

**RFP# NYCC/1-2009 - "Housing Part Services Program"**  
**Bidder Questions and Answers**

Question received prior to pre-bid conference:

1) The solicitation explicitly prohibits subcontracting. Would the UCS consider a joint venture?

**Answer: UCS seeks a single provider for the services described in the RFP. Subcontracting is now allowed. However, the provider can employ individuals, as needed, to provide the services described.**

2) The solicitation notes that Housing Part Assistants are to provide services for 4 hours each day. Would the Court consider a proposal that includes funding the Project Manager and perhaps other staff persons assigned to the Program for 8 hours per day?

**Answer: The RFP describes the minimum services sought. In your proposal you may propose program enhancements. Please keep in mind the impact of such enhancements to your proposed budget as that also will be taken into consideration during the bid evaluation process.**

Questions received at pre-bid conference:

3) Are we required to provide staff coverage for all hours that the court is in session?

**Answer: No. Housing Part Assistants have to provide the services described for a minimum of four (4) hours for each day the court is in session.**

4) What is the current hourly rate, or contract amount agreed to between UCS and the City-wide Task Force on Housing and HPD?

**Answer: Counsel has advised that the cost information should not be disclosed for business reasons, and is not disclosable under FOIL, which has a specific exception from the requirement to make records available for public inspection if it "impair present or imminent contract awards..." (NYS Public Officers Law Section 87 (2) (C)). This is the Court's policy.**

5) Who will be responsible for coordinating the program on the Court's side?

**Answer: The Deputy Chief Administrative Judge will assign a program coordinator from the Court's own staff to work with the bidder on the Court's behalf.**

6) Does the organizational chart have to provide the full names for each Housing Part Assistant? If so, how will this be possible if we haven't begun the hiring process?

**Answer: Please provide full names when possible. In lieu of names, please indicate the position and the fact it needs to be filled.**

7) How long does it take to process payment after a bill is submitted?

**Answer: If the bill is in order and the required supporting documentation is provided (and sufficient) then the processing time to payment is within 30 days from when the bill is received.**

8) When will the Court make a determination regarding the submissions received for this RFP?

**Answer: Within two weeks of when the bids are due, UCS will form a committee to score the submissions and make a determination. Notices will be mailed out shortly thereafter.**