

Questions posed at/after the RFP Proposer's Conference and between 6/2-6/9

- 1) What is the turnover at the GAL office in El Paso County?
 - a. Deb Campeau reports that the office has lost, on average, approximately one employee each year.
- 2) What do we want when we ask for details for the “operating systems for management and financial controls” in Section VI(A)(3)(b)(4)?
 - a. The OCR wants to know what systems will be used and how the separation of duties will be verified. For example, how are finances going to be tracked; how will bills be paid; who will have signing authority to pay bills; will another person review and audit payments; will 2 signatures be required for payments above certain dollar amounts; who has control and signing authority for bank accounts; etc.
- 3) How will payments be made?
 - a. In Section V(B) of the RFP, it states that the winning proposer will receive 10% of the contract amount for the first year within 14 days of the contract execution. The remaining 90% of the first year's payments will be divided and paid monthly for the next 12 months. (Example: If the contract amount was \$100 then \$10 would be paid within 14 days and then \$90 would be paid over 12 months so \$7.50 each month.) Thereafter, the office will be paid monthly based upon the amount as set forth in the contract.
- 4) In the “Staff Office Proposed Budget Instructions,” it states that Forms C and D are only necessary to complete if there are “significant changes” in comparison to the previous year. Does that mean the proposer does not need to provide a full 2.5 year proposed budget?
 - a. The OCR anticipates that the staffing needs of an office will change over time since the case load for the office will likely increase the second year. If the proposer believes that there will continue to be significant changes for the last 6 months of the 2.5 year contract then this should be set forth in Forms C & D. Otherwise, the OCR will assume that the proposer's budget for the final 6 months will be substantially the same as the budget for the previous year.
- 5) The RFP requests copies of the 2 most recent certified annual financial statements for the proposer's organization. If a proposer is creating an entity to make a proposal then there are no current financials. Should the proposer include the financials for any other entities which contracted with the OCR to provide GAL services? (Does the OCR want the financials for the LLC one attorney created and run?)
 - a. No. The OCR only wants financial statements for proposer organizations which were in existence prior to the RFP being issued.
- 6) Staffing—Does the proposer need to have its full staff employed either at the time of making the proposal or when the office open on January 1, 2011?
 - a. No. The proposer does not need to have full staff in place before the staff member is needed. The OCR anticipates that an office will need to add staff as the office acquires more cases.

- 7) Can OCR provide data for what percentage of the total number of cases and budget statewide that Arapahoe and Denver Counties comprise?
 - a. During the first 10 months of this fiscal year, the 18th J.D. (Elbert, Douglas and Arapahoe) has been approximately 11% of OCR's total D&N case load and Denver has been approximately 23% of the total D&N case load. Payments to attorneys in D&N cases in Denver represent approximately 21% of OCR's expenditures and the payments to attorneys in the 18th JD represent approximately 15% through 10 months of this fiscal year.
- 8) For the Denver RFP, should a proposer apply for a specific division
 - a. No. The OCR is aware that current attorneys who practice in Denver are assigned to certain divisions. In the event a winning proposal is made by a group of attorneys who work in a certain division, the OCR will certainly take that into consideration when assigning which office will cover which division.
- 9) If a proposer applies for 2 divisions in Denver and the OCR decides that it only wants that proposer to cover one division, will the OCR contact the proposer to discuss?
 - a. The OCR, at its discretion, may convene meetings with proposer(s) to discuss the proposal during the week of July 19th.
- 10) In the El Paso GAL Office Statistics, the footnote indicates that salaries do not include benefits - can you clarify where these costs are accounted for?
 - a. We did not include health, life, dental, PERA or short-term disability in the salary numbers. Each proposer must decide what benefits, if any, will be offered to its employees and so the OCR believes the state benefits are not relevant.