

Questions and Answers - Request for Proposals (RFP)

Upstate Model Family Representation Office June 21, 2019

Question #1: Page 14, Section C, Reasonable Attorney Caseloads – How will case caps be counted? For example, each charge will equal one case, or multiple charges within one event will equal one case?

Answer #1: Page 14 of the RFP states that “This RFP . . . contemplates an office average of no more than 50 clients per attorney at any given time.” The RFP goes on to state that “the grantee of this RFP will establish protocols to ensure that the average Model Office caseload does not exceed 50 clients per attorney at any given time.” (See page 14 of the RFP). Thus, the applicable reference for determining the maximum caseload cap is number of **clients** per attorney at any given time.

Question #2: Page 14, Section C, Reasonable Attorney Caseloads – Will all attorneys currently employed within the Family Court division be required to comply with the case caps or only newly hired attorneys utilizing the grant?

Answer #2: Page 1 of the RFP defines the “Model Office” with reference to the provision of legal representation to parents in state intervention cases as described in the RFP. Page 14 of the RFP states that “the grantee of this RFP will establish protocols to ensure that the average Model Office caseload does not exceed 50 clients per attorney at any given time.” Thus, while attorneys providing representation pursuant to the grant must comply with the caseload cap, the grantee is neither required to apply the caseload cap to attorneys currently employed within its office, nor restricted from doing so.

Question #3: Is it anticipated that in order to maintain the 50 client caseload limit, the intake of new clients would decrease in years two and three of the Project as most cases will take more than one year to resolve?

Answer #3: The RFP requires applicants to estimate the number of “prepetition, CPS investigatory clients” and the number of “court intervention clients” that will be accepted in each grant year. (See page 22, paragraphs 27 and 28 of the RFP). The RFP provides that “the grantee of this RFP will establish protocols to ensure that the average Model Office caseload does not exceed 50 clients per attorney at any given time.” (See page 14 of the RFP). This upper limit of no more than 50 clients per attorney at any given time “reflects an understanding that the workload of individual attorneys will vary depending on a number of things, including “duration of cases comprising the workload of the office; and the number of active cases in the office.” (See page 14 of the RFP). The RFP further requires that applicants describe “how the average office caseload will be monitored on a continuing basis to ensure that it does not exceed the office average of not more than 50 clients per attorney at any given time” and “the procedures and safeguards that will be established to immediately remedy any noncompliance with those limits.” (See page 22, paragraph 30 of the RFP).

Question #4: The RFP anticipates awarding funding for a Model Office for the first three years. Is there any intention to award continuation funding for a successful Pilot Model Office Project beyond the three year period or is it the expectation that the agency would have to fund the Project if it continues beyond the initial three year period?

Answer #4: Page 15 of the RFP states that “The grant will be issued for a period of three years.” (See page 15 of the RFP). It is our intention to issue a successor RFP at the end of the initial three-year period. Successful performance under the original RFP will be given full consideration in our assessment of any proposal submitted in response to the successor RFP.