

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID—**

(This is not an order)  
**BID MUST BE MADE ON THIS SHEET  
 OR AS OTHERWISE SPECIFIED**

Frank A. Tropea  
 The Civil Court of the City of New York  
 111 Centre Street, Room 475  
 New York, NY 10013

(Agency Name and Address)

Direct Inquiries to: Frank A. Tropea  
 Telephone No.: 646-386-5751  
 Email: FATROPEA@courts.state.ny.us

<b>Bid Number:</b> <b>RFP#: NYCC/1-2009</b> <b>Issue Date: 06/16/09</b>	<b>Commodity Group:</b>
<b>Opening Date: July 21, 2009</b> <b>Time: 3:00 PM</b>	<b>Commodity Name:</b> <b>Housing Part Services Program</b>

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

Per attached RFB/RFP Specifications

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required                  (include quantities)</p> <p><b><u>UCS ATTACHMENT I, III, and IV ATTACHED &amp; INCORPORATED HEREIN.</u></b></p>	<p>Bidder's Quotation and Specific Description                  of Item Offered</p> <p><b>ALL BID RESPONSES MUST BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</b></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**

**All of the following documents and information must be fully executed and returned as specified. Failure to include any of the required documents or information may result in rejection of the bidder's proposal:**

1. UCS Request for Bid Form with original blue ink signature.
2. Non-Collusive Bidding Certificate with original blue ink signature - Attachment I, p.3.
3. Corporate Acknowledgment with original blue ink signature - Attachment I, p.4.
4. Vendor Responsibility Questionnaire - Attachment III.
5. Disclosure of Prior Non-Responsibility Determination (UCS 420), Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423), pursuant to the Procurement Lobbying Act - Attachment IV, 7 pages.
6. Organizational chart.
7. List of at least five (5) references (names, contacts, addresses, phone numbers, and email addresses).
8. Certificates of insurance.
9. Description of bidder's facilities, operational history, statement of policies, goals and objectives.
10. Line-Item Budget. (See "Pricing" on Page 8)
11. Description of bidder's current and ongoing experience in providing the full range of services contained in this RFP/RFB's specifications. (See "Detailed Specifications" on Page 10)
12. Bid Sheet. (See Page 13)
13. Bidder's full and complete original bid response with original blue ink signature.
14. Three (3) additional complete copies of the original bid response, including all the above.

**Note: All documents requiring original blue ink signature must bear the signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to required documents.**

**\*\*\* GENERAL SPECIFICATIONS \*\*\***

**I. The RFB/RFP Process**

**Note to Bidders**

1. Attachment I - Standard Request for Bid Clauses & Forms, Attachment IV- Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the **NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act**, which must be downloaded or printed from the UCS Contract & Procurement website under “Addenda” for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor’s responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor’s legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [helpdesk@osc.state.ny.us](mailto:helpdesk@osc.state.ny.us). Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to circle the appropriate answer on the Document Enclosure Checklist. Bidders’ authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online.

**Online RFB/RFP Package - Disclaimer**

Bidders accessing any Unified Court System/Office of Court Administration (hereafter “UCS/OCA”) solicitations and related documents from the New York State UCS website [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under “Current Solicitations” 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.

**Pre-Bid Conference**

A pre-bid conference will be held on **Tuesday, July 7, 2009 at 10AM in the 8<sup>th</sup> Floor Boardroom at 111 Centre Street, New York, N.Y. 10013**. Bidders are strongly encouraged to attend and should notify Frank Tropea of their planned attendance.

**Questions**

Questions may be addressed **in writing** only, by e-mail or by fax, to:

**Frank A. Tropea**  
**EMAIL: fatropea@courts.state.ny.us**  
**FAX: 212-374-5709**

The **deadline** to submit questions is **Friday, July 3, 2009 at 5:00 pm**. No questions will be entertained after this deadline. All questions will be answered individually in writing and a Questions & Answers (Q&A) with all the questions received and their answers will be distributed at the pre-bid conference. A revised Q&A reflecting all questions submitted and new questions and answers handled at the pre-bid conference will be posted on the UCS website a couple of days after the pre-bid conference.

**IMPORTANT:** All communications and questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

**Bid Response/Proposal - Original and Copies**

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (circle the appropriate answer for paper questionnaire or online submission in Documents Enclosure Checklist); Attachment IV - Disclosure of Prior Non-Responsibility Determinations (UCS 420) Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423), and any other required documentation, brochures, samples, etc. listed on the Document Enclosure Checklist. In addition to their original blue ink signature bid response, bidders must include three (3) copies of their bid response.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

**Binding Nature of Bid/Proposal on Bidders**

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter "OCA") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

**Packaging, Identifying and Delivering of Bids/Proposals**

Bidders may **not** submit their bid/proposal responses online.  
All bid/proposal submissions must be securely contained in a **sealed package or carton** and **clearly labeled** on two sides as follows:

**Deliver immediately to Frank A. Tropea, Room 475  
Sealed bid - Do not open  
Due Tuesday, July 21, 2009 at 3:00 PM**

Bids/Proposals must be **clearly addressed and submitted to:**

**Frank A. Tropea  
111 Centre Street, Room 475  
New York, NY 10013**

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by **Tuesday, July 21, 2009 at 3:00 pm** at the latest or bids will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

**No-Bids**

Bidders are requested to send a no-bid letter, Attn: Frank A. Tropea , at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: **RFP-# NYCC/1-2009**.

**Rejected and Unacceptable Bids/Proposals**

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

## **References**

Each bidder must provide at least five (5) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar products/services at any time during the past three (3) years.

## **Estimated Quantities**

Any quantity specified in this RFB/RFP constitutes an **estimate only** and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an **estimated quantity term contract**.

## **Changes**

Under no circumstances should the awarded contractor act on any verbal communications of judicial and non-judicial personnel. Any and all communications must be in writing. The awarded contractor assumes all risks in acting otherwise.

## **Insurance**

Bidder must include with its response a certificate of general liability insurance coverage in the minimum amount of \$1,000,000 for each occurrence. A copy of the Certificate of Insurance issued by bidder's carrier will be sufficient proof. This insurance coverage must be provided at no cost to the UCS and must remain in force throughout the period a contractual agreement exists with UCS.

## **Independent Contractor Status**

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

## **Compliance with Laws**

Awarded contractor must be compliant with all applicable federal, state and local laws, rules and regulations prior to and during the provision of all services under the contract resulting from this RFB/RFP.

**Financial Stability**

Upon request by OCA, each bidder shall provide a copy of its financial filings as audited by a certified auditing firm for the past three consecutive years, as well as copies of the bidder's last three (3) annual reports.

**Termination**

If awarded bidder fails to fulfill any term of the contract, OCA shall have the right to terminate said contract, except that OCA shall allow awarded bidder a period of thirty (30) days to rectify the problem(s), after which OCA will notify contractor in writing of contract termination should problem(s) not be rectified to OCA's satisfaction or performance deemed unsatisfactory. Termination for non performance may subject contractor to further penalties.

## **II. RFP # NYCC/1-2009**

### **Purpose and Scope**

The New York State Office of Court Administration (hereafter “OCA”), on behalf of the Civil Court of the City of New York (hereafter “Civil Court”), is soliciting sealed proposals for the provision of the Housing Part Services Program (hereafter “Program”), pursuant to which services, as described herein, will be provided for self-represented tenants and owners of the Housing Part of the Civil Court of the City of New York (hereafter “Housing Part”).

### **Term of Award**

A single estimated quantity term contract will be awarded for an initial term of three (3) years effective on or about **October 1, 2009**. The UCS reserves the right to renew the contract for two (2) additional one-year (1) periods upon the same terms and conditions, except rates. Both the initial contract and any renewal(s) shall be subject to approval by the Office of the New York State Comptroller (hereafter “OSC”)

### **Eligibility and Qualifications of Bidders**

UCS will consider proposals submitted by public organizations, public agencies, and not-for profit organizations, each of which must demonstrate a minimum of 5 years experience in the provision of similar services

The Contractor will also provide an administrator/coordinator, the “Project Manager,” who will be responsible for the overall operation and coordination of the program and will act as liaison to the UCS. In addition, the Contractor shall provide at least four Supervising Coordinators.

Bidder shall provide an organizational chart identifying the names and titles of the Project Manager, Supervising Coordinators and staff members who will be responsible for performing services described herein. The Project Manager’s business address, phone and fax numbers, as well as e-mail address, should be provided.

Bidder, in its proposal, shall document its current and ongoing experience in providing the full range of services contained in this RFP/RFB’s specifications, or its proposal may be rejected.

### **Method of Award**

Prospective bidders must, at minimum, be able to provide all the basic Program services as outlined in the Detailed Specification section of this RFP.

A single contract will be awarded to the single bidder achieving the highest percentage total based upon all the criteria set forth below and deemed to be responsible. “Responsible” is determined by compliance with these specifications, references, past performance history, financial stability and any other criteria necessary and reasonable to establish bidder’s responsibility. The Civil Court shall establish an evaluation committee to review all proposals received in a timely manner pursuant to the following criteria and assigned maximum weights:

Percentages	Award Selection Criteria
1. 20%	<p><b>Cost: Lowest dollar cost for the initial three-year term of the contract. See “Pricing” and the Bid Sheet.</b></p> <p>Points to be awarded per formula: Lowest dollar cost = 20%. Second lowest cost = lowest \$cost divided by second lowest \$cost multiplied by maximum points.            Example: lowest cost = \$100, 2<sup>nd</sup> lowest cost = \$125  <math>100: 125 = 0.8 \quad 0.8 \times 20 = 16\%</math></p>
2. 55%	<p><b>Experience and Background</b></p> <p>a) 20% Experience providing services to self-represented tenants including but not limited to training seminars, workshops, materials, website assistance and direct services.</p> <p>b) 20% Experience providing services to self-represented owners including but not limited to training seminars, workshops, materials, website assistance and direct services.</p> <p>c) 5% Experience with courtroom procedure, working with Judges, Court Attorneys and support staff in relation to assisting self-represented litigants, and with the resolution of Housing Part cases.</p> <p>d) 5% Experience with the nature of Housing Part proceedings, the City’s Housing Maintenance Code, court forms, court procedures and court rules and familiarity with Housing Part resources and programs such as the Guardian Ad Litem Program, the Volunteer Lawyers Program, the Resource Centers, the Non-Payment Interactive and Non-Payment Petition computer programs, etc.</p> <p>e) 5% Ability to deliver services in a fair and impartial, content-neutral manner, and to mitigate any potential appearance of impropriety, bias or conflict of interest; ability to adhere to bid requirements regarding confidential information disclosed to Housing Assistants in the course of providing services.</p>
3. 5%	<p><b>Additional Program Services</b></p>
	<p>a) 5% Familiarity and experience in dealing with governmental agencies and resources such as DHCR, HRA, FEMA, Bar Associations, etc.</p>
4. 10%	<p><b>Professional Staffing and Affiliates</b></p>
	<p>a) 5% Project Manager’s proposed services.            b) 3% Tenure, qualifications and experience of staff, managers and board of directors, if one exists.            c) 2% Overall financial resources.</p>
5. 10%	<p><b>Staffing Levels</b></p>
	<p>a) 10% Number of Housing Part Assistants and service hours to be provided.</p>
100%	

## **Pricing**

Bidder shall quote its price on a per Housing Part Assistant (HPA) hour basis. Total price will be computed as follows: Rate per HPA hour X estimated total number of HPA hours per year X 3 years = Estimated Total Cost for initial three-year term of the contract.

In case of bidder's miscalculation the rate per hour will prevail. No travel or other charges will be allowed. **Pricing shall be fixed for the initial three-year term of the contract.**

Submitting agencies should include a Line-Item budget with their proposal. If the budget contains additional funding from other sources, indicate the source of such funding, how the funding will be obtained and the services and expenses that will be supported by such funding. If you have access to outside or in-kind supplemental funding (i.e., in the form of federal, state or local grants, matching funds, or private foundation gifts), and/or you believe this project will engender such funding relationships, and you wish to use such funding to offset the total program cost to UCS, please include a description of the funding source(s) and how the project expenses will be offset by the outside or in-kind funding source(s).

## **Price Increases**

The OCA/Civil Court will only consider for approval labor cost increases necessary to comply with the NYS Department Schedule of Prevailing Wages for each of the two (2) one-year renewal periods. The awarded contractor shall submit its request for a price increase in writing with all supporting documentation to the OCA/Civil Court no later than sixty (45) days prior to the expiration of the contract's initial term and/or the first renewal period.

## **Subcontracting**

No subcontracting shall be allowed.

## **Confidentiality**

Given the personal nature of the interaction of self-represented tenants and owners who use the services provided by the Program, the awarded contractor, its employees, subcontractors and affiliates and all other persons who may provide services on behalf of the awarded contractor pursuant to the awarded contract, prospective bidders are hereby advised that any and all information, records, files, documents or reports generated by, or contained in, any media format, e.g. print or electronic or otherwise, that is provided to the awarded contractor, its employees, subcontractors or affiliates by a self-represented tenant or owner or by any entity of UCS, or that is otherwise obtained by the awarded contractor, its employees, subcontractors or affiliates in the performance of the awarded contractor's contractual duties, must be considered confidential and must be treated and maintained accordingly at all times.

Neither the awarded contractor or any of its employees, subcontractors or affiliates shall at anytime be permitted to utilize any such confidential information for any purpose outside the scope of awarded contract without the prior express written authorization of OCA/Civil Court. The awarded contractor shall be responsible for educating and monitoring its employees, subcontractors, affiliates and all other persons providing services on behalf of the awarded contractor pursuant to the awarded contract, concerning these

confidentiality requirements. Any breach of these confidentiality requirements may result in the immediate termination of the awarded contract and may also subject the awarded contractor, its employees, subcontractors and affiliates to further penalties. Further, any and all data developed by the awarded contractor, its employees, subcontractors or affiliates or any other person or entity acting on the awarded contractor's behalf, remains the sole property of the UCS. Accordingly, the awarded contractor may not make any use of such information and data without the prior express, written authorization of UCS.

### **Method of Payment**

The awarded contractor shall be paid on a quarterly basis in arrears upon submission of an accurate billing of contractually-covered services rendered in the period in question. The format for billing shall be mutually agreed upon by the awarded contractor and UCS and must be acceptable to OSC. All valid payments due contractor shall be processed by the appropriate UCS office in the ordinary course of state business.

### **Termination**

If awarded bidder fails to fulfill any term of the contract, OCA shall have the right to terminate said contract, except that OCA shall allow awarded bidder a period of thirty (30) days to rectify the problem(s), after which OCA will notify contractor in writing of contract termination should problem(s) not be rectified to OCA's satisfaction or performance deemed unsatisfactory. Termination for non performance may subject contractor to further penalties.

Except as otherwise provided herein, in the event of the termination of the contract, the UCS shall be obligated only for the services rendered up to and including the effective date of termination. In addition, except where otherwise authorized by UCS, the awarded contractor shall assist no self-represented tenants or owners on the date it is notified that the agreement will be terminated.

**\*\*\* DETAILED SPECIFICATIONS \*\*\***

**Introduction**

The Housing Part exists in each county of New York City and was established in 1973 to enforce state and local laws regulating housing maintenance standards in New York City. As such, lawsuits to collect rent, evict people or enforce state and local laws regarding housing conditions are brought in Housing Court. The Housing Court handles only residential landlord and tenant cases. Evening sessions are provided for tenants and owners who cannot access the court during the day. Commercial landlord and tenant cases and actions of Ejectment (for the recovery of real property) are handled on the civil side of the Civil Court. There are 50 Housing Judges appointed to serve in the court.

**Caseload Volume**

The Program will be available to all self-represented tenants and owners of the Housing Part. This self-represented group represents more than 90% of all Housing Part respondents. The following table provides the 2008 caseload statistics, city wide, about Housing Part activity broken down by county:

<b>County</b>	<b>Notices of Petition Filed</b>	<b>Added to Calendar</b>	<b>Motions / OSCs Filed</b>	<b>HPs - First Papers Filed</b>
<b>Bronx</b>	82848	55693	89763	4182
<b>Kings</b>	79063	42156	51574	4360
<b>New York</b>	67435	30145	40883	2068
<b>Queens</b>	48232	22180	25077	1440
<b>Richmond</b>	6616	3511	4582	178
<b>Harlem</b>	6792	3416	3901	193
<b>TOTALS</b>	<b>290,986</b>	<b>157,101</b>	<b>215,780</b>	<b>12,421</b>

This table is provided to give bidders an estimate of the caseload volume per county: Please note that volume vary from year to year and county to county. The UCS does not guarantee any specific volume. Please see “Estimated Quantities.”

\* Continued on next page \*

## **Program Services**

More than 90% of Housing Part respondents are self-represented . There is a growing number of self-represented owners. The Contractor shall participate in the Housing Part Services Program to facilitate the maintenance of the housing stock and to assist in ensuring a fair resolution of housing cases of self-represented tenants and owners by assigning at least nineteen (19) Housing Part Assistants to UCS during each day that the Civil Court is in session with the exception of the Court's extended hours of operation (evening sessions). These Housing Part Assistants shall be assigned as follows:

One (1) Housing Part Assistant who shall serve as Administrator/Coordinator (also known as the **Project Manger**).

At least twelve (12) Housing Part Assistants assigned to assist litigants during hallway negotiations and settlement conferences. Four of these Housing Part Assistants shall also serve as **Supervising Coordinators** and shall each be assigned to either Kings, New York, Queens and Bronx Housing court.

Six (6) Housing Part Assistants to staff the Information Tables and provide support for the Interactive Assistance Computer Programs.

Housing Part Assistants shall be required to provide the services described herein for four (4) hours each day. All services must be performed in a fair, impartial and content-neutral manner, avoiding the appearance of impropriety, bias or conflicts of interest.

The Program's services must be available during times when the Civil Court is in session (except evening sessions). All the services offered by the Program will be available to all self-represented tenants and owners of the Housing Part. Services shall be provided to each Housing Part, city-wide. These include the counties of New York, the Bronx, Kings, Queens and Richmond.

The Housing Part Assistants will, under the direction of the Deputy Chief Administrative Judge of the City of New York, accompany self-represented tenants and owners during hallway negotiations and settlement conferences to encourage them to present their claims and defenses.

Housing Part Assistants will also encourage self-represented tenants and owners to talk about the settlement of their cases before a court attorney or judge where there are problems in negotiations and to inform self-represented tenants and owners about possible places where they can obtain assistance with their housing cases.

## **Information Tables and Interactive Program Assistance**

The Contractor shall operate Information Tables in each Housing Part, city-wide. These tables shall be in operation while Civil Court is in session (except evening sessions) between the hours of 9:30AM to 1:30PM and provide information and referral services to both self-represented tenants and owners in Housing Part proceedings on such topics as court procedures, explanation of legal documents, and enforcement of legal rights. Any materials distributed must first be approved by the Deputy Chief Administrative Judge of the City of New York. The table staff shall also assist both self-represented tenants and owners with filling out answers, orders to show cause and non-payment petitions, using the Non-payment Interactive Computer Program, the Order to Show Cause Computer Program, and the Non-payment Petition Computer Program in

locations where the facilities allow such assistance. A maximum of one person per table at each site (6 sites) shall be funded through this proposal.

### **Training**

All Housing Part Assistants shall attend and participate in UCS-sponsored training and other training pursuant to guidelines established and as deemed appropriate by the Deputy Chief Administrative Judge of the City of New York. Housing Part Assistants who attend such training will be paid at the hourly rate established through this bid, and such hours shall be deducted from the established program budget.

**BID SHEET**

**Rate per HPA hour X Estimated total number of hours X 3 years = Total Cost for  
Per Year Initial 3 Years**

**\$ \_\_\_\_\_/HPA hr X \_\_\_\_\_ hours per year X 3 years = \$ \_\_\_\_\_**

**Company Name:** \_\_\_\_\_

**Authorized Officer's Name and Title:**

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

HPA = Housing Part Assistant