

**OCA-DGCP-057: Attorney for the Child Services, Generalist Providers, Outside New York City**

***Questions and Responses***

The New York State Unified Court System (“UCS”), Office of Court Administration (“OCA”) thanks the vendors that submitted the questions below concerning a Request for Proposals (“RFP”) known as OCA-DGCP-057: Attorney for the Child Services, Generalist Providers, Outside New York City, issued on October 6, 2025.

Below are responses to the questions OCA received in connection with this RFP.

**Question 1:** Concerning B3 of the detailed rating tool, our office does have two attorneys with significant adult felony representation experience, however, the Office of Assigned Counsel in our County has a contract with a local attorney who administers lawyers (CAP CAFA Counsel) who cover arraignments of adults, JO’s and AO’s during both off-hours and regular business hours. We have been informed that the cost of this is born by New York State Indigent Legal Services. We do not want to attempt to interfere with this contract. While the case is pending in the Youth Part, assigned lawyers from that panel continue to represent these youth unless and until the case is transferred to Family Court. Our office has an attorney who monitors the Youth Part to prepare for cases which are transferred to the Family Court, and that attorney generally represents the youth in the Family Court. **How will the rating tool be used in a situation such as this, where these matters are subject to another contract with New York State?**

**UCS Response:**

*Evaluators will consider the organization’s capacity to provide representation in both the Youth Part and Family Court.*

**Question 2:** Will we lose rating points because we do not appear in the Youth Part?

**UCS Response:**

*UCS cannot predict whether the organization will lose rating points, but generally, UCS evaluators will need to review the organization’s proposal and assess its experience using the rating tool included in the RFP.*

**Question 3:** When is this RFP for? Beginning January 2026? or April 2026?

**UCS Response:**

*The RFP is soliciting proposals for five-year contracts that are expected to begin on January 1, 2026.*

**Question 4:** Is this RFP for 1 contract or for 3?

**UCS Response:**

*The UCS is seeking at least one Attorney for the Child institutional provider in each of the counties listed in Exhibit 7 of the RFP. Each awardee will enter into a single contract with UCS covering all applicable (awarded) counties.*

**Question 5:** Are we expected to submit a separate proposal for each County?

**Question 6:** Are we permitted to submit just 1 proposal/bid for both counties?

**UCS Response (Questions 5 & 6):**

*One proposal submission is sufficient. However, if applying for multiple counties, a Program Capacity and Proposed Service Delivery narrative, as well as a line-item budget proposal, and proposed budgeted costs narrative is required for each county the applicant applies for.*

**Question 7:** You indicate that the document should not be bound. Does this include only permanent binding, or non-permanent binding such as a 3 ring looseleaf binder?

**UCS Response:**

*To facilitate photocopying/scanning please do not permanently bind submissions. Non-permanent binding, such as a three-ring binder, is acceptable.*

**Question 8:** In VII-b (1) you ask for the organization's carrying caseload per attorney. Do you want a specific listing of each attorney and his/her current caseload, or simply an average caseload per attorney?

**UCS Response:**

*Average caseload per attorney is sufficient.*

**Question 9:** In VII-b (1) you want us to break down attorneys by experience (number of years). Are you looking for the number of years of experience with the office or the number of years of relevant experience in the attorney's career?

**UCS Response:**

*Relevant years of experience.*

**Question 10:** Please clarify VII-b (2) where you ask for number of positions and full-time equivalent “ratio” of staff positions. Are you simply looking for the FTE?

**UCS Response:**

*UCS is seeking (1) the total number of positions for these titles; and (2) the respective FTEs budgeted. For example, if the organization has five social workers that will each work 50% of a full-time position on these program services, then the number of positions will be five and the FTE ratio is 2.5 (.5 per position).*

**Question 11:** My agency does not have an annual audit. May we submit our Federal 990 in lieu of an audited financial statement?

**UCS Response:**

*The organization must submit its most recent audited annual financial statement. This should be the statement that the organization has filed with the New York State Attorney General in accordance with §172-B of Executive Law, Art. 7-A: Solicitation and Collection of Funds For Charitable Purposes. Alternatively, UCS will accept an explanation as to why the organization is exempt from the filing/reporting requirements in §172-B of Executive Law, Art. 7-A: Solicitation and Collection of Funds For Charitable Purposes, or a CPA review report if only the report (and not a financial statement) is required under the above referenced Executive Law.*

**Question 12:** On page 16, “costs for dues, or attendance at conferences or meetings of professional organizations” are listed under items that may not be included in the applicant’s budget.

- a. Could you please define professional organizations? For example, would the Monroe County Bar Association, the New York State Bar Association, and the National Association of Social Workers be considered professional organizations in this context as we would look to OCA for annual membership fee reimbursements?
- b. Are costs related to Continuing Legal Education (CLE) credits for program staff allowable?

**UCS Response:**

*The UCS is issuing Amendment No. 1 to the RFP which removes this non-allowable item in Article VII-c. Applicants may now include costs for dues, or attendance at conferences or meetings of professional organizations in applicant's budget. It should be noted that such budget requests are subject to review for compliance with the Financial Planning and Control Manual to determine appropriateness.*

**Question 13:** On page 6, the initial budget period of the Contract is listed as 1/1/2026 – 3/31/2026. On page 16, applicants are instructed to submit a budget proposal for the initial 12-month period of the contract term. Could you please clarify the dates that the line-item budget proposal (VII c.) and narrative description – proposed budgeted costs (VII d.) should reflect?

**Question 14:** Our budget proposal in VII-c is for the initial period of 12 months. Are we to use the start date of January 1 and provide figures through December 31 or the state's fiscal year April 1 – March 31.

**UCS Response (Questions 13 & 14):**

*For the line- item budget and the narrative for the proposed budgeted costs, please use the period 1/1/2026 – 12/31/2026.*

**Question 15:** May we include letters in support of the project with our application?

**UCS Response:**

*Although not required, applicants may include letters of support.*

**Question 15:** What do we need to do to request to submit a proposal beyond the Maximum aggregate amount per County?

**Question 16:** How do we request for an increase for additional positions under this RFP?

**UCS Response (Questions 15 & 16):**

*The RFP does not allow for submissions requesting funding more than the amounts identified in Exhibit 7. Once contracts have been awarded and executed, subsequent year funding may be adjusted based on a variety of factors, including caseloads, expanded court operations, etc., subject to available state appropriations.*