

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)

**BID MUST BE MADE ON THIS SHEET
OR AS OTHERWISE SPECIFIED**

Bid Number: OCA/JM-173	Commodity Group: MISCELLANEOUS SERVICES
Opening Date: July 22, 2010	Commodity Name: CITIZENS JURY PROJECT
Time: 3:00 P.M.	

NYS OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET
NEW YORK, NY 10004
(Agency Name and Address)

Direct Inquiries to: Jeff Casper
Telephone No.: 212-428-2867
Email: jcasper@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

PER RFB SPECIFICATIONS

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required (include quantities)</p> <p>UCS ATTACHMENTS I, III, IV and V ATTACHED & INCORPORATED HEREIN.</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</p>
---	--

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email:	

DOCUMENTS ENCLOSURE CHECKLIST

____ Pricing Sheet must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- ____ UCS Request for Bid Form with original signature
- ____ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ____ Attachment I, p.4 - Corporate Acknowledgment
- ____ Attachment III - Vendor Responsibility Questionnaire
 - paper questionnaire or
 - questionnaire file online via OSC VendRep System
- ____ Attachment IV - Procurement Lobbying Forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
 - Termination Clause (UCS 423)
- ____ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ____ Certificate of NYS Workers' Compensation Form (C-105.2) and Certificate of NYS Disability Benefits Insurance Form (DB-120), or the appropriate form showing proof of exemption. See the Workers' Compensation website for further information in obtaining these documents from your insurance carrier: www.wcb.state.ny.us .
- ____ ACORD Certificate of Commercial General Liability Insurance.
- ____ Bidder's organizational chart
- ____ Copies of diplomas/certifications/licenses required per the bid specifications
- ____ Six (6) complete copy-sets of above
- ____ Signed Documents Enclosure Checklist

NB: There is no Attachment II

To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

Company Name: _____
Authorized Officer's Name and Title: _____

Signature: _____ Date: _____

GENERAL SPECIFICATIONS

I. The RFB/RFP Process

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV - Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online if paper questionnaire is not included with bidders bid/proposal submission.

Online RFB/RFP Package : Disclaimer

Bidders accessing any Unified Court System/Office of Court Administration (hereafter “UCS/OCA”) solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under “Current Solicitations” shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Bid Response/Proposal: Original and Copies

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist. Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder’s response.

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration/ Jury Management (hereafter “OCA/JM) provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Packaging, Identifying and Delivering of Bids/Proposals

Bidders may **not** submit their bid/proposal responses online.
Bids/Proposals must be **clearly addressed and submitted** to:

Jeff Casper
Senior Management Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004

All envelopes/cartons must also be labeled with the following information on two sides:

OCA/JM-173
CITIZENS JURY PROJECT

BID OPENING: Thursday, July 22, 2010
3:00 pm

“Deliver immediately to Jeff Casper R-840”
“Sealed bid - Do not open”
”OCA/JM-173 due Thursday, July 22, 2010 at 3:00 p.m.”.

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by Thursday, July 22, 2010 at 3:00 pm at the latest or bids will be declared a “late bid” and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

Pre-bid Conference

A pre-bid conference will be held on Wednesday, July 13, 2010, 2010 at 11:00 a.m. at the Office of Court Administration, 25 Beaver Street, Room 1106, New York, NY 10004. Participants are requested to notify Anthony Manisero of their planned attendance. It is strongly recommended that bidders attend the pre-bid conference. The pre-bid conference is the last opportunity for bidders to raise questions. No questions will be entertained after the closing of the pre-bid conference.

Questions

Any and all questions bidder may have in connection with this solicitation are to be directed **by email only** to the attention of:

Anthony Manisero
AMANISER@courts.state.ny.us

Please indicate in “Subject” field: OCA/JM-173 - Question(s).

The deadline to submit questions is Tuesday, July 7, 2010 before 5:00 pm. Questions will receive a written response and a revised Q&A listing all the questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids in the addenda column for the appropriate solicitation and distributed at the pre-bid conference. A final Q&A, revised to include all questions raised at the pre-bid conference and their answers, will be posted on the UCS website shortly after the pre-bid conference.

IMPORTANT: All questions regarding this solicitation must be in writing and directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will

jeopardize the respective bidder's standing and may cause rejection of its proposal.

No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Jeff Casper, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/JM-173.

Rejected and Unacceptable Bids/Proposals

The OCA/JM reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA/JM may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts or who are found to be non-responsible based on any of the criteria specified in the section headed 'Responsible Bidder'.

The OCA/JM also reserves the right to reject any bidder whose resources, in the opinion of OCA/JM are inadequate to render services in a timely manner in accordance with all requirements of this solicitation as well as bidders who do not provide references for comparable work, whose references report significant failure to comply with specifications, and/or who otherwise in the opinion of the UCS are unable to meet specifications or whose bid response does not comply with the bid specifications.

References

Each bidder must provide the names of at least three (3) government agencies/court references, including complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

Responsible Bidder

A bidder shall be defined as "responsible" in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire) and the criteria set forth in the paragraph headed "Rejected and Unacceptable Bids/Proposals" as well as any other criteria necessary and reasonable to establish the bidder's responsibility.

Insurance Requirements:

Awarded contractor(s) shall be required to maintain during the term of the contract, at their own cost and expense, workers' compensation and disability benefits insurance coverage as required under NYS law. Each bidder must provide with its proposal proof of such workers' compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption (see Workers' Compensation Board website at www.wcb.state.ny.us for coverage requirements). Bidder must obtain the appropriate Workers' Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers' Compensation Board for obtaining an exemption from coverage. A manual listing required forms and procedures may be obtained on the Workers' Compensation Board website at: <http://www.wcb.state.ny.us/content/main/Employers/IM.pdf>. Bidders without web access may contact the Workers' Compensation Advocate for Business office at (800) 628-3331 for additional information. Please note that an ACORD Certificate of Insurance is NOT acceptable proof of New York State workers' compensation or disability benefits insurance coverage. Only the proper forms as prescribed by the NYS Workers' Compensation Board shall be acceptable. Bidders shall be required to provide proof of the following insurance coverage, and awarded contractor shall be expected to maintain such coverages at all times during the term of the contract, at its own cost and expense:

Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

All insurance coverages shall be obtained from commercial insurance carriers admitted to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

Changes

Under no circumstances should awarded vendor act on any verbal communications of judicial and non judicial personnel. Any and all communications or changes are to be in writing. Contractor assumes all risks in acting otherwise.

Subcontracting

No subcontracting or outsourcing is permitted.

Financial Stability

Upon request by OCA, bidder shall provide a copy of financial statements as audited by a certified auditing firm for the past three (3) consecutive years and a copy of its last three (3) annual reports.

Compliance with Laws

Awarded contractor(s) shall be compliant with all applicable federal, state and local laws, rules and regulations, including the fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP. Awarded contractor(s) must be in full compliance with all public accommodation requirements of the American with Disabilities Act (ADA), as necessary to provide goods and services to individuals.

Awarded contractor(s) must provide proof of workers compensation and disability benefits insurance coverage under NYS law with its proposal or, if it is exempt from such coverage, proof of exemption.

Confidentiality:

Bidders and awarded contractor are hereby advised that any and all information, records, files, documents or reports generated by, or contained in, any media format (e.g. print, electronic) provided to contractor by an individual or component of the UCS, or otherwise obtained by contractor in the performance of contractual services, shall be considered confidential and shall be treated and maintained accordingly at all times. Neither the contractor nor any of its employees, agents, subcontractors, representatives, interns or volunteers shall at any time be permitted to utilize any such information for any purpose outside the scope of awarded contract without the express written authorization of OCA/JM. Further, any and all material and documents, records

and any other data or information developed by contractor, or any person or entity acting on behalf of contractor, remains the sole property of the OCA/JM. Contractor may not make use of such data or information without the express knowledge and written consent of the OCA/JM.

Any breach of these requirements may result in immediate termination of the contract and subject violating party(s) to further penalties.

Independent Contractor Status:

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Termination:

If awarded contractor fails to fulfill any terms of this agreement on time, OCA/JM shall have the right to terminate said agreement, except that OCA/JM shall allow bidder a period of sixty (60) days to rectify the problem(s), after which OCA/JM will notify contractor in writing of contract termination should problem(s) not be rectified to satisfaction of OCA/JM or performance be unsatisfactory.

Implied requirements:

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of specifications:

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning

that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

II. RFB# OCA/JM-173

Background:

In 1995 the NYS UCS established an independent ombudservice to solicit and respond to jurors' complaints and concerns. The service, operated by an outside agency, was part of an overhaul and improvement of New York's jury system, including, decreasing the term of service (from two weeks or more in the early 90's to one-day or one-trial today) and increasing the number of people who participate in the jury system (by eliminating automatic exemptions and expanding to five source lists). The ombudservice which was contracted out to independent organizations became known as the Citizens Jury Project and continues to provide kiosks staffed by student interns 2 - 3 morning per week at 9 New York City courthouses. The current contract, which includes a research component providing the court with two research fellows in addition to the Citizens Jury Project, expired in May 2010.

The Unified Court System seeks to continue and expand upon the ombudservice provided by the Citizens Jury Project.

Purpose and Scope:

The NYS Office of Court Administration ("OCA"), on behalf of its Office of Court Research ("OCR") and Jury Management Office is requesting proposals from public service institutes, foundations, universities or similar organizations to provide jury ombudsperson services at selected New York courthouses and also to provide research support to the OCA/JM in its ongoing efforts to improve jurors' experience. The ombudservice will include staffing of information kiosks at courthouses, soliciting feedback from jurors on their experience, establishing a confidential database of juror comments, and providing research assistance and observation services to the OCA/JM in connection with jurors' experience. The ombudservice will periodically report on its work to the Chief Administrative Judge. Research support will involve data collection and analysis under OCA/JM's supervision on projects aimed at improving jurors' experience.

Term of Award:

A single term contract will be awarded for an initial term of three (3) years effective November

30, 2010. The OCA/JM reserves the right to renew such contract for one additional one-year period and to further extend the contract for a maximum of one hundred and eighty (180) days upon the same terms, pricing and conditions. The awarded contract is subject to the Attorney General's Office's and the State Comptroller's Office's approvals. The one-year renewal and the 180-day extension are subject to the State Comptroller's approval.

Estimated Quantities:

Any quantity specified in this solicitation constitutes estimates only, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied.

Method of Award:

The contract will be awarded to the single responsible bidder scoring the **highest point total** (maximum 100) for the specified criteria:

- Background/experience 25
- Approach to information kiosk requirement 15
- Approach to reporting requirement 10
- Ability to provide support to jury research and related projects 25
- Cost 25

The method of awarding points to "Cost" will be to award 25 points to the lowest dollar bidder and a percentage of 25 points to each additional responsible bidder equal to the ratio of the lowest bid price to the price of each other bid times 25.

(Lowest \$ bid/second (third, etc.) lowest \$ bid) x 25 = x points

lowest bid = \$100

second lowest bid = \$125

$$(100/125) \times 25 = 20$$

etc.

Pricing:

Pricing shall be net and include all the services requested in the RFP's Specifications.
All costs to be associated with the project must be presented and totaled in bidder's proposed

budget.

In addition to presenting their proposed budgets, bidders shall also fill out the attached bid sheet.

Bidders shall indicate their labor rate on a per hour basis for managerial, administrative, and clerical staff, as well as two part-time graduate level student research assistants.

Bidders shall indicate, for information purpose only, the cost per student intern who will staff kiosks and indicate on what basis those students are paid, i.e per hour, per stipend, etc.

Bidders shall quote prices for the following main categories on a per year basis:

- Total Salaries, including Fringe Benefits
- Total Administrative Cost
- Other Expenses
 - Occupancy
 - Computer Equipment/Services
 - Supplies
 - Telephones
 - Travel (or should travel be a separate category as per VN?)
 - Mailings
 - Books, On-line Research & Publications
 - Posters, Brochures
 - Booth Maintenance & Repair
- Total per Year
- Bidders shall indicate the Contract's Grand Total Expense for 3 years (to include salaries, administrative costs, and other expenses per year.)

Evaluation Committee:

An evaluation committee of three managerial personnel representing the OCA/JM shall review and analyze the bid responses according to the Method of Award stated above.

Bidder's Qualifications:

Bidder shall provide an organizational chart identifying the names and titles of the Account Manager and team members responsible for the Unified Court System's account. Bidder shall also provide resumes, copies of diplomas/State certifications/other qualification, or a detailed description of relevant experience, for the Account Manager and each identified team member. The Account Manager's business address, phone number(s) and E-mail address should be provided.

Bidder shall provide a description of its technological and human resources including the number of staff.

Bidder must document its ongoing current experience in providing the full range of services

contained in this RFP's Specifications for other governmental agencies and/or for similar size accounts, or bidder's response may be rejected. Bidder must demonstrate familiarity with the jury system and its operations. Bidders may submit any additional information which may enhance or clarify their bid response.

***** DETAILED SPECIFICATIONS *****

Proposal Format and Content

Proposals must be presented in the following format and contain the specified information. Respondents may submit any additional information which may enhance or clarify their submission:

Section I. Background/Experience 25 points

Respondents must present their ability to achieve the UCS's goals related to this RFP.

1. Present the mission and philosophy of your organization as it relates to this project.
2. Describe your organization's specific experience with projects related to jury service and jury experience
3. Present the organization's familiarity with research and resources related to improving jurors' experience.
4. Present the organization's approach to using existing research and resources to improve jurors' experience.
5. Provide the backgrounds of the staff that would be assigned to this project.
6. Provide the names of three government/court references for whom you have provided related services.

Section 2. Informational Kiosks 15 Points

Respondents must present their recommended approach to staffing informational kiosks at court locations including specific description of:

1. Who would staff such kiosks and their qualifications;
2. How kiosk staff be recruited, trained and supervised;
3. Methods to be used to obtain juror feedback;
4. Methods to be used to provide responses/feedback to jurors who seek information at the kiosk; and,
5. Approaches to maintaining positive communication with court personnel, including description of interactions between respondent's staff and court personnel and between kiosk staff and court personnel. .

Section 3. Reporting 10 Points

Respondents must describe their recommendations for periodic reporting to the Chief Administrative Judge on the activities, findings and recommendations resulting from the ombudservice. Recommendations should include:

1. Description of record keeping to be used to monitor contacts with jurors;
2. Assurance of confidentiality of database;
3. Describe types of data to be compiled and reported upon and statistical analysis tools to be used to compile the data.
4. Describe distribution of reports and recommendations to interested parties including the Chief Administrative Judge and other key court personnel.
5. Discuss ways in which the provider will use the Internet both to collect and to disseminate information.

Section 4. Providing Support to Jury Related Research and Projects 25 points

Respondents must present their ability to manage and complete research and data collection projects which support OCA/JM's research and analytical activities with respect to improving the jury system. Such projects would be designed and supervised by OCA staff. The contractor organization's research suggestions are welcome.

1. Describe your organization's experience with research and analysis in connection with jury service and jury systems.
2. Describe resources which your organization has that would be useful in providing support to research and data gathering projects aimed at improving the jury system.
3. Describe resources which your organization has that would be useful in providing support to reviewing, developing and monitoring online applications aimed both at court-public communication and court-public interaction. Existing applications include www.nyjuror.gov and the self-contained online Juror Qualification/Disqualification module within the website.
4. Present your organization's recommendations for such projects including your approach both to the substance and analysis of the proposed research and how your organization would administer the work under supervision of the OCA.

Section 5. Cost 25 points

1. Respondents cost proposals should list the various elements of the project and the cost associated with each. Costs may be one time or scheduled payments depending on the item and the organization's approach.
2. All costs associated with this project must be presented and totaled in the bidder's proposed budget and must include all administrative categories (e.g., rent, equipment, supplies, travel, telephone, postage, publications and on-line research costs, posters and brochures and booth maintenance and repair.

In addition to provided detailed budget, bidder must complete the attached Pricing Sheet.

UCS Responsibilities

1. Under the recently expired contract, kiosk locations included the Supreme Courts in each of the five boroughs and the County Court in Nassau County. It is expected that these locations will be maintained. The UCS may identify additional or alternative jury locations at which the respondent will base its activities.
2. The UCS will provide space at each identified location for the kiosks to be set up and stored, and will allow an announcement to be made to the jurors about the availability of the ombudservice.
3. The OCA/JM will work closely with the selected organization to ensure that all juror contact is in keeping with court rules and the goals of the UCS.
4. The OCA/JM will provide information required by the selected organization to accomplish given tasks.
5. The OCA/JM will identify specialized research and analysis projects for which the selected organization will provide administrative and research assistance and support.
6. The OCA/JM will review the selected organization's reports to ensure that the content is in keeping with court rules and requirements.

PRICING SHEET

Note: All costs associated with the project must be presented and totaled in bidders' proposed budget.

TOTAL SALARIES (INCLUDING BENEFITS) PER YEAR \$ _____

TOTAL ADMINISTRATIVE COSTS PER YEAR \$ _____
(Including maintenance, equipment, supplies, etc.)

OTHER EXPENSES (PER YEAR) \$ _____

TOTAL EXPENSES PER YEAR \$ _____

GRAND TOTAL EXPENSES FOR THREE (3) YEARS \$ _____

UNIT PRICE FOR EACH ADDITIONAL SITE PER YEAR \$ _____
(To include salaries, admin.costs, other expenses)

For information only please indicate:

LABOR RATES

MANAGERIAL \$ _____/HOUR
ADMINISTRATIVE \$ _____/HOUR
CLERICAL \$ _____/HOUR
PART-TIME GRADUATE RESEARCH ASSISTANT \$ _____/HOUR

COST PER STUDENT INTERN \$ _____/HOUR OR
\$ _____ STIPEND PER _____(TIME PERIOD)
OTHER: _____ \$ _____

Company Name: _____

Address: _____

Company Officer's Name and Title: _____

Signature: _____ Date: _____