

Questions regarding the RFP
Series #1

1. For the cover sheet, does one follow the model given for the RFP?

Answer:

Yes the cover sheet model outlined in the RFP should be followed.

2. In both the statute, regulations and the RFP there are contradictory statements regarding fees charged or not charged for services rendered in community based mediations. Does the agency have to charge those individuals or businesses that can pay to be funded or not? If so, are they charged on a sliding scale and if so, do we have to include the sliding scale to be used?

Answer:

Under the DRPA Act agencies are allowed to charge fees if they choose, those fees must be on a sliding scale, and no fees can be charged to Low Income and Indigent Individuals.

3. A training manual and curriculum is required for peer mediation. Is a training manual also required for community based mediation training? Also, what should the curriculum compose of for peer mediation and peer mediation training? Is this an overview or agenda to be used for mediation or training?

Answer:

Training curriculums are not required to be submitted, but they may be submitted as an attachment to the RFP, proposers should be able to give a brief description of the curriculum within the body of the response. The composition of the curriculum cannot be dictated by the Grants administration office, but should at minimum contain your program, structure, and process. The curriculum may be an overview of the proposed program and may include mediation and/or training.

4. The training manuals are pretty large and are in binders, how do we include them in the RFP?

Answer:

If a proposer wishes to submit their entire youth program curriculum, it is the responsibility of that proposer to determine the format for how they will submit such a large attachment. This answer in no way supersedes any of the current submission formats of the DRP RFP.

5. For each topic in the RFP do we need to submit backup documents, e.g., resume for personnel?

Answer:

Proposers may only submit backup documents as request within the RFP.

6. To include a combination of bids for the RFP e.g., community based and peer mediation do we need a separate coversheet to separate both areas or do we just continue numbering the specific area with the numbers used in the RFP?

Answer:

A separate cover sheet is not required for submission of multiple projects. Proposers must ensure that it can clearly be delineated within the RFP, which program questions they are responding to.

7. Are the Forms (listed in the Appendices) available on-line so that we can complete them at a computer screen rather than a typewriter?

Answer:

The required forms will be available in fill able format by October 31, 2008.

8. For Appendix N (Non-Employee Confidentiality), does this refer to our Volunteer Mediation Panel? Do each of these people need to sign this form?

Answer:

No, for the purpose of this RFP, no volunteer must complete this form.

9. For Appendix K and Appendix N, should we use our current Contract number?

Answer:

No, as of current, proposers should leave the field blank.

10. For Appendix P, is the California Corporation number the same as the California Business License number?

Answer:

Yes

11. Do we have to have a Web-Ven number for Appendix P? If so, can we register it for now?

Answer:

No you don't have to have a Web-Ven number, but must have already applied for one at proposal submission.

12. For Appendix DD (Proposer References), can we use the judges in the courts where we serve? Do we need letters from them, or just submit their names on the DD Form?

Answer:

For Appendix DD (Proposer References), a proposer may utilize any agency and/or individual they select, albeit they can provide adequate background information on program operations.

13. For Appendix AA, what amount goes in the PROPOSER ANNUAL BUDGET (just the grant amount, or the grant amount PLUS the 100% in-kind contribution?)

Answer:

For Appendix AA, proposer's annual budget means the agency total operating budget.

14. Do proposers have to complete Appendix HH (Transitional Job Opportunities Preference Application?)

Answer:

Proposers must complete, sign, and return all required forms listed in the RFP.

15. What License do we need? Business license or some other license?

Answer:

Proposers must have a business license to operate within Los Angeles County, City, and/or the State of California.

16. For Attachment BB, concerning contracts with Public Entities, are you asking only about dispute resolution services, or any services which we provide under grants with other public agencies, such as the Los Angeles County Arts Commission, the National Endowment for the Arts, etc?

Answer:

No proposers must list all contracts with LA County of other Public Entities for which they have provided services for within the last (3) years.

17. Similarly for Attachment CC, same question, and for the word "termination" are you seeking information about contracts which have been concluded within that time period for any reason (most of our contracts with government agencies are on an annual basis.)?

Answer:

Yes as in Appendix BB, Appendix CC, is requesting all contracts that have been terminated, closeout, within the last three (3) years.

18. Please provide an example of "just put the number and question before each answer."

Answer:

Example, (A) Describes the agencies background, etc., etc., etc.

19. Given the volume of information to read and respond to in the RFP is it possible to extend the submission deadline to Friday, November 21, 2008?

Answer:

Proposal deadline for submission has been changed to November 24, 2008, 5:00pm.

20. 1.8.11 this section defines community programs and says it must handle “all community cases” – and defines community case as one in which no court case has been filed. Does this mean that a community program that handles cases in which a court case has been files counts as having a “court program?”

Answer:

This question has been answered by way of Addendum, please see Addendum 2.

21. 1.8.3 – Re: “Legal Advice or Information” – most programs have and can ethically provide legal information while “legal advice” is prohibited under mediator ethical standards. Ethical standards require informed discussion making and this then may require that the person gets legal information, so sometimes giving legal information or access to legal information is ethically required. Do you mean can’t give “legal advice” as it says in the second paragraph of 1.8.3?

Answer:

Yes section 1.8.3 is referencing legal advice, legal information is defined for the sake of this RFP as, referrals, etc.

22. Will the staff to be hired full time have a legal training or a background in legal information?

Answers:

CSS does not dictate to agencies on the hiring of their staff, any staff hired must meet the minimum training requirements as outline in the DRPA Act of 1986, if they are going to act as neutrals, non-neutral service providing staff are waived from training if the agency so desires.

23. Will the Exhibit and Appendix forms (that are currently PDF), be prepared in Acrobat for easy completion?

Answer:

The required forms, (Appendices) will be available in PDF fill able format by Friday October 31, 2008.

24. Must a proposal be bound in a particular way? Will a three ring binder do?

Answer:

A three ring binder will satisfy the binding requirement set forth in the RFP, all Proposer bear the responsibility to ensure that CSS receives complete RFP's.

25. Who is doing the reviewing of the RFP?

Answer:

Proposals will be rated by outside, independent readers.

26. We don't mail the copy to Sacramento, correct?

Answer:

No, the copy being sent to Sacramento must be pre-package addressed and ready for mailing. We will mail the package to Sacramento.

27. What is a solicitation requirement review?

Answer:

A process utilized by proposers who may feel that they want to check additional eligibility requirements prior to writing the proposal.

28. Add letters of support for program in addition to MOUs?

Answer:

Letter of support may be added, but only those letters which are less than (2) years old with be accepted.

29. When do we have to register on Web-Ven? What date?

Answer:

If you are not registered on Web-Ven, you must be by the time of proposal submission.

30. County focus for youth programs are not included?

Answer:

CSS will issue an Addendum # (3) which will give the counties focus for youth.

31. High schools were not mentioned in Peer mediation section – was that an oversight?

Answer:

Yes high-schools are included in the Peer Mediation section, please see Addendum 2.

32. Geo area applies to “youth?”

Answer:

No geographical areas only apply to Community and Court-Connected Mediation.

33. Must MOU and L of A be new for this or is a current agreement or contract sufficient?

Answer:

The current agreement or MOU is sufficient.

34. I see that certain sections are limited to two (2) and three (3) pages and so forth... Can we add attachments to support what we state in the two (2) or three (3) page statements?

Answer:

Attachment can only be added if you are asked to do so within the RFP, or any of its addendums

35. If I’m a community program, do I just fill out this portion of the RFP?

Answer:

If a proposer is only proposing on component of DRP services than the response should only include the Community portion of the RFP and all required forms.

36. How do you want us to bind our proposals?

Answer:

Please question # 24, and review Section 2.00 of the RFP (Proposal Submission Requirements)

37. Please indicate that we need one original and five (5) copies of the proposal. That was not clear.

Answer:

Proposals should be submitted in the following; One (1) original, One (1) copy ready for mailing to Sacramento, three (3) copies number. You will be submitting One (1) original and four (4) copies.

38. Is it a violation of the DRPA statute for a community program to mediate pending civil and small claims cases?

Answer:

No it does not violate the DRPA Act in anyway.