

OCA/CJP-110 CITIZENS JURY PROJECT
QUESTIONS & ANSWERS

1. Q. In addition to information on current CJP staff, should names and credentials for current CJP interns be included among the “team member” information provided in the bid? These individuals represent the typical background/experience of participants in the CJP internship, but these individuals will no longer be active in the program when a new CJP contract is awarded.

A Background and experience of current CJP interns need not be included among the “team member” information. In the future, as in the past, the contractor will be responsible for screening and hiring interns who staff ombuds service kiosks at courthouses. With respect to 20 hour-per-week research assistants (who most likely will be graduate level students) the contractor will screen and recommend applicants for the positions. However, persons filling the research assistant positions will be interviewed and approved by Office of Court Research personnel before they are hired.

2. Q. Regarding Attachment II (Vendor Tax Compliance and Certification), do any parts other than Part I of the Contractor Certification (ST-220) apply to the Fund for Modern Courts, which is a non-profit organization?

The ST-220 instructions state that if the activities to be performed are not “services” within the meaning of Tax Law section 5-a, only Part I of the form applies. Further, the instructions state that “the term *services* for procurement law purposes does not apply...to contracts with not-for-profit organizations approved in accordance with Article eleven-B of the State Finance Law whether this applies to Modern Courts and the CJP contract.

A. All questions bidders may have regarding Form ST-220 must be addressed to Mr. Bernard Hillengas, NYS Department of Taxation & Finance, at (518) 457-3516. Please refer to the RFP package, Attachment II (Vendor Tax Compliance and Certification), page 1 of 7. The ST-220 must be filled out and returned to OCA with bidders’ responses.

3. Q. Is the one-page Bid Response Sheet part of the packet posted on the website? Please identify this form.

A. The one-page Bid Response Sheet is posted on the website, as part of the RFP package.

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4. Q. Regarding Attachment I, is the Bidders Certification of Recycled Product(s) applicable? Is the certification reserved for product suppliers only, or does it also apply to items (e.g. copy paper) used by contractors providing services to UCS?
- A. **The Bidders Certification of Recycled Product(s) is not applicable to RFP# OCA/CJP-110. Bidders must fill out only pages 3 and 4 (of 10) of Attachment I. Please refer to the General Specifications, under “Proposals and Original Copies”, page 5.**