

Questions and Answers

RFP: Second Regional Immigration Assistance Centers

Date Posted: February 11, 20120

- (1) **Question:** What is the earliest possible start date of an agreement entered into as part of this RFP?

Answer: The contract start date is yet to be determined.

- (2) **Question:** If a request is made for additional attorneys in the proposal, with the idea that additional attorneys may be required in the future, and the proposal is accepted and a contract with ILS is signed based on the approved proposal, is the Regional Immigration Center (RIAC) *required* to hire the additional attorney(s) under the ILS contract even though they may not be needed?

Answer: The Office of Indigent Legal Services (ILS) will review and score each proposal in accordance with the criteria set forth in the RFP, pages 12-20. In accordance with the "Awarding Grants" section of the RFP (page 21), ILS reserves the right to negotiate a final budget and workplan with successful applicants prior to issuing a contract. ILS recognizes that after a contract is received, there may be instances in which the awardee seeks to amend the budget and workplan to better meet the needs of the project. In such instances, the awardee must notify ILS in advance of the requested amendment, setting forth an explanation and justification for the requested amendment. See also Question 4 below.

- (3) **Question:** Is there a minimum percentage of time that ILS requires for additional attorneys to spend doing RIAC work? In other words, can the RIAC hire an additional attorney who devotes less than 50% of his or her time to the RIAC?

Answer: As set forth on pages 6-7 of the RFP, each RIAC will be required to have at least two qualified attorney positions serving as RIAC attorneys, who will dedicate 100% of their time to grant activities throughout the entirety of the grant. ILS will consider proposals that include more than two attorneys, as the budget allows, who are not 100% dedicated to grant activities ("additional attorneys."). ILS encourages applicants to specify the amount of time these additional attorneys will devote to grant activities.

- (4) **Question:** If we run out of money in one area/line of the budget, can we move money from another area/line of the budget without ILS approval?

Answer: No. ILS issues the grant funding to awardees via contracts. The contract specifically states that budget amendments are permissible only when the parties "mutually agree In writing to the terms of such modification." Additionally, in some instances, approval from the Office of the State Comptroller and the Attorney General's

Office may be required before an amendment is finalized. Thus, awardees must contact ILS regarding any proposed budget amendment.