

Pre-Bid Conference
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Q. How should a facility description be prepared?

A. The Children's Center will remain in its current location in Nassau Family Court. Bidders should provide a map of the facility with a furniture and equipment layout that corresponds with their program plan. Bidders can propose different layouts than that which currently exists as long as the configuration meets the Minimum Requirements.

Q. Does the equipment currently in the Children's Center remain?

A. Yes. The Children Center equipment is property of the Office of Court Administration, not the operating agency. Bidders can propose replacement of equipment.

Q. Does a bidder need extensive childcare experience?

A. Proposals must demonstrate an organization's experience and/or capabilities in operating childcare programs and demonstrate understanding of the needs of children and families in crises. Bidders with less childcare experience must demonstrate transferable skills from other programs they have operated and provide references for those skills.

Q. What is the current operating budget for this Children's Center?

A. Please see budget (attached)

Q. What are bidder's obligations to the current staff of the Children's Center?

A. Children's Center staff are employees of the operating agency. Bidders can negotiate to retain the staff, but are under no obligation to do so.

Q. Do bidders need to conduct a needs assessment and what is the current annual usage of the Children's Center?

A. Bidders should conduct their own needs assessment for the Center. Current usage is only reflective of the current providers program and outreach plans. Therefore, bidders should not rely solely on the previous annual usage. In 2005, Nassau Family Court's Children's Center served 2332 children.

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Q. What is the age range of children served by the Children's Center?

A. 6 weeks to 12 years old.

Q. Can the Children's Center handout supplies like toothbrushes or informational materials?

A. The Children's Center program includes a required service connection component, which often necessitates providing families with written materials on programs or other referral sources. Agencies are welcome to distribute appropriate supplies to families that visit the Center.

Q. Can real estate be used as part of the required 40% match?

A. Agencies are not required to rent the facility from the County or Court System, therefore the fair market value of the space can be treated as a donation and used as part of the match.

Q. How many agencies will bid on the Children's Center?

A. There is no way to predict how many agencies will bid on the Children's Center. The RFP was advertised in the New York State Contract Reporter and announcements of the RFP were mailed to 45 agencies in Nassau County.

Q. Who is responsible for ensuring that the Children's Center meets fire codes?

A. As part of the courthouse facility, the Children's Center is inspected periodically for fire code compliance along with the rest of the building. The Court is responsible for ensuring that the all fire extinguishers and fire exits are in working condition. Bidders should provide a comprehensive emergency plan as well. As per our Minimum Requirements, all other areas of compliance would be the responsibility of the provider agency.

Q. The Minimum Requirements note that interviews of children should not be conducted within the Children's Center. Is this all interviews?

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A. The Children's Center is designed to be a safe haven for children in the courthouse. Interviews of any kind are disruptive for all present in the Center and change the tenor of the environment. Court business should be conducted elsewhere. This includes interviews by Judges, lawyers, social workers, advocates, family members and any others not herein mentioned.

Q. How does the operating agency communicate with the Court?

A. Agencies must develop a relationship with the Court in order to understand the unique needs of the courthouse. Daily communication with Court staff is encouraged and is required in instances of closures or other disruptions. It also is the responsibility of the agency to educate the Court on its operating principles and programs. Bidders are required to develop an Advisory Committee of community members that should facilitate positive, ongoing communication with the Court.

Q. Who audits the program and how do you make sure that the Center is representative of different ethnic, gender and racial differences?

A. The program is audited by the OCA Children's Center Program Staff. During regular Site Visits the Center is assessed to see that it at least meets our Minimum Requirements.

TWELVE-MONTH BUDGET SUMMARY BY OBJECT OF EXPENSE				
ORGANIZATION NAME:				
Name of Center: Nassau Family Court Children's Center				
CONTRACT #:				
BUDGET YEAR: 2006-2007				
OBJECT OF EXPENSE	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED	% OF TOTAL BUDGET
A. Personnel Costs	\$38,551	\$60,977	\$99,528	83.65%
B. Non-Personnel Costs				
1. Supplies	\$1,123	\$1,523	\$2,646	
2. Equipment	\$0	\$0	\$0	
3. Occupancy	\$14,633	\$0	\$14,633	
4. Miscellaneous	\$100	\$500	\$600	
5. Administrative	\$1,581	\$0	\$1,581	
Total NPS	\$17,437	\$2,023	\$19,460	16.35%
Total Operating Budget	\$55,988	\$63,000	\$118,988	100.00%
*Includes amounts for all funds other than UCS Funds, including in-kind contributions to be used in support of the proposed project. The source of all local match monies must be indicated on Budget Form C - Anticipated Revenue.				
G:\FISCAL-CONTRACT DEPT\Budget2006 Contract Budgets\[#310-CRT N.Court 06-07.xls]12 Month Budget				

BUDGET FORM A -- PERSONNEL SERVICES WORKSHEET						
POSITION TITLE	ANNUAL SALARY	% TIME ON PROJECT BUDGETED	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED	
Head Teacher - B. Monsanto	\$29,440.00	100.0%	\$2,285	\$27,155	\$29,440	
Assistant Teacher - E. Padilla	\$23,340.00	100.0%	\$3,590	\$19,750	\$23,340	
Substitute	\$15 p/h 64 days	100.0%	\$6,720	\$0	\$6,720	
Vice President - Richard Bell	\$ 95,060.00	4.84%	\$4,601	\$0	\$4,601	
Bookkeeper - S. Rahman	\$ 37,920.00	5.00%	\$1,896	\$0	\$1,896	
Volunteers	6.02 p/h	27hrs p/w	\$8,452	\$0	\$8,452	
Personnel Total			\$27,544	\$46,905	\$74,449	
Fringe Benefits Total 30% Rate	30%		\$5,728	\$14,072	\$19,800	
Fringe Benefits		(Local 38%)	\$5,279	\$0	\$5,279	
Total Personnel Services Cost			\$38,551	\$60,977	\$99,528	
BUDGET NARRATIVE						
Substitutes are budgeted to support the accrued benefit leave FCA employees are entitled to each year. This includes vacation, sick, personnel days and floating holidays.						
Volunteers provide additional support and program enrichment.						
Vice President - this position provides executive oversight, community outreach and advisory board representation as defined in RFP, Attachment V						
Bookkeeper - fiscal activities supporting program operations as defined in RFP, Attachment V.						
Fringe Benefits are not calculated for volunteer services. The actual fringe percentage is 38% versus 30%, that amount allowable by funding source. As such, the additional 8% is assigned to local share.						

SUPPLIES AND MATERIALS WORKSHEET			
ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
General Office Supplies	\$50.00	\$0.00	\$50.00
Educational and Program Materials	\$1,073.00	\$227.00	\$1,300.00
Snacks	\$0.00	\$1,296.00	\$1,296.00
Total Supplies and Material Costs	\$1,123.00	\$1,523.00	\$2,646.00
*Note: supplies are considered expendable items or materials which will be consumed or depleted over a period of time. Items of more durable nature will last a reasonable period of time should be included under equipment.			
BUDGET NARRATIVE			
General Office Supplies - costs associated with recordkeeping including required regulatory and			
Educational Materials and Supplies - costs associated with child development activities			
Snacks - are budgeted at .54 cents per snack for approximately 150 children per month for 12 months.			

EQUIPMENT WORKSHEET			
ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Computer Equipment	\$0.00	\$0.00	\$0.00
Minor equipment	\$0.00	\$0.00	\$0.00
Total Equipment Costs	\$0.00	\$0.00	\$0.00
BUDGET NARRATIVE			
No equipment purchases are necessary to operate this center.			

OCCUPANCY COSTS WORKSHEET				
ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED	
Real Estate Rentals	\$11,845	\$0	\$11,845	
Utilities	\$2,060	\$0	\$2,060	
General Liability Insurance	\$400	\$0	\$400	
Other*	\$328	\$0	\$328	
Total Occupancy Costs	\$14,633	\$0	\$14,633	
*Attached itemized list must be included				
* Repairs and maintenance and Household				
BUDGET NARRATIVE				
Real Estate Rentals - Nassau County in-kind donation of children center space located in court building.				
Utilities - Nassau County in-kind contribution of utilities used by children center space located in court building.				
General Liability Insurance - as required by funding source and basic risk management.				
Other - Minor building repairs as provided by Nassau County.				

MISCELLANEOUS COSTS WORKSHEET

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Annual UCS Training		\$300	\$300
UCS training travel		\$200	\$200
Other*			\$0
Staff and Volunteer travel for program	\$100	\$0	\$100
related travel to main office, shop for prog.			\$0
and drive volunteers to activities			\$0
Total Miscellaneous Costs	\$100	\$500	\$600
*Attached itemized list must be included			
BUDGET NARRATIVE			
Annual UCS Training - budgeted as required in RFP			
UCS training travel - as allowed in RFP			
Other - Family and Children's provides on-going staff development and training in areas such as CPR,			
Staff and Volunteer travel for program - mileage reimbursement at 40.5 cents per mile - IRS rate.			

ADMINISTRATIVE COSTS WORKSHEET				
ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED	
Printing	\$31	\$0	\$31	
Copying	\$0	\$0	\$0	
Postage and Shipping	\$50	\$0	\$50	
Telephone and Fax	\$0	\$0	\$0	
Professional Insurance	\$400	\$0	\$400	
Other*	\$1,100	\$0	\$1,100	
Total Administrative Costs	\$1,581	\$0	\$1,581	
BUDGET NARRATIVE				
Printing costs include the cost of reproduction of outreach materials and program literature				
Postage and Shipping - cost of on-going communication with funding and regulatory agents as well				
Telephone and fax - cost to operate required phone.				
Professional Liability Insurance - required by funding and regulatory agents as well as				
Other - \$1110.00 = Payroll Processing Fees, Annual Independent Audit, Computer				

ANTICIPATED REVENUE		
ITEM	SOURCE	AMOUNT
Cash Donations	F & C Fundraising	\$13,464
Cash Donations	Mrs. Horace Hagedorn	\$15,000
Cash Donations	State Bank of Long Island	\$1,000
Cash Donations	United Way of Long Island	\$4,167
In-Kind Donations	Rent	\$11,845
In-Kind Donations	Utilities	\$2,060
In-Kind Donations	Telephone	\$0
Staff Positions -Volunteers		\$8,452
Local Government Spending		
Grants		
Total Anticipated Revenue		\$55,988
BUDGET NARRATIVE		
Cash Donation - funds raised by Family and Children's Association and Nassau County Court Employees and Advisory Board		
Volunteers - time donated by local community members		
Local Government Spending - Real Estate and Utilities provided by Nassau County Court Complex		