

OCA-DPCS-038 Statewide Children's Center Program

Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the Statewide Children's Center Program Request for Proposal (RFP) issued on December 12, 2024.

Below are the responses to the questions UCS received in connection with this RFP for the Final Q&A. Final questions were due January 10, 2025.

Question #1:

The budget template worksheet does not have a supervisor line. Can that be included into the template? The supervisory structure is a requirement reflected in Narrative a. and will be a part of the program.

UCS Response:

UCS issued Amendment # 2 to address this concern. There are now blank fields on the budget template worksheet for bidders to enter Personnel titles that are not listed and corresponding salary amounts.

Question #2:

Will funding for subsequent years for the remaining contract periods thereafter (i.e. 7/1/2026-6/30/2027, 7/1/2027-6/30/2028, 7/1/2028-6/30/2029, 7/1/2029 – 6/30/2030) remain at \$179,200 or will there be increases each subsequent contract year?

UCS Response:

Funding beyond the current fiscal year is subject to appropriation, however, UCS is hopeful that cost-of-living adjustments will be included for the subsequent years.

Question #3:

The Excel Budget Template Worksheet lists specific staff positions (e.g. Fulltime Childcare Coordinator). If our full-time staff positions have different titles, should we change the lines on the template to reflect the actual titles? Can lines be added if needed?

UCS Response:

Please see the response to Question # 1.

Question #4:

Is there a limit on indirect or administrative costs?

UCS Response:

The Unified Court System (UCS) treats indirect costs at or below 15% of modified direct costs as de minimis. Unless the proposer submits documentation of an approved, federally negotiated indirect cost rate, 15% indirect costs will be the maximum allowable rate.

Question #5:

The Budget Template does not have personnel lines for anyone other than Childcare staff. There are other staff that need to be included in this project, where & how should we reflect these staff? (i.e. Supervisor/Director)

UCS Response:

Please see the response to Question # 1.

Question #6:

For the Children's Center site, if a new agency is awarded, will they inherit the existing supplies, furniture, and equipment already at the site?

UCS Response:

The furniture, and equipment at the site which were purchased with UCS funds are owned by UCS, therefore, those items would remain in the children's center for use by an Awarded Contractor or will be replaced by UCS.

Question #7:

Our Children's Center was initially established and approved with 203.83 square feet and a max of 5 children. Since we do not exactly fit the 7 children's maximum requirements, will our program be closed? How do I make sure that this information is correctly stated on our application?

UCS Response:

A minimum of 35 square feet of open activity space (after subtracting for furniture) per child is required. Addition and subtraction of furnishings impacts Maximum Capacity. Maximum Capacity is periodically calculated and adjusted if necessary.

Question #8:

The budget template worksheet only has 2 lines for "Fulltime Child Care Coordinator" but my staffing plan also includes a fulltime program manager as described in my narrative, but I cannot add a different title in either of the next two additional personnel lines. Can I put her salary in one of the "if applicable" lines with an explanation in the narrative?

UCS Response:

Please see the response to Question # 1.

Question #9:

I know the expectation is to begin this contract on July 1, 2025, but is there an anticipated announcement date?

UCS Response:

UCS anticipates award notifications to be sent out sometime in March 2025.

Question #10:

Does SCCP require an OCFS 600 packet to be completed in full including the SCR, SEL, and criminal conviction statement for staff to be employed at courts. Or is there a security process within the court offices for personnel?

UCS Response:

UCS Children's Centers are not licensed by the NYS Office of Children and Family Services (OCFS), however, Providers must comply with the Operational Standards included in the RFP which outline the clearance and other requirements for staff and volunteers.

Question #11:

Does the Organization Chart, list of Board of Directors, Certificate of Incorporation, and Insurance Certificate count to the page count of proposal?

UCS Response:

No.

Question #12:

On the Proposal Cover Sheet, it asks for Total Funding Requested. Is that amount the total for the Initial 12-month Budget Period available in Exhibit 8?

UCS Response:

Yes.

Question #13:

I would like to request the square footage of the Ulster County Family Court Children's Center.

UCS Response:

Approximately 570 square feet.

Question #14:

On page 6 Minimum Qualifications, the RFP states: "UCS will consider proposals submitted by public organizations and nonprofit organizations." Are you considering only government agencies and non-profits, or may for-profit organizations be considered?

UCS Response:

For profit organizations are not permitted to apply.

Question #15:

Are the centers required to be licensed by the Division of Child Care Services, or are they exempt?

UCS Response:

UCS Children's Centers are not licensed by the NYS Office of Children and Family Services (OCFS).

Question #16:

Should there be a need for "renovation" or site refresh, is that expense borne by UCS, or the Awarded Contractor?

UCS Response:

Renovation expenses would be borne by the County in which the Children's Center is housed because the County Courthouses are property of the County.

Question #17:

At p. 11-12, # VII e., the RFP references "NPS," but we could not locate a definition of that acronym. Can you please state what that is?

UCS Response:

NPS stands for non-personnel services.

Question #18:

On Exhibit 2, Years in Operations: Is that how many years that the agency has been operating or the Children's Center?

UCS Response:

How many years the agency has been operating.

Question #19:

In Attachment 1, do we need to fill out anything on pages 5 – 7?

UCS Response:

No.

Question #20:

According to our occupancy records and information from UCS, we have an occupancy of 7. However, on page 50 of the instructions, it says that our occupancy is 5. How do we clear up this discrepancy?

UCS Response:

Please use the Maximum Capacity listed in Exhibit 9. Maximum Capacity is periodically calculated and adjusted if necessary.

Question #21:

Is there a specific way the RFP should be organized or labeled when submitting? For example: Exhibit 1, Exhibit 2, ...

UCS Response:

No, there is not a specific way the RFP should be organized or labeled, as long as all required documents are submitted.

Question #22:

Can you please provide a sample of an RFP with the names and dates redacted?

UCS Response:

This request should be directed to the UCS Records Access Officer.

Question #23:

Are we supposed to submit the RFP in the order it is on page 22 (Exhibit 1)? If so, where do the items on page 8 go into this proposal (Organizational chart, charity registration number, etc) and how do we number this?

UCS Response:

There is not a required order of documents, as long as all of the required documents are submitted with the bidder's proposal.