield  
E-mail: awhitfield@cdsadr.org

## **Suffolk County**

EAC

Community Mediation Center  
Linda Barlow, Vice President of Community  
Alternative Programs  
22 Lawrence Avenue, suite 200  
Smithtown, NY 11787  
Phone: (631) 265-0490 Fax: (631) 265-0831  
Web: www.eacinc.org  
Site Contact: Linda Barlow  
E-mail: linda.barlow@eacinc.org

## **Sullivan County**

DRC

Roz Magidson, Executive Director  
63 Liberty Street  
POB 786  
Monticello, NY 12701  
Phone: (845) 794-3377 Fax: (845) 796-2913  
Site Contact: Roz Magidson  
E-mail: sullivaninfo@drcservices.org

## **Tioga County**

ACCORD

Richard Squire, Executive Director  
County Office Building  
56 Main Street  
Owego, NY 13827  
Phone: (607) 687-8222 Fax: (607) 687-8266  
Site Contact: Barbara Bohling  
E-mail: TCaccord@pronetisp.net

## **Tompkins County**

CDRC

Paula Smetanka, Assistant Director  
120 West State St  
Ithaca, NY 14850  
Phone: (607) 273-9347 Fax: (607) 275-9225  
Web: www.cdrc.org  
Site Contact: Judy Saul  
E-mail: saul@cdrc.org

## **Ulster County**

DRC

Roz Magidson, Executive Director  
25 Lucas Ave., 2nd Floor  
PO Box 3074  
Kingston, NY 12402  
Phone: (845) 331-6136 Fax: (845) 331-6021  
Site Contact: Eileen Rowley  
E-mail: ulsterinfo@drcservices.org

# Program List

Updated 14-June-2005

## **Warren County**

### Mediation Matters

Peter Glassman, Executive Director

Municipal Ctr., 1340 Rt.9

Lake George, NY 12845

Phone: (518) 761-7674 Fax: (518) 761-6230

Web: [www.mediationmatters.org](http://www.mediationmatters.org)

Site Contact: Carol Kachidurian

E-mail: [carol1@mediationmatters.org](mailto:carol1@mediationmatters.org)

## **Washington County**

### Mediation Matters

Peter Glassman, Executive Director

Municipal Ctr. 1340 Rte 9

Lake George, NY 12845

Phone: (518) 761-7674 Fax: (518) 761-6230

Web: [www.mediationmatters.org](http://www.mediationmatters.org)

Site Contact: Carol Kachidurian

E-mail: [carol1@mediationmatters.org](mailto:carol1@mediationmatters.org)

## **Wayne County**

### *(Community Program Office)*

#### CDS

Sherry Walker-Cowart, Executive Director

54 Broad St., Rm 304

Hall of Justice

Lyons, NY 14489

Phone: (315) 946-7500 Fax: (315) 946-5461

Web: [www.cdsadr.org](http://www.cdsadr.org)

Site Contact: Nancy Smith

E-mail: [nsmith@cdsadr.org](mailto:nsmith@cdsadr.org)

## **Wayne County**

### *(Family Program Office)*

#### CDS

Sherry Walker-Cowart, Executive Director

54 Broad Street, Room 113

Hall of Justice

Lyons, NY 14489

Phone: (315) 946-5451 Fax: (315) 946-5461

Web: [www.cdsadr.org](http://www.cdsadr.org)

Site Contact: William Zinger

E-mail: [wzinger@cdsadr.org](mailto:wzinger@cdsadr.org)

## **Westchester County**

### CLUSTER

Jenny Besch, Program Director

20 South Broadway, Suite 501

Box 1248

Yonkers, NY 10702

Phone: (914) 963-6500 Fax: (914) 963-4566

Site Contact: Jenny Besch

E-mail: [jenbesch@aol.com](mailto:jenbesch@aol.com)

## **Wyoming County**

### Child & Family Services

Center for Resolution and Justice

Julie Loesch, Director

112 West State St.

Olean, NY 14760

Phone: (716) 373-5133 Fax: (716) 373-3787

Site Contact: Luci La Venture

E-mail: [llaventure@cfsbny.org](mailto:llaventure@cfsbny.org)

## **Yates County**

### CDS

Sherry Walker-Cowart, Executive Director

Yates County Court House

415 Liberty Street

Penn Yann, NY 14527

Phone: (315) 531-3409 Fax: (315) 536-2389

Web: [www.cdsadr.org](http://www.cdsadr.org)

Site Contact: Steve Coffman

E-mail: [scoffman@cdsadr.org](mailto:scoffman@cdsadr.org)

ATTACHMENT IV

Below is a table that lists the counties that are subject to this RFP, as well as the approximate grant awards for the initial 12-month period. The UCS grant awards are listed in two distinct categories: CDRCP funds, which require local matching funds as set forth in the RFP, and special project funds, which do not require the proposer to raise local matching revenue. Where the funds listed equal \$0, the corresponding services are not required to be provided. Please note that this allocation of funds by county approximates the allocation of fixed sums that are available for the total CDRCP and special project grant awards.

(1) County	Special Project Funds						(8) Total UCS Funding [column (1) - (7)]	(9) Local Match Requirement [column (1) - \$20,000]	(10) Total Minimum Budget [column (7) + column (8)]	
	(2) CDRCP Funding	(3) Family Court Custody / Visitation Mediation	(4) Family Court Child Permanency Mediation	(5) Family Court Petition Intake	(6) PINS Mediation	(7) Supreme Court Matrimonial Mediation  Surrogate's Court Mediation				
<i>6th Judicial District</i>										
Broome	\$119,695	\$51,562	\$0	\$35,559	\$0	\$0	\$0	\$206,816	\$99,695	<b>\$306,511</b>
Chemung	\$70,932	\$51,562	\$30,000	\$35,604	\$0	\$0	\$0	\$188,098	\$50,932	<b>\$239,030</b>
Chenango	\$43,196	\$41,827	\$0	\$33,493	\$18,679	\$0	\$0	\$137,195	\$23,196	<b>\$160,391</b>
Cortland	\$20,560	\$50,365	\$0	\$17,281	\$0	\$0	\$0	\$88,206	\$560	<b>\$88,766</b>
Delaware	\$43,176	\$41,824	\$0	\$17,800	\$0	\$0	\$0	\$102,800	\$23,176	<b>\$125,976</b>
Madison	\$30,965	\$8,640	\$0	\$21,359	\$0	\$0	\$0	\$60,964	\$10,965	<b>\$71,929</b>
Otsego	\$59,683	\$51,562	\$36,163	\$21,359	\$0	\$0	\$0	\$168,767	\$39,683	<b>\$208,450</b>
Schuyler	\$20,560	\$11,458	\$0	\$17,325	\$0	\$0	\$0	\$49,343	\$560	<b>\$49,903</b>
Tioga	\$28,784	\$22,508	\$0	\$17,281	\$0	\$0	\$0	\$68,573	\$8,784	<b>\$77,357</b>
Tompkins	\$109,114	\$51,562	\$0	\$14,235	\$0	\$0	\$0	\$174,911	\$89,114	<b>\$264,025</b>
<b>Totals for the 6th JD:</b>	<b>\$546,665</b>	<b>\$382,870</b>	<b>\$66,163</b>	<b>\$231,296</b>	<b>\$18,679</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,245,673</b>	<b>\$346,665</b>	<b>\$1,592,338</b>

ATTACHMENT IV

Below is a table that lists the counties that are subject to this RFP, as well as the approximate grant awards for the initial 12-month period. The UCS grant awards are listed in two distinct categories: CDRCP funds, which require local matching funds as set forth in the RFP, and special project funds, which do not require the proposer to raise local matching revenue. Where the funds listed equal \$0, the corresponding services are not required to be provided. Please note that this allocation of funds by county approximates the allocation of fixed sums that are available for the total CDRCP and special project grant awards.

(1) County	Special Project Funds						(8) Total UCS Funding [column (1) - (7)]	(9) Local Match Requirement [column (1) - \$20,000]	(10) Total Minimum Budget [column (7) + column (8)]	
	(2) CDRCP Funding	(3) Family Court Custody / Visitation Mediation	(4) Family Court Child Permanency Mediation	(5) Family Court Petition Intake	(6) PINS Mediation	(7) Supreme Court Matrimonial Mediation				(7) Surrogate's Court Mediation
<u>7th Judicial District</u>										
Cayuga	\$41,120	\$10,000	\$0	\$0	\$0	\$0	\$0	\$51,120	\$21,120	<b>\$72,240</b>
Livingston	\$28,784	\$21,400	\$0	\$0	\$18,900	\$0	\$0	\$69,084	\$8,784	<b>\$77,868</b>
Monroe	\$295,504	\$104,130	\$0	\$0	\$64,200	\$59,630	\$30,810	\$554,274	\$275,504	<b>\$829,778</b>
Ontario	\$45,232	\$33,000	\$0	\$0	\$0	\$0	\$0	\$78,232	\$25,232	<b>\$103,464</b>
Seneca	\$20,560	\$17,000	\$0	\$0	\$0	\$0	\$0	\$37,560	\$560	<b>\$38,120</b>
Steuben	\$50,372	\$30,170	\$0	\$0	\$0	\$0	\$0	\$80,542	\$30,372	<b>\$110,914</b>
Wayne	\$42,148	\$20,620	\$0	\$0	\$0	\$0	\$0	\$62,768	\$22,148	<b>\$84,916</b>
Yates	\$20,560	\$30,510	\$0	\$0	\$0	\$0	\$0	\$51,070	\$560	<b>\$51,630</b>
<b>Totals for 7th JD:</b>	<b>\$544,280</b>	<b>\$266,830</b>	<b>\$0</b>	<b>\$0</b>	<b>\$83,100</b>	<b>\$59,630</b>	<b>\$30,810</b>	<b>\$984,650</b>	<b>\$384,280</b>	<b>\$1,368,930</b>

ATTACHMENT IV

Below is a table that lists the counties that are subject to this RFP, as well as the approximate grant awards for the initial 12-month period. The UCS grant awards are listed in two distinct categories: CDRCP funds, which require local matching funds as set forth in the RFP, and special project funds, which do not require the proposer to raise local matching revenue. Where the funds listed equal \$0, the corresponding services are not required to be provided. Please note that this allocation of funds by county approximates the allocation of fixed sums that are available for the total CDRCP and special project grant awards.

(1) County	Special Project Funds						(8) Total UCS Funding [column (1) - (7)]	(9) Local Match Requirement [column (1) - \$20,000]	(10) Total Minimum Budget [column (7) + column (8)]	
	(2) CDRCP Funding	(3) Family Court Custody / Visitation Mediation	(4) Family Court Child Permanency Mediation	(5) Family Court Petition Intake	(6) PINS Mediation	(7) Supreme Court Matrimonial Mediation				
<i>9th Judicial District</i>										
Dutchess	\$88,744	\$59,150	\$0	\$0	\$0	\$0	\$0	\$147,894	\$68,744	\$216,638
Orange	\$102,800	\$59,750	\$0	\$0	\$0	\$41,202	\$0	\$203,752	\$82,800	\$286,552
Putnam	\$27,005	\$35,284	\$0	\$0	\$0	\$0	\$0	\$62,289	\$7,005	\$69,294
Rockland	\$59,526	\$0	\$0	\$0	\$0	\$0	\$0	\$59,526	\$39,526	\$99,052
Westchester	\$168,693	\$94,148	\$0	\$0	\$0	\$0	\$0	\$262,841	\$148,693	\$411,534
<b>Totals for 9th JD:</b>	<b>\$446,768</b>	<b>\$248,332</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,202</b>	<b>\$0</b>	<b>\$736,302</b>	<b>\$346,768</b>	<b>\$1,083,070</b>
<i>10th Judicial District</i>										
Nassau	\$172,783	\$0	\$0	\$0	\$0	\$0	\$0	\$172,783	\$152,783	\$325,566
Suffolk	\$155,372	\$0	\$0	\$0	\$0	\$0	\$0	\$155,372	\$135,372	\$290,744
<b>Totals for 10th JD:</b>	<b>\$328,155</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,155</b>	<b>\$288,155</b>	<b>\$616,310</b>

**ATTACHMENT V  
EVALUATION FORM  
SUMMARY RATING SHEET**

**PROPOSER:**

\_\_\_\_\_

**AREA TO BE SERVED:**

\_\_\_\_\_

A. ORGANIZATIONAL ABILITY AND EXPERIENCE (20 POINTS) A. \_\_\_\_\_

B. APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM (50 POINTS) B. \_\_\_\_\_

C. APPROPRIATENESS OF STAFFING PLAN (15 POINTS) C. \_\_\_\_\_

D. REASONABLENESS OF COST (15 POINTS) D. \_\_\_\_\_

E. APPROPRIATENESS OF INTAKE ASSISTANCE AND REFERRAL SERVICES (6<sup>TH</sup> JUDICIAL DISTRICT ONLY) (10 POINTS) E. \_\_\_\_\_

TOTAL \_\_\_\_\_

EVALUATOR (Print) \_\_\_\_\_

(Signature) \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_

**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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**PROPOSER**

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**REVIEWER**

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**AREA TO BE SERVED** \_\_\_\_\_

Consider the following sources of information: Proposal narrative and attached references.

**A. DEMONSTRATED ORGANIZATIONAL ABILITY AND EXPERIENCE  
(20 POINTS TOTAL)**

**Key to Successful Experience (Applicable to A(1) ONLY)**

**Extensive: At least five years**

**Better than Satisfactory: Between four and five years**

**Satisfactory: Between two and three years**

**Limited: Between one and two years**

**Very Limited: Less than one year**

- 1. Extent to which the proposer demonstrates that the organization has successful experience securing funding and other resources to support the proposed program.  
(Corresponds to Narrative section 1.A.) (5 points)**

5 points: Proposer demonstrates that the organization has extensive successful experience securing funding and other resources to support the proposed program.

4 points: Proposer demonstrates that the organization has better than satisfactory successful experience securing funding and other resources to support the proposed program.

3 points: Proposer demonstrates that the organization has satisfactory successful experience securing funding and other resources to support the proposed program.

2 points: Proposer demonstrates that the organization has limited successful experience securing funding and other resources to support the proposed program.

**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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0-1 points: Proposer demonstrates that the organization has very limited successful experience securing funding and other resources to support the proposed program.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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**2. Extent to which the proposer demonstrates that the organization has the ability to submit required reports in a timely, thorough fashion.**  
*(Corresponds to Narrative section 1.B.) (5 points)*

4-5 points: Proposer demonstrates that it routinely meets reporting deadlines of funding sources or other institutions.

2-3 points: Proposer demonstrates that it often meets reporting deadlines of funding sources other institutions.

0-1 points: Proposer fails to demonstrate that it meets reporting deadlines of funding sources or other insitutions.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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**3. Extent to which the proposer demonstrates that the organization has the technological capacity to administer the program.**  
*(Corresponds to Narrative section 1.B and 4.A.) (5 points)*

4-5 points: Proposer demonstrates that it already possesses the technological infrastructure to: (1) deploy and maintain needed software, including the Dispute Resolution Case Management System (DRCMS); (2) connect staff who work in various

**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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satellite offices; and (3) respond to inquiries from members of the public, referral sources, clients, and neutrals.

2-3 points: Proposer demonstrates that it has developed a comprehensive plan to acquire the technological infrastructure to: (1) deploy and maintain needed software, including the Dispute Resolution Case Management System (DRCMS); (2) connect staff who work in various satellite offices; and (3) respond to inquiries from members of the public, referral sources, clients, and neutrals.

0-1 points: Proposer either fails to demonstrate that it possesses the necessary technological infrastructure outlined above or fails to describe a comprehensive plan to acquire the needed technological infrastructure outlined above.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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4. Extent to which the proposer demonstrates that the organization has experience administering a dispute resolution program.  
*(Corresponds to Narrative section 1.A.)(5 points)*

4-5 points: Proposer demonstrates that it has extensive experience administering a dispute resolution program.

2-3 points: Proposer demonstrates that it has better than satisfactory or satisfactory experience administering a dispute resolution program.

0-1 points: Proposer demonstrates that it has limited or very limited experience administering a dispute resolution program.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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**SUBTOTAL FOR PART "A" (A1 + A2 + A3 + A4) \_\_\_\_\_**

**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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**B. APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM  
(50 POINTS TOTAL)**

- 1. Extent to which the proposal demonstrates that the center will provide arbitration, conciliation and/or mediation services of high quality to members of the community that the center will serve.**  
*(Corresponds to Narrative sections 1.A and 2.B.)*      **(15 points)**

13-15 points:      The proposal contains a detailed description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are very likely to yield dispute resolution services of very high quality.

10-12 points:      The proposal contains a detailed description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are likely to yield dispute resolution services of good to high quality.

7-9 points:      The proposal contains a brief description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are somewhat likely to yield dispute resolution services of adequate to good quality.

4-6 points:      The proposal contains a cursory description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are likely barely adequate to yield dispute resolution services that comport with the minimum indicia of quality.

0-3 points:      The proposal lacks a description of the mechanisms that the center will use to monitor the quality of its services and its services are likely to be poor or inadequate.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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**2. Extent to which the proposal demonstrates that the center will recruit, train and utilize neutrals who reflect the diversity of the community that the center will serve.**

*(Corresponds to Narrative sections 1.A. and 3.C.)*      **(10 points)**

8-10 points: The proposal contains a detailed plan to recruit and train volunteer neutrals who reflect the diversity of the community that the center will serve or the proposal adequately justifies why such recruitment and training is unnecessary at this time. The proposal also commits the Proposer to utilize volunteer neutrals in a manner that is consistent with the both the values of the Office of ADR Programs and the mission statement of the Proposer.

5-7 points: The proposal contains a detailed plan to recruit and train staff neutrals who reflect the diversity of the community that the center will serve or the proposal adequately justifies why such recruitment and training is unnecessary at this time. The proposal also commits the Proposer to utilize neutrals in a manner that is consistent with the both the values of the Office of ADR Programs and the mission statement of the Proposer.

0-4 points: The proposal lacks a detailed plan to recruit and train volunteer neutrals who reflect the diversity of the community the center will serve or the proposal fails to justifies why such recruitment and training is unnecessary at this time. The proposal does not explain whether the Proposer will utilize volunteer neutrals in a manner that is consistent with the both the values of the Office of ADR Programs and the mission statement of the Proposer.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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- 3. Extent to which the proposal demonstrates that the center will work with local courts and other community institutions to generate appropriate referrals to the center.**  
*(Corresponds to Narrative sections 2.A., 4.A. and Appendix D)*      **(15 points)**

12-15 points:      Proposer demonstrates a comprehensive plan to develop referrals with courts and other community institutions that is highly likely to yield a referral relationship that will generate a consistent caseload of appropriate cases. Proposer's references include commitments by Judges or representatives of other community institutions to utilize the Proposer's ADR services. The location of Proposer's center(s) is highly likely to foster a collaborative relationship with key community institutions and will be very accessible to clients.

8-11 points:      Proposer demonstrates an adequate plan to develop referrals with courts and other community institutions that is likely to yield a referral relationship that will generate a consistent caseload of appropriate cases. Proposer's references indicate that Proposer is likely to secure future commitments by Judges or representatives of other community institutions to utilize the Proposer's ADR services. The location of Proposer's center(s) will be convenient to clients.

4-7 points:      Proposer articulates aspirational goals to solicit referrals from courts and other community institutions but offers no more detailed plans than to accept appropriate cases on an *ad hoc* basis from such institutions. Proposer's references speak positively of the Proposer but do not address the likelihood that the center will be an effective provider of dispute resolution services. The location of Proposer's center(s) is adequate to meet the needs of its clients.

0-3 points:      Proposer lacks any plan to develop a referral relationship with courts and other community institutions. Proposer's references offer lackluster endorsements of Proposer. The location of Proposer's center(s) is unlikely to foster a collaborative relationship with key community institutions, and it is unlikely to meet the needs of Proposer's clients.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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**4. Extent to which the proposal demonstrates that the center will conduct effective outreach efforts to promote the center’s dispute resolution services to members of the public.**

*(Corresponds to Narrative sections 2.B. and 2.C.)*      **(10 points)**

9-10 points: The proposal contains a detailed description of the mechanisms that the center will use to promote its services to community organizations and members of the public, and these mechanisms are highly likely to yield cases. Also, the Proposer describes a fee policy that appropriately balances the Proposer’s fundraising needs against the needs of community members to have affordable access to the center, and the policy waives fees for indigent members of the community.

6-8 points: The proposal contains a description of the mechanisms that the center will use to promote its services to community organizations and members of the public, and these mechanisms are likely to yield cases. Also, the Proposer ensures that services will be made available to members of the public at little or no cost.

3-5 points: The proposal contains a cursory description of the mechanisms that the center will use to promote its services to community organizations and members of the public, and these mechanisms are somewhat likely to yield cases. Also, the Proposer’s fee policy does not adequately ensure that services will be made available to members of the public at little or no cost.

0-2 points: The proposal does not describe the mechanisms the center will use to promote its services to community organizations and members of the public. Also, the proposal does not contain a description of the Proposer’s fee policy.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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<b>SUBTOTAL FOR PART “B” (B1 + B2 + B3 + B4) _____</b>
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**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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**C. APPROPRIATENESS OF STAFFING PLAN AND PROCEDURES  
(15 POINTS TOTAL)**

**1. Extent to which the proposal demonstrates an appropriate supervisory structure for the center.**

*(Corresponds to Narrative section 3.A.) (5 points)*

4-5 points: The proposal indicates that the program director will have significant input and responsibilities during the development and monitoring of the program budget, and the supervisory structure of the proposed program is highly likely to ensure long-term stability and growth.

2-3 points: The proposal indicates that the program director will have nominal input and responsibilities during the development and monitoring of the program budget, and the supervisory structure of the proposed program is somewhat likely to ensure long-term stability and growth.

0-1 points: The proposal divests the program director of any input or responsibility during the development and monitoring of the program budget, and the supervisory structure of the proposed program is unlikely to ensure long-term stability and growth.

**RATING \_\_\_\_\_**

**Basis for Rating:**

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**2. Extent to which the proposal demonstrates an appropriate allocation of responsibilities among staff of the center, and the extent to which the proposal demonstrates that the center(s) will be appropriately staffed to meet the needs of the community.**

*(Corresponds to Narrative section 3.B. and 4.B.) (10 points)*

8-10 points: The proposal contains resumes of existing staff or job descriptions of proposed positions, and the responsibilities are allocated in a manner that enables staff to balance appropriately their responsibilities to monitor cases, solicit cases from institutions and members of the public, monitor and train neutrals, and participate in the ongoing development of the center. Also, the proposal contains a description of the facilities for each proposed center, and the facilities are appropriate to the needs of the community.

**ATTACHMENT V  
EVALUATION FORM  
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- 4-7 points: The proposal contains resumes of existing staff or job descriptions of proposed positions, but the responsibilities are not allocated in a manner that enables staff to balance appropriately their responsibilities to monitor cases, solicit cases from institutions and members of the public, monitor and train neutrals, and participate in the ongoing development of the center. Also, the proposal contains a description of the facilities for each proposed center, but at least some of the facilities may not be appropriate to the needs of the community.
- 0-3 points: There is no mechanism to assess whether staff responsibilities are allocated in a manner that enables staff to balance appropriately their responsibilities because the proposal does not include the resumes of existing staff or job descriptions of proposed positions. Also, the proposal lacks a description of the facilities for each proposed center.

**RATING** \_\_\_\_\_

**Basis for Rating:**

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<b>SUBTOTAL FOR PART "C" (C1 + C2)</b> _____
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**D. REASONABLENESS OF COST  
(15 POINTS TOTAL)**

- 1. Extent to which the proposal demonstrates that the Proposer will meet its match requirement.**  
*(Corresponds to Appendix C)*      **(5 points)**

- 4-5 points: Proposer's budget meets or exceeds the local match requirement and Proposer has secured or is highly likely to secure: (i) revenue that is allocated towards the cost of the core community dispute resolution programming; (ii) fee-for-service revenue or training revenue; and/or (iii) revenue that is allocated towards the cost of complementary dispute resolution programming.
- 2-3 points: Proposer's budget meets or exceeds the local match requirement and Proposer is likely to secure: (i) revenue that is allocated towards the cost of complementary dispute resolution programming; (ii) in-kind contributions; and/or (iii) revenue that is allocated towards the cost of other complementary non-dispute resolution programming.

**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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0-1 points: Proposer's budget fails to meet the local match requirement or the Proposer is highly unlikely to secure sufficient revenue to support the local match requirement.

**RATING** \_\_\_\_\_

**Basis for Rating:**

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**2. Extent to which the costs for the proposed program are reasonable.**  
*(Corresponds to Narrative section 1.A. and Appendix E)*      **(10 points)**

**Key to Reasonableness (Applicable to D(2) ONLY)**

UCS cost per case:                      When the requested grant award is divided by the number of cases in the caseload target, is that quotient comparable to the cost per case for similarly situated programs?

Salaries:                                      Are the salaries for the proposed program competitive in light of salaries paid by organizations with similar missions in the community(ies) the Proposer proposes to serve?

Administrative cost:                      If the proposer is a multi-purpose organization, is the percentage of UCS funds that supports administrative costs (including salaries and fringe benefits of non-program staff, real estate expenses that are not utilized for the direct delivery of services, and related costs) comparable to the percentage found in the budgets of similarly sized agencies?

Fringe benefits:                              Is the percentage of total costs that are allocated to fringe benefits comparable to the fringe-benefits rates of similarly sized agencies?

Training costs:                                Does the proposal allocate a sufficient amount of money to cover the costs of training staff or neutrals during the budget cycle in the proposal?

8-10 points: All of the following costs are reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.

**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

5-7 points: At least three but less than five of the following costs are reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.

2-3 points: At least one but less than three of the following costs are reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.

0-1 points: None of the following costs is reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.

**RATING \_\_\_\_\_**

**Basis for Rating:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBTOTAL FOR PART "D" (D1 + D2) \_\_\_\_\_**

**E. APPROPRIATENESS OF INTAKE ASSISTANCE AND REFERRAL SERVICES  
(6<sup>TH</sup> JUDICIAL DISTRICT ONLY)  
(10 POINTS TOTAL)**

**Extent to which the proposal demonstrates that the center will not only assist litigants with drafting petitions and other papers in accordance with the priorities of Family Court judicial and non-judicial personnel but also connect those litigants with government- and community-based services.**  
*(Corresponds to Narrative sections 2.D.) (10 points)*

8-10 points: The proposal explicitly comports with the needs of the local Family Court(s) with respect to petition drafting assistance. The proposal contains detailed plans for the training and supervision of staff who will provide petition intake and referral services. The proposal also contains detailed plans to work with other community agencies and government offices to offer litigants connections to needed services.

**ATTACHMENT V  
EVALUATION FORM  
DETAIL RATING SHEETS**

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- 4-6 points: The proposal partially comports with the needs of the local Family Court(s) with respect to petition drafting assistance, though the proposal is likely to meet those needs. The proposal contains somewhat detailed plans for the training and supervision of staff who will provide petition intake and referral services. The proposal also demonstrates vague plans to work with other community agencies or government offices to offer litigants connections to needed services.
  
- 0-3 points: The proposal fails to comport with the needs of the local Family Court(s) with respect to petition drafting assistance and resource referrals or is not likely to meet those needs. The proposal fails to adequately explain how the program will train and supervise the staff who will provide petition intake and referral services. The proposal lacks a description of how the proposer will work with other community agencies and government offices to offer litigants connections with needed services.

**RATING FOR PART "E" \_\_\_\_\_**

**Basis for Rating:**

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**ATTACHMENT VI**

**SCOPE OF RESPONSIBILITIES AND AVAILABLE FUNDS FOR  
INTAKE ASSISTANCE SERVICES  
(SIXTH JUDICIAL DISTRICT APPLICANTS ONLY)**

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<b>County</b>	<b>Available Funding</b>	<b>Coverage: Hours per Week (52 Weeks per Year)</b>	<b>Intake Assistant (IA) Description of Duties</b>
Broome	\$35,599	35	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.
Chemung	\$35,604	35	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.
Chenango	\$33,493	35	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.
Cortland	\$17,281	17½	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.

ATTACHMENT VI

SCOPE OF RESPONSIBILITIES AND AVAILABLE FUNDS FOR  
 INTAKE ASSISTANCE SERVICES  
 (SIXTH JUDICIAL DISTRICT APPLICANTS ONLY)

County	Available Funding	Coverage: Hours per Week (52 Weeks per Year)	Intake Assistant (IA) Description of Duties
Delaware	\$17,800	21	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.
Madison	\$21,359	17½	The Intake Assistant (IA) will work Monday through Friday from (9 a.m to 12:30 p.m.) assisting clients with filing of support, paternity and custody and visitation petitions. The IA will also assist with modifications or violations of orders. IA interviews Clients and collects pertinent information to be used in completion of petitions, searches court database for existing file(s), pulls the case file(s) and searches for existing orders, helps the Client select and complete appropriate forms, and reviews papers for completeness, accuracy and signature. IA also notarizes and time & date stamps forms, explains court processes to Clients, and helps the Client submit the completed paperwork to the Clerk's Office for processing. IA also refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires for a court-appointed attorney.
Otsego	\$21,359	21	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.

ATTACHMENT VI

SCOPE OF RESPONSIBILITIES AND AVAILABLE FUNDS FOR  
 INTAKE ASSISTANCE SERVICES  
 (SIXTH JUDICIAL DISTRICT APPLICANTS ONLY)

County	Available Funding	Coverage: Hours per Week (52 Weeks per Year)	Intake Assistant (IA) Description of Duties
Schuyler	\$17,325	17½	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.
Tioga	\$17,281	18½	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.
Tompkins	\$14,235	14	The Intake Assistant (IA) interviews Clients and collects pertinent information to be used in the completion of petitions. The IA also searches the court database for existing file(s), pulls the case file(s), and searches for existing orders. The IA will help Clients select and complete appropriate forms and will review papers for completeness, accuracy and signature. The IA will notarize and time & date stamp forms, explain court processes to Clients, and helps Clients submit the completed paperwork to the Clerk's Office for processing. Additionally, the IA refers Clients to other agencies for available services and resources; answers in-person and telephone inquiries relative to filing a petition, and helps Clients complete financial questionnaires to obtain court-appointed counsel.

**ATTACHMENT VII**

**Applicable Laws, Regulations and Program Policies**

The program manual for the Community Dispute Resolution Centers Program sets forth the policies and procedures with which all community dispute resolution centers must comply. The manual includes a copy of the governing legislation (New York State Judiciary Law, Article 21-A (§§ 849-a *et seq.*) And regulations (22 NYCRR Part 116)).

The manual can be downloaded chapter by chapter from the website for the NYS Unified Court System, Office of ADR Programs at the following address:

[http://www.nycourts.gove/ip/adr/Info\\_for\\_Programs.shtml](http://www.nycourts.gove/ip/adr/Info_for_Programs.shtml)

If you are unable to access the manual on the above website, photocopies of the program manual are available upon request and will be shipped by standard first-class mail. To request a photocopy of the program manual, please send a written request (by standard mail, e-mail or fax) to:

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