

OCA/ADRCIP RFP #006
New York State Agricultural Mediation Program
Questions Received and Answered

Q. The paragraph under "Funding" on p. 6, contains 50-60% range for expected pass through funds. It also specifies that the remaining \$145,000 would be available to operations.

These provisions are not easily reconciled. Would you explain the relevant calculations?

A. The estimated available funding for a single year of this program is \$300,000, and \$145,000 represents an example of the funds available after 50-60% pass through. \$145,000 is given as an example and does not dictate the exact amount of funding a proposer might have remaining after budgeting for pass through. The prevailing proposer will negotiate a budget with UCS annually.

Q. In the paragraph under "Funding" on p. 6 a range for expected pass through funds to CDRCs for "case reimbursements and local outreach work". Do those categories constitute an exclusive list, or other categories for pass through funding appropriate? For example, one of the Detailed Specifications was to provide "direct training to mediators where appropriate and assistance to help CDRCs to increase their capacity to provide mediation training". Also, NYSAMP pass through funding has been used in a number of ways to support local Agricultural Mediation program development.

A. For the purposes of this proposal budget, limit pass through budget for case reimbursements and local outreach work ONLY. Other activities such as those outlined in the question should be budgeted in the appropriate budget category, such as "Training" for provision of training to CDRCs. Please use the budget narrative and responses to narrative questions in the proposal to provide more detail about these activities. The prevailing proposer will negotiate a budget with UCS annually and programming decisions are made collaboratively through annual and strategic planning..

Q. On the Evaluation Tool, in question A(3), why is 10 meetings per year with a quorum one of the criteria?

A. A minimum of ten meetings per year with a quorum is considered optimal for an actively managed not for profit organization. An organization whose board met less frequently would not be eligible for full credit on question A(3). However, if you think it would be helpful, you are welcome to comment on board committee meeting activity

Q. You say that ten meetings per year is considered optimal. Would six be acceptable?

A. The Evaluation Tool question A(3) sets three criteria, one of which is ten board meetings per year with a quorum. If a proposer meets all three criteria, that proposal would be awarded full credit for the question, whereas a proposal that satisfied two of three, one of three or none of three would be awarded lower points for the question.

Q. How secure is the funding for this program?

A. The New York State Agricultural Mediation Program is dependent upon annual appropriations by the Federal government to the United States Department of Agriculture. We cannot predict what appropriations will be made, or the level of funding. Historically, the program has been continuously funded.

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Q. On page 8, the instructions point to the “questions specified below.” Should that say “above?”

A. No, the narrative questions begin on page 11.

Q. Question A(2) in the Evaluation Tool speaks to references. How will these be provided and reviewed?

A. Appendix E to the proposal asks for three references. In order to review those references, UCS will contact each reference for an interview regarding the proposer.

Q. On page 8, Appendix D asks for information about the Board of Directors and participation in fiscal year 2011-2012. Question 4 of the Program Narrative Questions refers to Appendix D and asks about Board of Director participation in fiscal year 2010-2011. Is any additional clarification available?

A. This is a typo. Both Appendix D and narrative question #4 should refer to the 2011-2012 year. We are updating the website with the correction.