

# **OCA-DGCP-045 Community Dispute Resolution Centers Program - New York City**

## **Request for Proposals Questions and Responses**

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning OCA-DGCP-045 Community Dispute Resolution Centers Program - New York City, issued on May 2, 2025.

### **Question #1**

Our organization asks for clarification regarding the budgeted amount allocated to the Bronx on page 55 of the RFP (included below). What is the amount I should use for budget presentation? \$501,500.00 or 159,340.00?

**County Bronx**  
**Court Project Funds \$501,500.00**  
**CDRCP \$159,340.00**  
**Funds Required Match \$119,340.00**  
**Total 12-month**  
**Funding Available**  
**Under this RFP**  
**(7/1/25-6/30/26) \$660,840.00**

### **UCS Response:**

For Bronx County, the total UCS allocation is \$660,840. When completing the required budget form, please use column C (CDRC Service Budget) to allocate up to \$159,340 and column D (Court Project Services Budget) to allocate up to \$501,500. The budget should not include the required match.

### **Question #2:**

In Section VII Required Documents, (a) Narrative Description – Organizational Capacity question #3 says: “Complete the grid in Exhibit 11 titled ‘Past Funding Chart’ to indicate past funding that the organization has secured in the aggregate for its current programs, answering on a state fiscal year basis.” But Exhibit 11 asks for revenue by calendar year, and then from July-June for the 2025-2026. Which would you prefer?

### **UCS Response:**

Please use the state fiscal year which runs from April 1 - March 31.

**Question #3:**

All of the other Exhibits ask for data by calendar year - can you confirm that is what you are looking for?

**UCS Response:**

Yes, please report data on a calendar year.

**Question #4:**

We are wondering where Custody and Visitation Cases from Family Court fit into this RFP. What funds would be applied to support the administration of court-referred CV cases? Or will CDRCs no longer be on the Family Court roster for CV cases?

**UCS Response:**

This RFP does not include funding for custody and visitation cases referred by New York City Family Court. There is a separate process for anyone interested in being on the NYC Family Court Mediation Roster. The current rate for services provided by roster members is \$75/hour.

**Question #5:**

One of the requirements for a few of the counties is scheduling and conducting DV screenings for Matrimonial Supreme Court cases. Will the scheduling/screenings be conducted in court or remotely?

**UCS Response:**

This will be determined on a county-by-county basis after the contract is awarded; however, for purposes of preparing a proposal, vendors should assume that the scheduling and screenings will be conducted in-person at the court.

**Question #6:**

One of the requirements is for intake, case management and mediation for Matrimonial cases. Can you provide clarification on the kinds of cases/mediation needed? Is this divorce? Is it CV? Is it both? Can we include divorce cases that are self-referred and not yet filed in court?

**UCS Response:**

This deliverable only refers to court-referred cases and providers should plan to mediate all issues needed to settle a divorce case including, but not limited to, custody/visitation, child support, equitable distribution, and spousal support.

**Question #7:**

What does periodic referral of housing cases mean? Is this related to specific court referrals or housing cases more generally including self-referred cases? And is this only holdover and harassment or other housing referrals as well? And is there an in-court expectation for housing court?

**UCS Response:**

This deliverable only refers to court-referred cases. The use of mediation in housing court varies by county and will likely not exceed 100 case referrals per year, per county. While it is expected that harassment and holdover cases will be the primary situations referred to CDRCs under the awarded contract, other programs may also become developed. The need for in-person court presence will be determined on a county-by-county basis after the contract is awarded; however, for purposes of preparing a proposal, vendors should assume that an in-person presence will be needed once a week.

**Question #8:**

The number of Surrogate's Court referrals per year seems high based on our experience and the time commitment per case. We are wondering whether the Court is considering that we might charge for these cases based on income? We believe other counties charge a fee for Surrogate's Court cases so are wondering your thoughts on this?

**UCS Response:**

CDRCs will not be permitted to charge litigants for services in cases referred by Surrogate's Courts under the awarded contract.

**Question #9:**

Presumably, most centers will need to hire to meet the caseload requirements in the RFP. IS UCS considering that there will be a ramp up period to get up to speed? And would you like us to address this in any section?

**UCS Response:**

Yes, UCS understands that there will be a ramp up period. Please address this in Chart A.1 to demonstrate the impact of the ramp up period on your first-year case projection.

**Question #10:**

The RFP states that additional CDRC funds above \$40,000 per county must be matched on a pro-rata basis by local revenue. (RFP p.3) However, Exhibit 10 lists specific required match amounts for each county. Clarify how these amounts are calculated and whether they are fixed or subject to adjustment.

**UCS Response:**

The Required Match amount in Exhibit 10 is calculated by taking the total in the CDRCP Funds column and subtracting \$40,000. For instance, in Kings County: \$268,900-\$40,000=\$228,900. As funding for the CDRCP Funds portion of the awarded contract may increase with potential cost of living adjustments, the required match will increase in commensurate manner.

**Question # 11:**

The RFP mentions that the initial budget period (July 1, 2025 – March 31, 2026) will be prorated to 75% of the annual funding. Confirm whether this applies to both CDRCP and Court Project Funds. (RFP p.4)

**UCS Response:**

This applies to both CDRCP and Court Project Funds.

**Question # 12:**

The RFP requires property insurance to cover premises owned or rented by the CDRC at full replacement value. (RFP p.34) Clarify whether this applies to temporary or shared spaces used for dispute resolution sessions.

**UCS Response:**

This requirement applies to temporary or shared spaces that are owned or rented by the CDRC, however, if you have specific concerns about this requirement, please explain in your proposal.

**Question # 13:**

The RFP specifies staffing levels (e.g., .5 FTE for Family Court ADR services) but does not clarify whether these staffing levels are minimum requirements or flexible based on caseload. (RFP p.8)

**UCS Response:**

These are minimum required levels.

**Question # 14:**

The RFP lists maximum case referrals for certain courts (e.g., 25 small claims cases per week) but does not specify whether these are guaranteed or estimated volumes. Confirm if these numbers are projections or fixed expectations. (RFP p.7)

**UCS Response:**

The number of case referrals cited in the Services/Deliverables section are projections and are not a guaranteed amount. Bidders should be prepared to handle up to that number of cases for the period specified.

**Question # 15:**

The RFP gives preference to organizations with strategic and resource development plans but does not specify whether these plans must be specific to CDRC services or can be general organizational plans. (RFP p.13). Clarify the level of specificity required.

**UCS Response:**

Please see Exhibit 5: Proposal Rating Tool for how strategic plans and resource development plans will be rated. Also, please see pages 12-13 of the RFP (“Preference will be given to proposals in which the proposer demonstrates that its strategic plan will likely support dispute resolution and other CDRC program services and that such plan was developed with significant involvement from internal and external stakeholders.”)