

Request for Proposals #125: Westchester County Drug Treatment Courts Mental Health Services
Questions and Answers

1. Referring to Page 8, is it mandatory to 'Submit resumes for all staff who will provide Project Services.'? Is it OK if we provide a generic job description of the proposed staff instead?

A. The RFP reads "Submit resumes for all staff who will provide Project Services. For those positions currently vacant, submit detailed job descriptions." Detailed job descriptions for vacant positions are required for vacant positions.

2. Referring to page 19, are we required to have the following before bid submission: 'Certificates of NYS Worker's Compensation and NYS Disability Benefits Insurance, or Certificate of Attestation of Exemption. (See Exhibit 3 "Insurance Requirements" for a list of accepted forms.)'?

A. Yes.

3. Referring to page 22, do we have to submit the following in our bid:

'Proof of Workers' Compensation Coverage'

- Form C-105.2 - Certificate of Workers' Compensation Insurance issued by private insurance carriers; or
- Form U-26.3 issued by the State Insurance Fund; or
- Form SI-12 - Certificate of Workers' Compensation Self-Insurance; or
- Form GSI-105.2 - Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- Form CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

'Proof of Disability Benefits Coverage'

- Form DB-120.1 - Certificate of Disability Benefits Insurance, or
- Form DB-120.2 - Certificate of Participation in Disability Benefits Group Self-Insurance; or
- Form DB-155 - Certificate of Disability Benefits Self-Insurance; or
- Form CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

A. Yes, the RFP requires that an applicant submit these forms.

4. Refer to Budget Form in Excel, some of the items in the breakdown seem to be out of the scope of the RFP e.g. 'Rentals, Lease & Repairs of Equipment', 'Real Estate Rentals/Utilities', 'Legal', 'Accounting/Audit', 'Janitorial' and 'Snacks (Children's Centers only)'. Can we safely skip these items in our budget submission?

A. Applicants should only enter numbers in those categories in which the applicant is budgeting funds.

5. Could you please provide tabulations from the prior bid?

A. There was not a prior bid for this grant.