



*First Judicial District of Pennsylvania
Procurement Unit
Philadelphia City Hall, Room 368
Philadelphia, Pennsylvania 19107
(215) 683-7940
(215) 683-7942 Fax
<http://courts.phila.gov>*

Marc Flood, Esquire
Deputy Court Administrator

February 21, 2014

Dear Prospective Vendor:

You are invited to submit a bid to prepare Cost Allocation Plans for the Philadelphia Family Court - Child Support Enforcement Program in accordance with the enclosed Request for Quote document ("RFQ") including all specifications and conditions.

Bids must be submitted in triplicate to: First Judicial District of Pennsylvania, Procurement Unit, 368 City Hall, Philadelphia, Pennsylvania 19107.

Bids must be received in a sealed envelope at the above address no later than **3:00 P.M., Friday, March 14, 2014**. Late bids will not be considered regardless of the reason.

All questions should be directed, in writing and no later than 3:00 p.m., Monday, March 3, 2014, to Joseph C. Kamnik, Jr., Director, Financial Services and IV-D Compliance, Philadelphia Family Court, Domestic Relations Division, 46 S. 11th Street, Suite 400, Philadelphia, Pennsylvania 19107-3624, via facsimile at (215) 686-8953 or email at joekamnik@pacses.com.

The FJD anticipates that evaluation of the bids and selection of a vendor will be completed as soon as possible; all bidders will be notified in writing.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marc Flood".

Marc Flood, Esquire
Deputy Court Administrator

Enclosure

SPECIFICATIONS

**Indirect Cost Allocation Plan
for the
IV-D Philadelphia Child Support Enforcement Program**

The First Judicial District of Pennsylvania (“FJD”) wishes to engage a consultant to render professional services for the preparation of the fiscal years 2014, 2015, and 2016 Cost Allocation Plans for the Philadelphia Family Court’s Child Support Enforcement Program. In addition to the three plan years noted above, the FJD may also entertain two additional one year terms for the provision of the fiscal year 2017 and 2018 Cost Allocation Plans, respectively.

Two (2) separate plans have historically been prepared in the past covering the Child Support Enforcement Program within the Domestic Relations Division, Philadelphia Family Court and the Child Support Unit of the District Attorney’s Office, City of Philadelphia.

Notwithstanding other terms and conditions noted in this solicitation, the successful contractor initially will develop central services Cost Allocation Plans for the First Judicial District and the District Attorney’s Office for the fiscal years ended June 30, 2014, June 30, 2015, and June 30, 2016, which identifies various costs incurred by the Family Court and District Attorney’s Office to carry out the Child Support Enforcement Program. Two additional one year terms may be elected by the FJD applicable to the fiscal years ending June 30, 2017, and June 30, 2018, respectively. The Cost Allocation Plans will contain the determination of the allowable costs which may be submitted to the Department of Public Welfare’s Bureau of Child Support Enforcement (BCSE) for federal financial participation. All applicable Federal, State and local rules must be adhered to.

The contractor will also obtain approval for the completed Cost Allocation Plans from representatives of the State IV-D agency and provide support for questions and subsequent audits by the Department of Public Welfare and/or other governmental agencies.

General Information

Prior Indirect Cost Allocation Plan (from FY12 for FY2014)		
	Total Central Services Department Costs	Child Support Portion
First Judicial District of Pennsylvania	\$122,724,974	\$2,839,187
District Attorney	\$57,697,497	\$229,271

For additional information specific to the Indirect Cost Allocation Plans (excluding Procurement Issues), please contact:

Joseph C. Kamnik, Jr.
Director, Financial Services and IV-D Compliance
Philadelphia Family Court – Domestic Relations Division
46 South 11th Street, Suite 400
Philadelphia, PA 19107
Fax: (215) 686-8953
Email: joekamik@pases.com

Insurance

Contractor shall procure and maintain, at its cost and expense during the entire period of the contract (including any applicable warranty and/or renewal periods), the types of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania. All insurance required herein shall be written on an "Occurrence" basis and not a "Claims-Made" basis. In no event shall work be performed until the required evidence of insurance has been furnished. If contractor fails to obtain or maintain the required insurance, the Court shall have the right to treat such failure as a material breach of contract and to exercise all appropriate rights and remedies. The insurance shall provide for at least thirty (30) days prior written notice to be given to the Court in the event coverage is materially changed, canceled or non-renewed.

A. Additional Insured Requirement

The First Judicial District of Pennsylvania, its officers, employees, and agents are to be named as additional insureds on all policies required hereunder except the Worker's Compensation and Employer's Liability. Also, an endorsement is required stating that the coverage afforded to the First Judicial District and its officers, employees and agents as additional insureds will be primary to any other coverage available to them.

B. Workers' Compensation and Employer's Liability

- (1) Workers' Compensation:
Statutory Limits
- (2) Employer's Liability:
\$500,000 each accident - bodily injury by accident
\$500,000 each employee - bodily injury by disease
\$500,000 policy limits - bodily injury by disease
- (3) All states endorsement

C. General Liability Insurance

- (1) **Limit of liability:** \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) **Coverage:** Premises operation; blanket contractual liability; personal injury liability (employee exclusion deleted); products and completed operations; independent contractors; employees as additional insured; cross liability; broad form property damage (including loss of use) liability; for asbestos abatement projects only - asbestos abatement liability coverage.

D. Automobile Liability

- (1) **Limit of Liability:** \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) **Coverage:** Owned, non-owned and hired vehicles.

E. Professional Liability Insurance

- (1) **Limit of Liability:** \$5,000,000 with a deductible not to exceed \$50,000.
- (2) **Coverage:** Errors and omissions.
- (3) Professional Liability Insurance may be written on a claims-made basis provided that coverage for occurrence(s) happening during the performance of the Services required under the Agreement and shall be maintained in full force and effect under the policy or "tail" coverage for a period of at least two (2) years after completion of the Services.

Certificates of Insurance evidencing the required coverage(s) shall be submitted to the Court within ten (10) days of notice of contract award. The Court reserves the right to require Contractor to furnish certified copies of the original policies of all insurance required under contractual terms at any time upon ten (10) days prior written notice to the Contractor.

Anti-Discrimination Policy

Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring tenure of employment, promotions, terms, privileges or conditions of employment on the basis of race, color, sex, sexual orientation, religion, national origin or ancestry,

constitutes a substantial breach of Contract entitling the Court to all rights and remedies provided in the Contract or otherwise available in law or equity.

Contractor agrees to include the immediately preceding paragraph with appropriate adjustments for the identity of the parties in all subcontracts which are entered into for work to be performed pursuant to any subsequent Agreement.

Public Disclosure

As a general rule, the Court does not disclose any personally or professionally identifiable information collected or obtained through normal Court business practices and/or procedures except where permission has been obtained or where the information is classified as public information under the State of Pennsylvania's Right to Know Act (65 P.S. § 67.101 et seq.), Pennsylvania's General Assembly's Act 3 of 2008, or any other applicable laws. Any/all participating Parties should be aware that information collected or obtained by the Court through a solicitation and/or business relationship may be subject to examination and inspection if such information is a public record and not otherwise protected from disclosure. Furthermore, no public agency, official, employee, and/or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, official, employee, and/or custodian acted in good faith in attempting to comply with the provisions of said Acts and/or applicable laws.

*First Judicial District of Pennsylvania
Procurement Unit*

Request for Price Quotations

Bid Name: Child Support Enforcement

Product Type: Cost Allocation Plans

SERVICE POINT:

Child Support Enforcement
Attn: Director, Financial Services/IV-D Compliance
46 S. 11th Street, Suite 400
Philadelphia, PA 19107

Quotes must be received no later than:
Friday, March 14, 2014, by 3:00 p.m.

Addressed to:
**First Judicial District of Pennsylvania
Procurement Unit
Philadelphia City Hall, Room 368
Philadelphia, Pennsylvania 19107
Attn: Marc Flood, Esquire, Deputy Court Administrator**

Phone No: (215) 683-7940

PRICES MUST BE IN EFFECT FOR A MINIMUM OF SIXTY (60) DAYS. PRICES MUST BE NET, EXCLUSIVE OF ANY FEDERAL, EXCISE, OR PENNSYLVANIA SALES TAX. PRICES QUOTED MUST BE FIRM AND BINDING.

ITEM NO.	DESCRIPTION	QTY	U/M	LOT PRICE
	Accounting Consulting Services to prepare Cost Allocation Plans (CAP) for the Philadelphia Family Court's Child Support Enforcement Program (as per attached specifications).	1	2014	\$
		1	2015	
		1	2016	
	PERIOD OF ORDER: Agreement's initial term shall become effective upon execution and continue for a period of three (3) years representative of the FY14, FY15, and FY16 Plan years. The FJD reserves the right to elect two additional one year renewal terms for the provision for the FY17 and FY18 Cost Allocation Plans.	1	*** 2017	
		1	*** 2018	
<p><i>All questions should be directed, in writing, on or before 3:00 p.m., Monday, March 3, 2014, to Joseph C. Kamnik, Jr., Director, Financial Services and IV-D Compliance, via facsimile at (215) 686-8953 or email at joekamnik@pacses.com</i></p>				

Signature and Title (<i>Authorized Representative</i>)	Date	Discount Terms
Company Name and Address	Contact Name/Phone No.	