

Child Support Legal Services Concept Paper

- I) **Purpose of the RFP** – The Agency’s goal for this RFP is to address the child support legal concerns of Non Public Assistance custodial parents living in New York City.
- II) **Planned Method of Evaluating Proposals** – All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be non-responsive will be rejected. The Agency’s Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Agency reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations, as the Agency deems applicable and appropriate. Although discussions, site visits, interviews and/or presentations, may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer’s initial proposal should contain its best programmatic and price terms.

Evaluation Criteria

- Demonstrated quantity and quality of successful relevant experience. 40%
- Demonstrated level of organizational capability. 20%
- Quality of proposed approach. 40%

- III) **Proposed Term of the Contract** – It is anticipated that the term of the contract(s) awarded from this RFP will be for one year from the Agency’s notice to proceed. The contract may include two one-year option(s) to renew, contingent on additional funding. The Agency reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any.

IV) **Procurement Timeline -**

- A) Expected Start Date for New Contracts – Fall 2007
- B) Expected RFP Release Date – November 2006
- C) Approximate Proposal Submission Deadline – January 2007
- D) Expected Award Announcement Date – Spring 2006

V) **Funding Information**

A) **Total Funding Available for the RFP and Sources of Funding –**

City (17%) \$ 76,500

<i>State</i>	(17%)	\$ 76,500
<i>Federal</i>	(66%)	\$297,000
<i>Total</i>	(100%)	\$450,000

B) **Anticipated Number of Contracts to be Awarded** – four or more

C) **Average Funding Level of Contracts** – ≤\$112,500

VI) **Program Information**

A) **Proposed Model & Population to be Served -**

HRA seeks to expand legal services for Non-Public Assistance custodial parents living in New York City. The ideal proposers would be law schools, or have a close affiliations with law schools, located within, or in close proximity to, New York City. Law students would provide consultation services and develop case strategies for custodial parents. An attorney/law professor would supervise law student consultations and court appearances.

HRA seeks four or more legal clinics in Brooklyn, the Bronx, Queens, and Manhattan. The clinic(s) in Manhattan will primarily receive referrals from Manhattan and Staten Island. The clinic(s) in Brooklyn, Bronx and Queens will primarily receive referrals from within the borough in which they are located.

<u>Service Area</u>	<u>Annual Caseload</u>
Brooklyn	3,625
Bronx	2,325
Queens	2,475
Manhattan/Staten Island	1,575

B) **Service Hours**

Consultation services would be provided all year long, and would be available on evenings and weekends to meet the needs of working parents.