

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID/PROPOSAL—

APPENDIX B

(This is not an order)

BID MUST BE MADE ON THIS SHEET
OR AS OTHERWISE SPECIFIED

NEW YORK STATE
OFFICE OF COURT ADMINISTRATION
CONTRACT & PROCUREMENT ADMINISTRATION
42 KARNER ROAD, ALBANY, NY 12205

(Agency Name and Address)

Direct Inquiries to: BETTY FALTERMEIER,
SR. COURT ANALYST
Telephone No.: (518) 285-5011

Price to include delivery to (describe exact location and method of delivery)

PER ATTACHED RFP/SPECIFICATIONS

Bid/Proposal Number: OCA/CPA-327 Issue Date: 10/15/07	Commodity Group:
Opening Date: November 29, 2007 Time: 11:00 AM	Commodity Name: CHILDREN'S CENTERS

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required (include quantities)</p> <p>UCS ATTACHMENT I, ATTACHMENT II, ATTACHMENT III AND ATTACHMENT IV ATTACHED & INCORPORATED HEREIN.</p> <p>THE UCS IS SEEKING PROPOSALS FOR THE OPERATION OF CHILDREN'S CENTERS FOR CHAUTAQUA AND YATES COUNTIES.</p> <p>TERM: JANUARY 1, 2008 - MARCH 31, 2011</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP SPECIFICATIONS.</p>
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NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/Telephone Number: Email address:	

DOCUMENT ENCLOSURE CHECKLIST

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All of the following documents and information, must be **fully executed** as indicated (**Notarized where required**) and returned as specified. Failure to include **any** of the required documents, copies or information **may** result in rejection of the bidder's proposal.

- Document Enclosure Checklist
- Attachment I - UCS Standard Clauses
- Attachment II - ST-220 (Vendor Tax Compliance & Certification)
- Attachment III - Vendor Responsibility Questionnaire
- Attachment IV - Lobby Law Legislation
- Request for Bid/Proposal Form with original blue ink signature of authorized representative. Must be completed for each Children's Center proposed (Attached)
- Appendix C - Completed budget worksheets and summary budget forms (Attached)
- Appendix D - Needs assessment (Attached)
- Appendix E - Required Attachments (See specifications for itemization)
- Appendix F - Names, position and organization affiliations of advisory committee members.
- Appendix G - List of three (3) references including names and phone numbers of person having direct knowledge of bidder's performance. Each reference should indicate a description of the work performed for the reference organization.

DOCUMENT ENCLOSURE CHECKLIST

Page 2

Original and 10 copies of proposal response and all required paperwork. Original to be clearly indicated.

Note: All documents which require signatures must bear the original signature of the **same authorized individual** and signatory notarizations **must** be that of the person whose signature is affixed to required documents.

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

GENERAL SPECIFICATIONS

In addition to such other terms, conditions and provisions presented herein, the NYS Unified Court System Standard Request For Bid Clauses & Forms - Attachment I, ST-220 Contractor Certification Attachment II, Vendor Responsibility - Attachment III and UCS Attachment IV are incorporated herein.

Background:

This Request For Proposals ("RFP") has been developed in collaboration with the Office of Court Administration's Office of Alternative Dispute Resolution and Court Improvement Programs (hereinafter "ADR/CIP"). The Statewide Children's Center Program was developed to address the needs of children spending time waiting in New York State's courts. The Children's Centers promote more efficient court operations. They also achieve two important objectives for children and their families: they assure that care givers¹ can fully participate in court proceedings, and that the time children spend in court is safe and productive.

The Children's Centers provide a separate, safe and supervised environment for children who must be in court in connection with matters involving them or their care givers. They also provide an opportunity to link some of the state's neediest children and families to vital services and programs they are entitled to but not receiving.

The Children's Centers operate year-round when the court is open. Children's Center staff is trained in childcare and early childhood development. Staff provides age-appropriate activities and toys; books and materials so that the time children spend in court can be used to promote their social, educational and recreational development.

The Children's Centers provide an opportunity to connect children and families to essential services and programs such as WIC, the food stamp program, head start, the local child care resource and referral agency, local child care programs, the early intervention program and supplemental security insurance (SSI).

Purpose & Scope:

The New York State Office of Court Administration - Contracts & Procurement Administration (hereinafter OCA/CPA) is seeking sealed proposals on behalf of the Office of ADR/CIP. This RFP is seeking proposals for the start-up and ongoing operation of new Children's Centers in Chautauqua County Family Court located at 2 Academy Street, Mayville, NY 14757 and Yates County Courthouse located at 415 Liberty Street, Penn Yan, NY 14527.

The Children's Center program consists of two parts:

- Providing quality drop-in child care for children who must be in court in matters involving them or their care givers, and

¹Caregiver is defined as a parent, guardian or other person responsible for the care of a child.

- Connecting children and families to educational, social and health services.

It is the intent of this solicitation to award a single contract for the Children's Center in each aforementioned courts. On behalf of the Office of ADR/CIP, The New York State Office of Court Administration - Contract & Procurement Administration Unit (C&PA) is soliciting sealed proposals for the purpose of establishing a single contractor (i.e., there will be no split awards) for each location, providing for the services specified herein.

Pre-Bid Conference:

Pre-bid conferences will be held on November 8, 2007 at 11:00 at the following locations:

Yates County Courthouse
415 Liberty Street, Room 148
Penn Yann, NY 14527
Contact at the location: Chief Clerk, Roxanne Lynn (315) 536-5127

and

Chautauqua County Family Court
2 Academy Street, Room 126
Mayville, NY 14757
Contact at the location: Deputy Chief Clerk, Dave Travis (716) 573-4782

All questions for the pre-bid conference must be provided in writing by close of business November 1, 2007.

Please notify Betty Faltermeyer, bfalterm@courts.state.ny.us, Fax: (518) 869-4735 or Phone: (518) 285-5011, a **minimum** of two (2) business days in advance of planned attendance. While attendance is not mandatory, it is strongly recommended.

Proposal due date:

All proposals must be received **on or before 11:00 AM, November 29, 2007** to receive consideration.

Contract term:

The term of any awarded contract shall be for a period of three (3) years and three (3) months commencing **January 01, 2008 - March 31, 2011**. The UCS reserves the right to once extend any awarded contract for a period, not to exceed one-hundred-eighty (180) days, upon written notification to the contractor prior to the expiration of the contract. Any such renewal or extension shall be subject to the approval of the NYS Attorney General (hereinafter OAG) and the NYS Office of the State Comptroller (hereinafter OSC).

Method of Award:

Award shall be made to the responsible proposer who receives the highest point value as indicated in **Award Criteria**. Responsible shall be defined to include, but not be limited to, compliance with these specifications, references, bidder's performance history, financial

stability, resources, cost factors and experience with comparable awards/contracts.

Paperwork:

Complete the paperwork on the forms provided with this solicitation unless otherwise specified herein. **Do not retype or amend any portion of this solicitation.** Failure to comply may result in disqualification of proposer's response.

Copies:

In addition to one (1) complete, original blue ink-signature proposal with all required appendices, bidders **must** include ten (10) complete copies of same. Failure to do so may result in rejection of proposal.

Please Note: Original may be bound or contained in a three ring binder, however all copies of the proposal should not be submitted in a three-ring binder, or in any other bound fashion. Please submit the copies bound only by rubber bands, staples, clips or similar devices.

Submission of Paperwork:

Proposals must be submitted on bidder's letterhead and be clearly marked, "RFP# **OCA/CPA-327**" in the top left or right of the first page. **Original signature proposals and all required copies must be contained in a sealed envelope or carton and the statement clearly marked on the exterior, "SEALED PROPOSAL DELIVER IMMEDIATELY - DO NOT OPEN. RFP#OCA/CPA-327 DUE DATE 11:00 AM November 29, 2007"**.

Implied Requirements:

Products and services that are not specifically requested in the RFP, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer.

Silence of the Specifications:

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Liability - Personal Injury:

Awarded contractor(s) shall hold harmless the State of New York, the Unified Court System and the Office of Court Administration with respect to any injuries sustained by contractor's employees, agents, subcontractors, etc. during the contract period.

Unacceptable Bids/Proposals:

The UCS may reject any proposals from bidders who previously defaulted on contract obligations, as surety or otherwise, upon any obligation to the State of New York; who have been declared not responsible, or disqualified, by any agency of the State of New York; or have any proceeding pending relating to the responsibility or qualifications of the bidders to receive public contracts.

Alternate Proposals:

In the event satisfactory bids are not received, the CPA reserves the right to consider alternate proposals containing deviations from specifications. Bidders shall explain in detail where such alternatives deviate from or qualify the terms of the proposal and specifications as issued.

Failure to Provide Data:

Failure to submit any documents or information requested by the CPA in a timely manner, may result in rejection of bidder's proposal.

Inquiries:

Prospective bidders are to direct any inquiries regarding this solicitation **in writing by November 1, 2007** and solely to the attention of:

Betty Faltermeier
Senior Court Analyst
Office of Court Administration
42 Karner Road
Albany, NY 12205

Fax: (518) 869-4735

E-mail: bfalterm@courts.state.ny.us

The bid number must be indicated on the subject line. Due to current issues with email; email from unknown senders will NOT be opened unless the bid number is indicated on the subject line.

The questions and responses from the pre-bid conference and email will be uploaded to the web site <http://www.nycourts.gov/admin/bids> shortly after the pre-bid conference.

Notice to parties accessing solicitations or bid documents issued by the New York State Unified Court System via the internet

The electronic versions of such solicitations & bid documents are intended solely as a convenience to the bidder and vendor community.

Any and all individuals, firms or organizations accessing any Request for Bid(s) (RFB), Requests for Proposal(s)(RFP), Specifications or any related documents from this website shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, **up to the scheduled date and time of the bid/proposal due date**, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question. The New York State Unified Court System (UCS) - Office of Court Administration (OCA) shall have no responsibility or liability with respect to any party or submission which does not address any and all such amendments, addenda, modifications or other information posted on this website or which purports to respond to any solicitation/bid change not issued by UCS - OCA. Further, UCS - OCA shall not be responsible or liable for any losses or damages caused by any party's failure or inability to access such data for any reason whatsoever, including, but not limited to, power failures, system failures, inaccessibility of on-line service providers, or log-on or transmission delays.

Online RFB/RFP Package Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website <http://www.nycourts.gov/admin/bids> shall remain solely and wholly responsible for reviewing the respective solicitation and bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Please ensure all Attachments and/or Appendices are downloaded from the web site. They are under the column headed "Addenda" and are required for completion of the solicitation.

All times indicated are E.S.T. or E.D.S.T.
(Eastern Standard Time or Eastern Daylight Savings Time)

All responses are to be in English.

Note: Should internet service be unavailable, please contact the person indicated as primary contact for a hard copy of the solicitation and addenda.

DETAILED SPECIFICATIONS

Funding:

Available funds for the period **January 1 2008 - March 31, 2008** are as follows:

Chautauqua County Children's Center	\$16,500
Yates County Children's Center	\$12,500

UCS is particularly interested in proposals which creatively use funding provided under this RFP to leverage community resources to the maximum extent feasible so that services provided to children and families in the Children's Centers are enhanced.

To be considered for operating funds, bidders must submit a program narrative and budget in accordance with the requirements set forth in this RFP.

Eligibility of bidders:

UCS will consider proposals submitted by public organizations, for-profit corporations and not-for-profit organizations.

Award selection criteria:

A. UCS intends to make an award to a single contractor (i.e., there will be no split awards). The Office of ADR/CIP's Selection Committee shall make the award.

B. Proposals will be evaluated on the following criteria:

- | | |
|--|-------------------------|
| Organizational ability and experience. | Point Value 15%. |
| Appropriateness and quality of program, including extent of innovation in services delivery for both childcare and services components of the program. | Point Value 50%. |
| Appropriateness and quality of staffing plan and procedures. | Point Value 15%. |
| Reasonableness of cost. | Point Value 20%. |

The following documents must also be completed, executed with original signature in blue ink and attached:

- | | |
|----------------------|---|
| Attachment I | Cover Sheet, Pages 3 of 10 (Non-Collusive Bidding Certification) and 4 of 10 (Acknowledgment Form). |
| Attachment II | Contractor Certification ST-220. |

- Attachment III** Vendor Responsibility Questionnaire
- Attachment IV** UCS Attachment IV
- Appendix B** Cover sheet with original, blue ink signature of authorized representative. Must be completed for each Children’s Center proposed.(Attached)
- Appendix C** Completed budget worksheets and summary budget forms. (Attached)
- Appendix D** Needs assessment (Attached)
- Appendix E** Required Attachments:
1. Most Recent Audited Financial Report
 2. Organizational Chart
 3. Charity Registration Number (not-for-profit bidders) and certification they have timely filed.
 4. IRS Correspondence indicating applicant’s tax-exempt status (if applicable)
 5. Current Listing of Board of Directors
 6. Certificate of Incorporation
 7. Copy of Insurance Certificate
 8. Staff Job Descriptions and Resumes
- Appendix F** Names, positions and organizational affiliations of advisory committee members.
- Appendix G** List of three (3) references including names and phone numbers of person having direct knowledge of bidder’s performance. Each reference should indicate a description of the work performed for the reference organization.

Program Narrative

Maximum fifteen (15) page, single-sided, double-spaced program narrative. The program narrative must also include a separate response to each section specified below and should identify each response by the corresponding heading in the RFP.

The following Attachments are provided for informational purposes:

- Attachment V** Minimum Requirements (proposals must meet these program standards)

Attachment VI Contract template

1. Organizational Information

Include in this section the philosophy, experience and qualifications of the organization.

- Describe the organization's experience and/or capabilities in operating childcare programs and your understanding of the needs of children and families in crises. Include experience that speaks to the organization's ability to conduct the ongoing operation of the children's center program in the required county and the organization's ability to supervise staff working in host settings.
- Describe the organizations experience or ability in operating referral or other community based programs as well as any drop-in programs. Include your agencies knowledge of, or its capacity to gain knowledge of, local, state, and federal service programs and entitlements that would be of benefit to the specific population of the Children's Center.
- Describe your experience and success in raising funds and other resources, and how your fund-raising dollars are disbursed.
- Provide an organizational chart, certificate of incorporation, charity registration number (if applicable) and list of board of directors.

2. Program Description

All programs must comply with the **Minimum Requirements** set forth in **Attachment V**.

A. Childcare component:

Describe the philosophy of, and the specific childcare services to be implemented. Also, include a detailed outreach plan including strategies to increase community and court awareness of the program in order to maximize usage of the Children's Center (e.g., events held at the Children's Center, articles featuring the Children's Center).

B. Services connection component:

Describe the philosophy of the manner in which the services connections portion of the program will be implemented. Include a list of services and entitlement programs for which up-to-date information will be displayed in the center and the means by which children and families will be referred/enrolled. Describe how staff knowledge of such programs will be expanded.

C. Start-up:

Provide a detailed start-up plan including benchmarks ensuring operations beginning January 01, 2008.

3. Staffing

Provide a staffing plan for the children's center. Include provisions for paid employees and volunteers and a detailed plan describing the daily and ongoing supervision of the center. Also, discuss the personnel procedures to be instituted to meet the minimum staffing requirements and plans for existing staff and volunteers. Provide the resumes of staff, if available, otherwise provide detailed job descriptions. Provide details on plans to recruit, train and retain volunteers.

4. Facility

Describe the location of the children's center, the basis for selecting the site, its relation to the court(s) to be served and its accessibility to the public. Also, provide a sketch location plan indicating the shape and size of the room and its access points and identify the areas immediately surrounding the children's center. Describe the interior layout of the children's center, if available. Indicate the location of toilet facilities and changing tables to be used for children in the children's center and, if outside the facility describe their relation to the children's center. If the center is planned for space that has been renovated, describe the renovation and the date when it was completed.

Facility Inspection:

With respect to conducting an analysis of proposals received, **proposer's** facility shall be available for inspection. Subsequent to the award, **contractor's** facility shall be subject to periodic inspection.

5. References

In this section, list three (3) references for the organization, which should include references in which the agency provided child care. The list should state each reference's name, address, telephone number, and a description of the work performed for the reference organization and the name of a contact person.

Budget:

The budget should cover the contract period **January 01, 2008 - March 31, 2008**. Funding requests must be submitted on the worksheets and budget summary forms in Appendix C. The budget requests must include a brief narrative.

2. A minimum 20% programmatic match of the total budget is required. For example, a combined UCS and agency budget of \$100,000 requires an agency match of \$20,000 in programmatic categories such as personnel, supplies and snack. While occupancy and indirect costs are valid matching expenditures and should be included in the budget, they will not be counted toward the required 20% programmatic match. All categories **do not** require a match. Where a match is being provided however, indicate such match in the appropriate line item on the attached budget forms. The match may be in the form of in-kind services, cash donations, and local funding or other grants. Indicate the source of these funds in Appendix C.

Awarded contracts:

This request for proposal (RFP), bidder's proposal and required appendices shall serve as the basis of a contract with the UCS. Such proposed agreements are subject to the review and approval of the offices of the New York State Attorney General and Comptroller.

The applicant may be required to submit a clarified program description and budget and may also be asked to address specific questions or recommendations of the UCS evaluation committee before contract award.

Compliance with laws:

Contractors shall be compliant with all applicable federal, state and local laws, rules and regulations including, but not limited to the Americans with Disabilities Act.

Insurance requirements:

Bidders must submit proof of the following comprehensive & general liability insurance coverage (a certificate of coverage is acceptable):

- A. Minimum \$1,000,000 for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate.
- B. \$1,000,000 per occurrence of professional liability insurance for all staff involved with delivery of any and all services in the Children's Centers.

Such insurance shall be maintained and kept current throughout the contract period, or any extension thereof and shall be at no cost to the UCS. Proof of insurance must be provided to UCS within 30 days of the expiration date of current insurance certificate throughout the contract periods, extensions and/or renewals.

Data collection:

Contractors shall be responsible for implementing and maintaining a data collection

system for the Children's Centers pursuant to UCS instructions (details specified at time of awards). Such information shall be made available to UCS and the Office of ADR/CIP, or designees, on a regular basis in a reporting format required by UCS.

Confidentiality:

Proposer acknowledges that any and all information, records, files, documents or reports contained in any media format accessible to the proposer, employees, servants, contractors, agents or volunteers (hereafter Agents) by the court, or which may be otherwise encountered by Agents shall be considered extremely confidential and shall be handled accordingly at all times. Neither the proposer, nor any of its Agents shall at any time be permitted to utilize such confidential information for the any purpose outside the scope of any resulting agreement without the express prior written authorization of the UCS. Any breach of this confidentiality by the proposer or any of its Agents may result in the immediate termination of the contract and may subject the proposer to further legal penalties.