

OCA-DPCS-002 Communication and Monitoring Software and Smartphones

Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the Communication and Monitoring Software and Smartphones Request for Bid (RFB) issued on July 3, 2024.

Below are the responses to the questions UCS received in connection with this RFB.

Question #1:

Based on the RFP I think this could be a great project for my organization. However, this entity was only formed this year which would exclude us based on the minimum requirements. I am wondering how stringent these requirements are and if there is a way for us to still compete. Please let me know what you think.

UCS Response:

At this time, UCS is only seeking proposals from organizations who meet the minimum qualifications and requirements as provided in the RFB.

Question #2:

My leadership has sent over your invitation for the RFP due later this month. We are curious if you will be accepting alternative proposals for services to accomplish the results you desire?

UCS Response:

It is acceptable for a vendor to submit multiple alternative bids that meet and are responsive to the RFB requirements. In submitting multiple bids, the vendor should be clear on its intentions that they are proposing alternative bids for UCS's consideration. However, please note that only bids that meet the specifications of this RFB will be accepted.

Question #3:

(Vendor Name) is interested in responding to your solicitation RFB# OCA-DPCS-002. We are carefully reviewing the documents and verifying requirements for registrations, etc. However, we would like to preliminarily ask if the State will consider an extension to the due date for the following reasons:

- Industry standard shipping is 2-day shipping to ensure timely delivery, but even overnight offers a risk of the State not receiving viable bids on time.

- Acceptance of initial questions ends on a Friday; thus, responses will likely not be posted via addendum until the following Monday.
- Acceptance of follow up questions ends on a Friday, which very likely means that that addendum will not be posted until the following Monday at best.
- Proofing, editing, finalizing a proposal is a process that requires more than one day.
- Printing, production, and the shipping process also require a day or two, at best.
- Vendors will not have time to assess their submission and vet the Q&A properly to adequately adjust any outstanding items that are pending the State's response.

We want to be able to offer the most applicable products and submit a comprehensive, well priced, and competitive submission, that fully meets the State's needs and worthy of the State's consideration. We respectfully ask that the State allow a 2-week extension, after all questions have been answered and the final addendum is posted.

UCS Response:

After consideration, UCS is extending the due date for this RFB to Thursday, August 8, 2024, at 3:00PM. An amendment with the revised due date will be posted following the issuance of this Q&A document.

Question #4:

The Document Enclosure Checklist includes " UCS Request for Bid/Proposal Form (rfb1.frm) and complete bid response with original signature." We do not see this form included in the packet. Can you please provide the form or direct us to the location where we can get it?

UCS Response:

UCS has amended the RFB to include the UCS Request for Bid/Proposal Form (rfb1.frm). This form is now included on page 1 of the RFB and is appended to this Q&A document.

Question #5:

The Document Enclosure Checklist indicates that " Attachment I - Standard Request for Bid Clauses & Forms p.3 - Non-Collusive Bidding Certificate and p.4 – Acknowledgment of Individual or Corporation" need to be included in the proposal. Attachment I contains several additional items on pages 5-10 (relating to recycled paper and products). Do these pages need to be completed and signed as well, or just returned without being completed?

UCS Response:

The Document Enclosure Checklist indicates that bidders only need to complete and submit pages 3 and 4 of Attachment I. Page 3 being 'Non-Collusive Bidding Certificate' and page 4 being 'Acknowledgment of Individual or Corporation'. You do not need to complete or submit any other pages in Attachment I.

Question #6:

The Document Enclosure Checklist lists 2 separate "Narrative Descriptions", but page 7 shows one combined narrative in the list of required documents that must be included in the bid response. Can these 2 sections be combined?

UCS Response:

Yes, these two sections can be combined.

Question #7:

Will the State consider a 2-week extension, dated for after all questions have been answered and the final addendum is posted?

UCS Response:

Yes, UCS has extended the due date for this procurement opportunity to August 8, 2024 at 3:00PM, as seen in Amendment # 1 to this RFB and attached to this Q&A document.

Question #8:

Regarding the Document Checklist reference to the "UCS Request for Bid/Proposal Form (rfb1.frm) and complete bid response with original signature." : Will the State please clarify exactly which form is the UCS Request for Bid/Proposal Form?

OCA-DPCS-002	BID DUE DATE: July 25, 2024
Communication and Monitoring Software and Smartphones	BID DUE TIME: 3:00PM
DOCUMENT ENCLOSURE CHECKLIST (2 pages)	
The following items must be fully completed and executed (where applicable), and included in bidder's response. <i>Failure to do so may disqualify bidder's response:</i>	
<input type="checkbox"/> Pricing Sheet: Exhibit A/Pricing Sheet	
<input type="checkbox"/> UCS Request for Bid/Proposal Form (rfb1.frm) and complete bid response with original signature	
<input type="checkbox"/> Attachment I - Standard Request for Bid Clauses & Forms	
<input type="checkbox"/> p.3 - Non-Collusive Bidding Certificate	
<input type="checkbox"/> p.4 - Acknowledgment of Individual or Corporation	

UCS Response:

The "UCS Request for Bid/Proposal Form (rfb1.frm)" has been added to the first page of the RFB. UCS has also appended it to this Q&A document.

Question #9:

Please confirm that the following Attachment I forms are NOT required as part of the submission.

- a. Bidders Certification of Work Form (for Printing)
- b. Manufacturer's Affidavit of Recycled Content
- c. Bidder's Certification of Recycled Products

UCS Response:

The Bidders Certification of Work Form (for Printing), Manufacturer's Affidavit of Recycled Content, and Bidder's Certification of Recycled Products are NOT required as part of the submission.

Question #10:

Regarding Attachment IV Disclosure (420) and Affirmation (421): The document states that "Please send the 2 ORIGINAL FORMS (3-pages total) to the UCS-designated person below:" However, there is no UCS designated person noted. Please confirm that forms 420 and 421 only need to be submitted with the proposal response.

UCS Response:

Attachment IV Disclosure 420 and Affirmation 421 are to be submitted to the designated bid contact, Jillian Halse, at jhalse@nycourts.gov **WITH** the bid response.

Question #11:

Regarding the Insurance Requirements section, #2 (page 17): Will the State accept claims-made coverage if the vendor commits to purchasing add-on insurance that protects against claims reported after the policy ends, for a period of three years following termination of the contract?

UCS Response:

UCS declines this request.

Question #12:

Regarding the web-based communication and monitoring software solution section, #2 (page 21): Is the State looking for the vendor to provide mobile phones to be able to download

relevant web-based clinical interventions and support applications, or is this requirement asking for a vendor's software solutions to be integrated through API?

UCS Response:

UCS is soliciting sealed bids for a smartphone-based communication system to help the court and our treatment partners interact with participants and utilize support services. The bid should include both the smartphone itself and the communication software.

Question #13:

To allocate enough time to create a compelling RFB bid, would NY Courts consider extending the proposal submission deadline?

UCS Response:

Yes, UCS has extended the due date to August 8, 2024 at 3:00PM.

Question #14:

Does NY courts have a budget?

UCS Response:

UCS is not indicating a budgeted dollar amount pursuant to this opportunity. This is a Request for Bids. The contract will be awarded to the lowest dollar cost, responsible bidder determined to be in compliance with this RFB and specifications.

Question #15:

Quick question about the RFP on page 21-Material Product Specifications. Section A, point 11 mentions all participant data must be stored and transmitted on a HIPAA compliant platform. My question is: HIPAA infers there will be health care related data on the platform. Given that, can you help me understand what health care related information should be collected and stored by the system?

UCS Response:

The RFB is pursuant to opioid intervention courts data information and may relate to opioid court participants' treatment plan.

Question #16:

If the supervision system is not required to collect any HIPAA data, is an alternative certification of protection for PII data acceptable? (SOC2, ISO, etc)?

UCS Response:

The UCS expects that this will involve the transfer of confidential information, but the information therein is not necessarily HIPAA protected. As such, an alternative certification of protection for PII data would be acceptable.

Question #17:

Can the New York State Unified Court System clarify where the pricing sheet should be in the RFB packet?

UCS Response:

The pricing sheet is a separate attachment, Exhibit A. It can be found on UCS' current solicitations webpage: <https://ww2.nycourts.gov/admin/bids/currentsolicitations.shtml> OR on the NYS Contract Reporter Website.

Question #18:

Should the pricing sheet be separate, in a separate envelope, or included in the full proposal?

UCS Response:

The pricing sheet (Exhibit A) should be submitted with the full proposal.

Question #19:

If it should be included in the full proposal, can you confirm whether it should be at the beginning or end of the proposal?

UCS Response:

UCS is not particular about whether the Exhibit A Pricing Sheet is included at the beginning or end of the bid submission, so long as it is included in the bid submission.

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

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

NYS Unified Court System
 Division of Professional & Court Services
 Contracts & Procurement Unit
 2500 Pond View, Suite 104
 Castleton-on-Hudson, NY 12033

Direct Inquiries to: Jillian Halse
 E-mail: jhalse@nycourts.gov

Price to include delivery to (describe exact location and method of delivery) All prices to be net and inclusive of all services specified herein unless otherwise specified.

Bid Number: OCA-DPCS-002	Communication and Monitoring Software and Smartphones
Opening Date: 8/8/2024 Time: 3:00 PM	
Issue Date: 7/3/2024	

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (APRIL 2016) ARE FULLY INCORPORATED HEREIN.

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

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:	
		NYS Vendor ID Number:	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number E-mail:	