



NEW YORK STATE
Unified Court System

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OCA/CPA-314
CHILDREN'S CENTERS

BID OPENING - 09/13/05
11:00 AM

OCA/CPA-314 is hereby amended as follows:

Amendment #1

Paragraph 1, Attachment V is hereby amended to read:
The Budget Year is: April 1, **2006** to March 31, **2007**.

The following Questions and Answers are incorporated therein:

Q & A- Page 1

- Q. The new minimum requirements indicate ages for the children. Is the age group indicated a requirement?
- A. The minimum requirements have not been changed for this solicitation, they have just been clarified. All centers are required to serve the age groups stated in the solicitation.**
- Q. The maximum bid amounts have been changed from previously stated amounts. What was the reason for this?
- A. The changes are due to a budget analysis history of the existing centers. The budgets have been equalized; some increased, some reduced. Agencies will have more responsibility to be creative in their spending.**
- Q. How will we evaluate the needs for the center?
- A. The courthouse is public. It is recommended that you visit and observe for a several week period.**
- Q. If a center exists, how shall we state the Needs Assessment?

Q & A - Page 2

- A. Needs assessments should be conducted as if a Children's Center did not exist (i.e., those children utilizing an existing Center should be counted as children who would be waiting in the courthouse if there was no Center).**
- Q. Is the insurance indicated in the solicitation required for all employees and volunteers?
- A. The insurance is required only for the personnel dealing directly with the children.**
- Q. Should we indicate program aspects that are currently in place or should we note the ideas we have to improve the centers?
- A. You should indicate both; current providers can indicate programs presently in place, but should also indicate any changes they may wish to implement. Agencies responding for the first time should present as comprehensive a program for the Center as possible.**
- Q. Should the references reflect childcare references only?
- A. There is a minimum of three (3) references required and these should include references for childcare services performed or for the agency's ability to provide childcare services. Additional references, which are not childcare related, may also be provided.**
- Q. How do we know how to fill out the ST-220 Tax Certification forms?
- A. Please contact Bernard Hillengas of NYS Tax & Finance at (518) 457-3516 or email him at Bernard_hillengas@tax.state.ny.us.**
- Q. Are matching funds required?
- A. Yes, there is a required 40% match.**
- Q. If the pre-bid results in changes to the solicitation, will we have to re-read the whole solicitation to identify changes?
- A. Amendments to the solicitation will be indicated on the web site as separate items indicating the changes. Please be cautioned that it is the responsibility of the prospective proposer to check the web site often to check for any amendments up to the bid opening. Additional correspondence will not be sent.**
- Q. How should real estate costs be addressed in the budget?

Q & A - Page 3

- A. The facility and utilities are provided by OCA or the County depending on the locality. There is no rent for the space. Responders should determine the market value of the space in their locality and can use that value as part of their local match.**
- Q. Should it be assumed that the awarded contract amount will serve as the basis for the full five year term?
- A. Yes, the awarded contract amount will serve as the budget for the first year of the contract. Subsequent years' budget increases must be requested by the contracted agency but approvals will not exceed UCS and OSC guidelines for budgetary increments.**
- Q. Can an agency bid on more than one Children's Center site?
- A. An agency can bid on multiple sites but must submit separate budgets for each site. We do reserve the right to subsequently ask for aggregate budgets.**
- Q. Is there a maximum percentage of the budget for personnel costs? Could a budget be submitted containing 100% personnel costs?
- A. While there is no maximum percentage for personnel costs, we recommend personnel costs represent approximately 80% of the budget. It is important to keep in mind when preparing the budget that non-personnel costs often contribute to an agency's ability to meet the minimum requirements. Any budget submitted should sufficiently display an ability to meet those requirements.**