

**CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
REQUEST FOR PROPOSALS
FOR THE PROVISION OF FILING OF PETITIONS AND SERVICE OF LEGAL
PROCESS AND LEGAL PAPERS
PIN: 18AZ000400R0X00**

**ADDENDUM #1
January 27, 2017**

Except as otherwise stated below and by any subsequent Addenda to the above-referenced RFP, the RFP remains unchanged.

Note: the proposal due date remains February 6, 2017 at 2:00 PM.

- I. **Vendor Questions and DOHMH Responses (See Annex A):** Attached is a copy of the vendor questions received by DOHMH on or before the questions due date on January 20, 2017 and DOHMH responses.
- II. **REVISED Item 3: Acknowledgement of Addenda form (See Annex B):** Attached is a revised Item 3: Acknowledgement of Addenda form. Proposers are directed to sign this version of the form and submit it with their proposals.

Answers to Questions received in writing by the Questions Due Date 1/20/17

NOTE: As deemed appropriate by DOHMH, similar/same questions have been consolidated and one response is provided.

1. **Question:** Can you submit a bid if your DCA Process Serving Agency license is pending? Will your bid be rejected if your DCA Process Serving Agency license is pending?

Answer: As stated in Section II.F on page 4 of the RFP, proposals must contain a copy of the current and valid Process Serving Agency License from the New York City Department of Consumer Affairs (DCA). This requirement is a minimum requirement, and proposals that fail to meet it will be rejected.

2. **Question:** Does the Department pay for attempted service (meaning after three attempts were made to served)?

Answer: Yes. Please see Section II.E. on page 4 of the RFP for the definition of “Service Request”:

A Service Request is defined as a request of service of a variety of documents to be served upon a named consumer and/or respondent who is the subject of an Order for Assisted Outpatient Treatment or an investigation that seeks to determine whether an Order for Assisted Outpatient Treatment is necessary. A Service Request generally includes Contractor’s filing and conforming documents with the Supreme Court in the county that has jurisdiction of the matter and personal service on a consumer or respondent. It will also likely include personal service on a next of kin, as well as statutorily required service in an acceptable manner on Mental Hygiene Legal Services, New York State Office of Mental Health, the AOT Program, the Department of Corrections, a hospital, or any other entity named in the Service Request. When personal service is requested, a Service Request includes three (3) attempts at personal service as well as any service by mailing that are legally necessary to constitute legally sufficient service.

Contractor will be paid the same rate regardless of whether the Service Request requires only one attempt, or up to three attempts, plus service by mailing or other manner as specified by court. If after three attempts plus service by mailing or other manner as specified by court, the contractor is unable to personally serve the respondent, contractor will notify DOHMH’s AOT Team. Contractor will provide proof of their attempts at personal delivery on the respondent and service on any parties in the manner that are specified in the AOT documents and required by the court.

Upon confirmation by DOHMH, the Service Request will be considered complete, and the contractor will be paid in full, only when the contractor has made 1) up to three

attempts at *personal delivery on the respondent* and 2) service was made on any other parties that are specified in the AOT documents and required to be served by the court.

By new Order or Extension of Service, the court may then require an alternative method of service upon the respondent. DOHMH would then request that the Contractor carry out service of the new Order upon all parties in accordance with the court's directions. This will constitute a new Service Request, and the contractor will be compensated for this Service Request upon completion.

3. **Question:** Does the Department require the insurance with submission or if you are awarded?

Answer: Insurance documentation is not required in the Proposal Submission package. The selected vendor will be required to provide insurance documentation prior to contract execution.

4. **Question:** Who is the current vendor for these services?

Answer: The current vendor is Gallagher & Company.

5. **Question:** What are the current rates paid per service request?

Answer: The current contracted amount for these services in Fiscal Year 2017 is \$311,040.

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ATTACHMENT C

ACKNOWLEDGEMENT OF ADDENDA

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP:

- Addendum # 1, Dated January 27, 2017
- Addendum # 2, Dated _____, 20__
- Addendum # 3, Dated _____, 20__
- Addendum # 4, Dated _____, 20__
- Addendum # 5, Dated _____, 20__
- Addendum # 6, Dated _____, 20__
- Addendum # 7, Dated _____, 20__
- Addendum # 8, Dated _____, 20__
- Addendum # 9, Dated _____, 20__
- Addendum #10, Dated _____, 20__

Part II

_____ No Addendum was received in connection with this RFP.

Part III

Proposer's Name: _____ Date: _____

Signature of Authorized Representative: _____

