

OCA-DGCP-061 Onondaga County Youth Firearm Intervention Services

Questions and Responses

The New York State Unified Court System, Office of Court Administration (“OCA”) thanks the vendors that submitted the questions below concerning OCA-DGCP-061 Onondaga County Youth Firearm Intervention Services, issued on October 6, 2025.

Below are the questions received in connection with this RFP and UCS’s responses.

Question #1:

Can UCS clarify the specific qualifications, training, or experience requirements expected for mentors providing services under this program? For reference, the RFP notes that mentors should be recruited from or paired with a community-based organization with demonstrated lived experience aligned with the needs and backgrounds of the population served, and that the selected provider must provide ongoing supervision, support, and training to ensure high-quality engagement and ethical practices. Are there any additional expectations regarding mentor credentials, minimum experience, or required training hours?

UCS Response:

There are no further qualifications, training, or experience requirements for mentors providing services under this program beyond what is indicated in the RFP.

Question #2:

Can UCS provide additional detail on the federal reporting expectations for subrecipients, specifically regarding GPRA data collection and outcome reporting requirements?

UCS Response:

Subrecipients will be required to collect and maintain both performance data and financial data that demonstrates progress toward the approved project goals and outcomes identified in the RFP.

Question #3:

Will the selected subrecipient be responsible for designing its own data collection tools to meet GPRA requirements, or will UCS/DCJS provide a standardized reporting framework and data submission process?

UCS Response:

The data collection tool will be developed in collaboration with the Youth Part Courts in the county to ensure consistency in reporting and alignment with program requirements.

Question#4:

As the selected provider will be a subrecipient of federal funds, can UCS clarify what level of federal compliance and documentation standards (e.g., financial reporting, audit, data management) will be required under this award?

UCS Response:

Subrecipients of federal funds must adhere to full federal compliance and documentation standards as outlined in the U.S. Department of Justice Grants Financial Guide and 2 CFR Part 200 (Uniform Guidance). The grant requires compliance with all applicable federal standards, financial management, performance reporting, and auditing. Subrecipients are responsible for maintaining complete and accurate documentation to demonstrate that funds are properly managed results are measurable, and all activities comply with the Uniform Guidance and DOJ financial and administrative requirements.

All financial, programmatic, and performance documentation must be retained for a minimum of three years after the closeout of the grant, unless otherwise specified, and must be accessible for review by UCS, DOJ, or federal auditors.

Question #5:

Does UCS have an anticipated number of youths expected to be referred to the program in Onondaga County during the contract period?

UCS Response:

The number of persons served in any given year will vary based on several factors, including the needs of the court, the volume of eligible participants, and the scope and intensity of services required. Applicants should propose a service model that is flexible and responsive to these varying needs and capacities.

Question #6:

Are there defined performance indicators or outcomes UCS expects the subrecipient to achieve, beyond GPRA data collection?

UCS Response:

In addition to the standard grant reporting requirements, the awarded agency will be required to report on the progress of each youth receiving grant-funded services to the Youth Part on at least a weekly basis. These weekly updates will ensure the court is kept informed of each participant's status and progress.