

OCA-DGCP-049 Attorney for the Child Services, Juvenile Defense, Alternative Providers, New York City

Follow-Up Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning OCA-DGCP-049 Attorney for the Child Services, Juvenile Defense, Alternative Providers, New York City, issued on August 29, 2025.

Below are responses to the additional questions UCS received in connection with this RFP since September 12, 2025.

Question:

Do the documents requiring signature in the Document Enclosure Checklist require wet signatures (and notarization where applicable) or are digital signatures (and notarization) acceptable?

UCS Response:

UCS requires wet signatures. Digital signatures are not acceptable.

Question:

The RFP mentions references, but can you confirm how many reference letters are required and, if they are required or accepted, do they need to be from individuals/organizations in the borough for which we are applying?

UCS Response:

There is no requirement to submit references.

Question:

The indirect rate in the Budget Form is being calculated as the indirect costs divided by the total of all other expenses. Should real estate rentals/utilities be subtracted from the total expenses in the denominator?

UCS Response:

The indirect cost rate calculation included on the budget form is for a point of reference only. Proposers utilizing a de minimis modified indirect cost rate (15% or less) should subtract occupancy costs and any other unallowable expenses. Proposers utilizing an indirect cost rate greater than 15% will require additional documentation and the rate is subject to UCS approval.