

OCA-DPCS-038 Statewide Children's Center Program

Questions and Responses

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

Below are responses to the questions UCS received in connection with this RFP as of December 30, 2024.

Question #1:

We've had a change in staff & leadership here at the PROGRAM'S NAME and we've been unable to locate what we submitted for this last time – we have all of the final approval documents and budget, but not the actual RFP documents and would like to have them as a point of reference for the coming submission. Is this something you would be able to provide to us?

UCS Response:

All requests for administrative records subject to disclosure under the Freedom of Information Law ("FOIL") must be made to the UCS FOIL Officer. Please see contact information for the FOIL Officer, FOIL Request Form, and FOIL fee schedule outlined here: www.nycourts.gov . Select "Topics A-Z". Scroll to "F" and follow the link for "Foil administrative records".

Question #2:

Would you have a copy of the last RFP that we did?

UCS Response:

Please see the response to question #1 above.

Question #3:

Is there as specific format that is required? This is my 1st time doing an RFP.

UCS Response:

Formatting specifications can be found in Article VII. REQUIRED DOCUMENTS - General Requirements.

Question #4:

I tried to fill out the budget template and there is a calculation error in the template. It is adding in the salary and wages 2 times. It is calculating it at line 17 and also adding it in on line 21.

UCS Response:

UCS has issued Amendment # 1 to correct this error. A new budget template worksheet has been uploaded to the UCS' current solicitations webpage:

<https://www.nycourts.gov/admin/bids/currentsolicitations.shtml>

Question #5:

In Attachment 1, Bidder's Certificate of Work (Printing), pages 5-7, do we put N/A or just leave it blank? Are all awardees expected to do a printing project? Can you explain the purpose of the form and if it applies to all applicants?

UCS Response:

The organization may write "N/A" on Attachment I pages 5-7. Awardees are not expected to complete a printing project. The purpose of this portion of Attachment I is relevant only to bids related to printing.

Question #6:

The checkboxes in attachment IV, UCS 420 Disclosure, do not seem to work. For example, the response is not saved and when printed, it is blank when the saved document is opened again. Are we able to print the form and then check the box using ink before signing it with ink?

UCS Response:

Yes, you may print the document, check mark the box with ink, and then sign the form with ink.

Question #7:

Is there an intention to line up the funded children's centers not listed in this RFP to be on the same RFP/contract schedule?

UCS Response:

No, not at this time.

Question #8:

I see there's a call for follow up questions—can you clarify what that means?

UCS Response:

Following the issuance of the answers to the initial Q&A period (this document), bidders will be able to ask secondary follow up questions up until January 10, 2025, at 2:00pm Eastern.

Question #9:

Are any of these dollars' federal funds, if so what is the percentage or amount of federal verses state?

UCS Response:

None of the funding listed in this RFP is sourced through federal appropriations.

Question #10:

Page 11 states funds cannot be used for advertising costs – is there a definition for advertising verses outreach costs?

UCS Response:

No, there is not a specific definition for advertising/outreach costs. Advertising costs are only permitted if they are directly related to recruitment of Project Services personnel. An example of non-allowable advertising costs is lobbying costs. Community Outreach is allowable if it is in direct compliance with Items 14 and 15 in Section E of Exhibit 10, Operational Standards ("Program").

Question #11:

I am concerned regarding the Exhibit 9 numbers being used in the budget submission since the past several years the numbers are significantly less than the number listed on Exhibit 9. Is using that number a requirement? Or can we write narrative and budget based on past few years of attendance?

UCS Response:

For the purpose of maintaining scoring integrity, please use the figures in Exhibit 9. The *average annual children served at full-time hours* was calculated using available data over the past few years and is an estimate.

Question #12:

Are there fillable versions of the required forms – for ex. Exhibit 2 – Proposal Cover Sheet or is expected to be handwritten?

UCS Response:

There are not fillable versions of the required forms.

Question #13:

Where can I locate fillable pdfs for submission, for example, exhibit 2?

UCS Response:

Please see the response to question #12.

Question #14:

On pp.5 and 47, it reflects the initial period payment coverage will cover July 1, 2025 through March 31, 2026, and will be the prorated amount 75% of the \$179,200.

When will the funding to cover the remaining 25% (4/1/2026-6/30/2026) contract period be provided?

Can you kindly indicate where that information is reflected in the RFP?

UCS Response:

Funding for periods beyond March 2025 is subject to the appropriation of funds for those periods.

Question #15:

Will payment and the contract periods thereafter move to an annual basis schedule (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)?

UCS Response:

Payments to the Awarded Contractor shall be made in arrears and on a reimbursement basis unless otherwise specified in the contract resulting from this RFP. Please refer to Article XI. GENERAL SPECIFICATIONS – Payment section for further information.

Question #16:

Do we submit a 12-month budget, as per the budget work sheet attached in the RFP, for the period of 7/1/25 thru 6/30/26 for the full amount of \$179,200 (as we are applying for CHILDREN'S CENTER SITE)?

UCS Response:

Yes.

Question #17:

Will there be any additional points given on the proposal for companies that are Disadvantaged Small Business, Minority Owned or Federal Government 8(a) Certified firms?

UCS Response:

No.

Question #18:

Do you have square footage of each childcare location?

UCS Response:

The square footage of a specific Children's Center location can be made available by a bidder's request. This request can be made during the follow-up question period, and bidders are able to ask secondary follow-up questions until January 10, 2025, at 2:00pm Eastern.

Question #19:

Are we required to provide meals other than snacks in each facility?

UCS Response:

No.

Question #20:

Per budget plans can community outreach dollars be associated in a budget even though the proposal says not to include advertising cost?

UCS Response:

Yes, community outreach dollars can be included in the proposed budget. Community Outreach is in direct compliance with Items 14 and 15 in Section E of Exhibit 10, Operational Standards ("Program"). Advertising costs are allowable if they are directly related to recruitment of Project Services personnel.