

**OCA-DGCP-068:**

**Research and Technical Assistance Services for NYS Court Personnel Training**

**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-068 Research and Technical Assistance Services for NYS Court Personnel Training issued on Tuesday, March 31, 2026.

**Question #1:**

Does the CDD grant impose any restrictions on contractor organizational type (e.g., nonprofit status or academic affiliation), or are for-profit entities and sole proprietorships eligible to be awarded this contract?

**UCS Response:**

There are no restrictions on the types of organizations eligible for award under this contract.

**Question #2:** For the in-person training sessions anticipated in Years 2 and 3, will UCS provide access to court facilities as training venues in each of the four Judicial Department locations, or is the contractor responsible for independently securing external venues?

**UCS Response:**

Yes, UCS will make court facilities available as trainings venues across the four Judicial Departments. In the event court facilities are not sufficient to accommodate the trainings, the contractor will work with the UCS' Office for Justice Initiatives (OJI) to secure external venues in locations approved by UCS.

**Question #3:** For CLE and CEU credentialing, is the contractor expected to be an accredited CLE/CEU provider, or will UCS or OJI serve as the accrediting entity with the contractor handling the administrative logistics?

**UCS Response:**

No, the contractor is not required to be an accredited CLE/CEU provider. UCS and/or OJI will serve as the accrediting entity. The contractor will be responsible for supporting the course specific accreditation approval by preparing and submitting required materials, coordinating logistics, and ensuring that all training content and documentation meet applicable CLE/CEU accreditation requirements, consistent with the specifications outlined in the RFP.

**Question #4:** Will UCS facilitate distribution of survey instruments to the targeted cohorts (Family Court, OCA Department of Public Safety, and NYS DCJS Office of Probation and Correctional Alternatives) through internal administrative channels, or is the contractor solely responsible for reaching these populations?

**UCS Response:**

Yes. UCS will facilitate distribution of survey instruments to the identified cohorts through appropriate internal administrative channels. The contractor will be responsible for developing the survey instruments and coordinating with UCS regarding dissemination.

**Question #5:** Is there an incumbent contractor or organization that has previously provided similar research and technical assistance services to OJI in connection with this CDD grant or related predecessor activities?

**UCS Response:**

No, this is the first award under this grant for the services described.

**Question #6:** This question concerns General Requirements on pg. 8, where there is no form included or specified. Is there a specific font to be used?

**UCS Response:**

There is no specific font required; however, whatever font is used should be clear, professional, and easy to read. Consistency throughout the document is recommended.