

OCA/ADRCIP RFP #007 Community Dispute Resolution Centers Program:
Cortland, Jefferson, Lewis, Madison and Schenectady counties

Questions Received and Answered

Q. If our agency currently provides CDRC services in a county other than those listed in this RFP, do we answer as an existing or non-existing provider?

A. If applying to serve a county not currently served by your agency, answer as a non-existing provider. If applying to serve a county currently served by your agency, answer as an existing provider.

Q: Do we need to attend the bid opening or hand-deliver our proposal?

A: No, submitting the proposal on or before the due date and time by either mail or hand delivery is acceptable. At exactly 2pm, all received proposals will be opened. Anyone who wishes to witness the bid opening may do so. As soon as possible after the bid opening, a list of the proposals received will be posted to the Current Solicitations section of the UCS website.

Q. Several weeks ago UCS submitted a proposed budget that includes cuts to CDRCs. Will these cuts impact the RFP process in any way? Does UCS still intended to enter into contracts for Schenectady, Cortland, Madison, Jefferson, and Lewis counties? How have the allocations for these counties changed, if at all?

A. Because the budget for the 2013-2014 fiscal year has not yet been passed, allocations included in this RFP are estimated grant awards and are not guarantees. As is the case every year, allocations cannot be finalized until the legislature passes the Judiciary budget and the Governor signs that budget into law. Our office intends to enter into contracts to provide CDRC services in all of the counties included in this RFP and is hopeful that the allocations listed therein will hold.

Q. Our agency serves multiple counties. Should we include a budget for the entire program including those counties not included in this RFP in Appendix C?

A. No, the budget in Appendix C should be for the proposed program in the county or counties applied for only.

Q. Should we use the numbers in Exhibit VI to determine the required budget and matching dollars to be included in the Appendix C budget?

A. Yes.

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Q. We have funding from entities other than UCS. Should we include this funding in our proposed budget?

A. How a proposer chooses to craft its budget is at its discretion, but there is a required match amount for each county, and a total required budget (UCS + match). In addition, different types of matching revenue are valued differently (a “hierarchy of funding”) in the included Evaluation Tool (Exhibit VII), which may influence a proposer’s decisions about what types of match to include.