

Question and Answers

Professional and Court Services RFP #005: Drug Court Evaluation Services in Cayuga County

1. [Our organization] is in receipt of your RFP for drug court evaluation services in Cayuga County. We are very interested in responding, but have noted in the RFP the statement that “a daily rate in excess of \$450 will not be considered.” [Our organization] is a not-for-profit agency which maintains very competitive billing rates, but those billing rates are calculated to include salary, benefits and a variety of rental and other overhead costs. As such, though overall salary daily rates would be well within your daily rate maximum, our calculated billing rates, audited annually, would exceed the stated \$450 maximum. We obviously would be prepared to justify our overall hours and total costs on the project, subject to your total cost limitation, and would like to be able to submit a proposal for what we could do within those overall constraints, but would only submit a proposal if there is some flexibility around the interpretation of the \$450 daily rate restriction. Could you please indicate, under these circumstances, whether there is flexibility at your end around this rate? Thank you very much for your consideration. We look forward to your response.
 - A. Unfortunately, we are unable to consider proposals with an estimated daily rate to be billed that exceeds \$450. We hope that you will keep our future procurements in mind.

2. The Table of Contents in the RFP lists Sections I, II, III, IV, and V (Attachments Checklist) as part of the RFP. However, in the body of the RFP, the Sections are listed as I, II, III, IV, and VII (Attachments Checklist). Please clarify whether there are missing sections in the RFP (V and VI) and if so, please clarify what is contained in those sections.
 - A. Thank you for pointing this out. The Table of Contents is correct and there are not missing sections in the RFP. Rather, the section labeled VII in the RFP itself should be labeled V.

3. On page 7 of the RFP, Section IV (Cost Proposal) states “The limit for total cost is \$155,250 and the limit for daily rate is \$450. Proposals with a total cost in excess of \$155,250 or a daily rate in excess of \$450 will not be considered.” Further down, the worksheet has blanks for the daily rate of pay for an 8 hour day multiplied by the number of days proposed to accomplish scope of work, followed by a blank for the total cost. Please clarify where travel costs are to be factored into the total cost.
 - A. Travel costs should be embedded in the total cost.

4. On page 7 of the RFP, Section IV (Cost Proposal) states “The limit for total cost is \$155,250 and the limit for daily rate is \$450. Proposals with a total cost in excess of \$155,250 or a daily rate in excess of \$450 will not be considered.” Is the cap of \$450 firm or can this modified to reflect the revised rate of \$650 as of July 1, 2014 for current

and new grantees?

<http://ojp.gov/financialguide/PostawardRequirements/chapter11page4.htm#f>

A. The cap of \$450 is firm for this solicitation.

5. Exhibit 1 (Insurance Requirements) states the following:

“Proof of workers’ compensation insurance and disability benefits coverage must be provided with the grant application...The only forms acceptable as evidence of these insurance requirements are...”

“Please note that an ACORD Certificate of Insurance is NOT acceptable proof of New York State workers’ compensation or disability benefits insurance coverage.”

“Proof of applicant’s commercial general liability insurance coverage must be submitted with the grant application.”

“Proof of applicant’s professional liability insurance coverage must be submitted with the grant application.”

Please clarify what is meant by “grant application,” as proposers are not submitting grant applications. Please clarify (1) what type of proof for each type of insurance is required, and (2) at what time proof of each type of insurance is required (with proposal, prior to finalization of contract, etc.).

A. Please assume that “proposal” is implied by the term “grant application.” Proof of workers’ compensation, disability, commercial general liability and professional liability insurance are required as submissions with the proposal.