

Dear Potential Bidder:

The New York State Office of Indigent Legal Services (ILS) is requesting proposals from qualified vendors to assist ILS in determining the appropriate numerical caseload/workload standards for criminal cases for providers of mandated legal representation in Onondaga, Ontario, Schuyler, Suffolk and Washington counties.

This RFP also outlines the terms and conditions, and all applicable information required for submission of a proposal. Proposers should pay strict attention to the proposal submission deadline to prevent disqualification. To ensure compliance with these requirements and to prevent possible disqualification, Proposers should follow the format and instructions contained in this document.

For Bidders' convenience, the RFP and its related attachments have been made available in electronic format at ILS' website: <https://ils.ny.gov/content/caseload-standards-RFP>.

Questions or requests for clarification regarding the RFP should be submitted via email, citing the RFP page and section, by **6:00 PM ET on February 18, 2016** to QA@ils.ny.gov. Questions will not be accepted orally and any question received after the deadline may not be answered. The comprehensive list of questions/requests for clarifications and the official responses will be posted to the ILS website and notice of such posting will be sent to all Bidders who have been furnished the RFP by ILS.

Interested bidders must submit a proposal for this RFP no later than 6:00 PM ET on March 4, 2016.

All documentation should be completed and returned in accordance with the guidelines provided in the RFP.

Please be advised that this procurement is within a period of restricted communication. Bidders/lobbyists are restricted from making contacts related to this procurement with any New York State employee or any representative of a New York State board or commission. Please limit any communications related to this procurement to the designated contacts shown below during this Restricted Period (beginning with the announcement of this RFP in the NYS Contract Reporter and ending with the contract approval by OSC). The term "Contact" is defined by statute and refers to those oral, written, or electronic communications that a reasonable person would infer are attempts to influence the outcome of the procurement. Contact initiated between your firm and any other agent of ILS is not permissible and can result in disqualification from this procurement.

All questions regarding this solicitation should be addressed via email to: QA@ils.ny.gov.

The designated permissible contacts for this procurement are:

Karen Jackuback (primary contact)
Joe Wierschem (secondary contact)

Any expenses incurred in the preparation and submission of the proposal will not be reimbursed by the State.