



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)

for

EMPLOYMENT AND TRAINING SERVICES

(Worksite Management)

RFP # 1417VF

May 19, 2014

Carrie Godfrey, Assistant Social Services Program Director
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)

RFP# 1417VF

EMPLOYMENT AND TRAINING SERVICES

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking Proposal Statements from qualified agencies interested in providing Employment and Training Services and Worksite Management for recipients of Temporary Assistance to Needy Families (TANF). Proposers interested in providing these services are invited to respond to this request.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive any informalities or irregularities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Proposer. The County reserves the right to award negotiated contracts to one or more Proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	May 19, 2014
Bidder’s Conference:	June 4, 2014 from 11:00 am to 12:00 pm 95 Franklin Street, Room 805 Buffalo NY 14202
Proposals Due:	June 19, 2014
Selection Made:	July 2014
Contract Signed:	Following all necessary County approvals

B. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. One (1) original and five (5) copies shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected.
3. Submission of the proposals shall be directed to:

Carrie Godfrey, Assistant Social Services Program Director
Erie County Department of Social Services
95 Franklin Street, Room 868
Buffalo, NY 14202

All proposals must be delivered to the above office on or before June 19, 2014 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

4. Requests for clarification of this RFP must be written and submitted to Carrie Godfrey at the above address, or at Carrie.Godfrey@erie.gov no later than 4:00 pm on June 4, 2014. Formal written responses will be distributed by the County on or before June 11, 2014. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those Proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) Proposers should include the Erie County certification letter with the proposal.
8. If the Proposer is a Veteran Owned Business, the Proposer should include letter indicating company is 51% or more Veteran-owned.
9. **All Proposers submitting proposals must include a cost proposal, completed as Budget Attachment, Appendix B, in a separate sealed envelope clearly labeled with the Proposer name, due date of proposal, proposal name, "Proposal to Provide Employment and Training Services" RFP #1417VF.**

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

A. Introduction:

The goal of the Erie County Department of Social Services (ECDSS) is to provide the citizens of Erie County with assistance needed to achieve self-sufficiency. To that end, ECDSS is committed to providing Employment and Training opportunities to its customers in receipt of Temporary Assistance to Needy Families (TANF), and Safety Net Family Assistance (SN). Federal and State participation requirements mandate that at least 50% of these individuals be actively engaged in work experiences, job skills training, and HSE classes for 25-35 hours per week. ECDSS partners with community agencies to assist in meeting this requirement.

B. Purpose:

The purpose of this RFP is to solicit proposals from qualified community agencies that are able to provide Employment and Training programs and Worksite Management Services to customers of the Erie County Department of Social Services who are in receipt of Temporary Assistance to Needy Families (TANF) and Safety Net Family Assistance (SN).

C. Population Served:

The target population for this RFP is adults with minor children in receipt of TANF or SN assistance. As such, this clientele has special needs particular to parents with children. Daycare and school issues, medical appointments, etc. need to be considered when dealing with this population.

D. Services to be Provided:

The successful bidder, acting on behalf of the Erie County Department of Social Services, must provide the following services to those individuals referred to them by ECDSS:

These services include, but are not limited to, a minimum of 25-35 hours per week for each participant in:

1. **Assessment/Career Exploration** - working with participants to identify their job skills and interests, and careers suited to these.
2. **Case Management** –maintain communication with participants while assisting them to overcome barriers that impede their goal of obtaining and maintaining employment
3. **Vocational Training** – enroll in educational programs that directly relate to the preparation of individuals for employment
4. **Work Experience** - provide participants meaningful work to perform that develops skills, knowledge and positive work habits and gives them real experience “on the job”
5. **Educational Opportunities** – HSE program on-site that will assist eligible participants in completing their high school diploma requirements
6. **Job Readiness** - engages participants in activities that improve their employability

7. **Job Placement/Job Retention Services** - Working with employers to assist program participants in obtaining and maintaining meaningful employment in the community

E. Requirements:

The successful proposer must be able to meet and explain how they will meet the following requirements:

1. **Accessibility:** The successful proposer must be available and accessible to the clients they serve, with hours of operation that must include regular business hours of Monday-Friday, 9 am – 5 pm, with a location convenient to individuals utilizing public transportation. They must also be accessible to the staff of ECDSS via telephone, FAX, and email, so that information can be easily exchanged.
2. **Qualified, Trained Staff:** the successful proposer will have trained staff members that possess the ability to educate participants in job readiness skills and to supervise them in Work Experience Settings. The HSE component of the program must be staffed by qualified education professionals with the necessary credentials. The successful proposer will have a plan in place for monitoring the quality of the service provided by staff, and for making improvements in quality when necessary.
3. **Facilities, tools, equipment, and resources** to carry out the tasks required. This includes classrooms, meeting rooms, computer labs, textbooks, on-the-job training areas, and any other resource needed to implement the programs required by this RFP.
4. **Network of Community Resources:** the successful proposer must have a working relationship with an array of local employers that have agreed to offer qualified TANF clients opportunities for employment.
5. **Accountability:** the successful proposer must keep accurate records of client attendance and participation, and to provide monthly reports of the same to the Erie County Department of Social Services Comprehensive Employment Division, 290 Main Street, 10th Floor, Buffalo, NY 14202 **no later than the 5th of the following month**, according to the needs and requirements of ECDSS. In addition to the individual client attendance reports, a monthly update/summary of **all** client involvement should be sent to the same address above.
6. **Outcomes:** the successful proposer **must adhere to a 70% participation rate for all enrollees**, and commit to achieving, and explain how they will achieve, the following performance benchmarks:
 - A. Number of participants Assessed and provided Career Guidance: 300
 - B. Number of participants Assigned to a Work Activity that meets program requirements for at least 30 days: 220
 - C. Number of participants that are enrolled in a Work Activity that meets program requirements for at least 60 days: 150
 - D. Number of participants that are enrolled in a Work Activity that meet program requirements for at least 90 days: 100
 - E. Number of participants placed in Jobs with 30 day retention: 70

7. **Reliability:** the successful proposer must be able to assure ECDSS that the services will be delivered as agreed, in a professional and prompt manner.
8. **Cultural Sensitivity:** the successful proposer must have a plan in place for training of staff in the area of cultural sensitivity. Customers of ECDSS are from all over the world, with different cultures, languages, religions, and values. The successful proposer must also have a plan in place for communicating with clients who do not speak English.
9. **Confidentiality:** the successful proposer must be able to assure ECDSS that any and all information obtained while providing services will be used only to assist customers in meeting their needs, and for no other purpose. This information can and must be shared with the Erie County Department of Social Services, however, as the successful proposer will be acting *on behalf of* ECDSS. In any other context, the information must remain strictly confidential, in accordance with current state, federal, and local laws and regulations.
10. **Experience:** the successful proposer must demonstrate experience in providing this or similar service, currently or in the past. Names and contact information for individuals in other organizations for whom this type of service has been provided must be included.
11. **Financial Accountability and Transparency:** the successful proposer must agree to bill ECDSS **no less than monthly**, with an invoice that clearly identifies the services rendered (which may or may not include the names of the clients involved), and the cost per unit of service. This unit of service is arrived at using the following suggested benchmarks**:

Phase 1: Orientation/ Career Exploration	Cost per participant: \$ 250
Phase 2: Worksite Assignment and Case Management (Payable after 30 days)	Cost per participant: \$ 250
Phase 3: Work Activity Engagement (Payable after 60 days)	Cost per participant: \$300
Phase 4: Worksite Activity Engagement (Payable after 90 days)	Cost per participant: \$400
Phase 5: Job Placement/ (30 days retention)*	Cost per participant: \$500

* 30 day job placement MUST meet the required number of participation hours

** These amounts may vary according to the implementation plan of the successful proposer. All costs must be agreed upon by both parties.

**** Please refer to Appendix A for a guide to specific proposal format and content.**

F. Scoring Procedure:

Agency's Proposal and Ability to Provide Requested Service

- Completeness of proposal
- Ability to provide qualified, competent staff members
- Location and Hours of Availability
- Ability to network with a broad array of community resources
- Ability to deliver services in a prompt, professional manner
- Ability to offer services to a culturally diverse population in a culturally sensitive manner, including people with limited English proficiency
- Ability of agency to fully implement the program effective January 1, 2012 with adequate facilities, learning spaces, resources, equipment, worksites, etc.
- Agency's ability to meet performance benchmarks and maintain a 70% participation rate

Agency's Experience and Business Practices

- Agency's history/experience providing similar services to organizations or ECDSS
- Agency's past experience in collaborating with ECDSS or other social service agencies
- Ability to be readily accessible to ECDSS via phone, fax, and email
- Agency's service delivery plan and philosophy
- Ability to keep accurate records and to submit participation reports and clear, detailed invoices in the timeframe required (no less than monthly)
- Agency's policy of maintaining confidentiality of information
- Agency's plan for monitoring performance and quality of services
- Agency's method for training and screening its staff to ensure their competency

Cost Effectiveness and Budget

- Total proposed price reflects a cost effective approach to delivery of services, including the ratio of administrative costs to direct program costs
- Agency is fiscally sound as per submitted financial documents
- Agency has a source of revenue other than ECDSS
- Completeness of Budget Narrative and summary

G. Final Selection:

A review panel, consisting of professionals from both Erie County and the community-at-large, will score each proposal, discuss the strengths and liabilities of the proposal, and then make a decision as to which proposer or proposers it will recommend to provide Employment and Training Services, based on the above scoring system.

The panel's recommendations will be made to the Commissioner of the Department of Social Services, who will recommend to the County Executive that the contract be awarded to specific proposer(s). **The final determination and budget appropriation for 2015 must be approved by the Erie County Legislature and contained in the 2015 adopted budget.**

H. Costs:

A total not to exceed \$250,000 will be awarded to the successful bidder(s) to provide these Employment and Training Services in the year 2015.

IV. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the Proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the Proposer to enter into an agreement with the County for the required services;
- by submitting a proposal, the Proposer agrees and understands that the County is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County reserves the right, and may at its sole discretion, exercise the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities and informalities in proposals received after notification to Proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer;

- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- The Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- The Proposer's experience to perform the proposed services.
- The Proposer's financial ability to provide the services.
- Evaluation of the Proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this RFP.
- The Proposer's presentation at and the overall results of any interview conducted with the Proposer.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
- The evaluation process is designed to award the Proposer with the best combination of attributes based on the evaluation criteria. A score shall be calculated for each criterion

for each proposal. The total of the scores for all criteria in each proposal will be known as the Proposer's final score.

CONTRACT

After selection of the successful Proposer, a formal written contract will be prepared by the County and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR IF NECESSARY THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.**

The term of the contract shall be for a one (1) year period commencing January 1, 2015 and terminating December 31, 2015. The County, at its sole discretion may extend the agreement beyond its initial term for up to four (4) additional one year periods at the same prices and conditions.

INDEMNIFICATION AND INSURANCE

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage described in the Vendor Classification “C” found on page 2 of Schedule “B”.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

All deliverables created under this Agreement by the Proposer are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Proposer hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Proposer agrees to assist the County, if required, in perfecting these rights. The Proposer shall provide the County with at least one copy of each deliverable.

The Proposer agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Proposer agrees to enable the County’s continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Proposer may retain copies of such records for its own use.

NOTE: All contracts executed by the Erie County Department of Social Services will be posted electronically on the Department’s website.

NON-COLLUSION

The Proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All Proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the Proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of Proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a) insert the following notice in the front of its proposal:

“NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the Proposer's competitive position.

The Proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this Proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.”

and

- b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " *** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than one hundred eighty (180) days from the proposal date.

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie (the "County") and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County for the required services. The undersigned agrees and understands that the County is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County, its directors, officers, employees or agents unless an agreement is signed by a duly authorized County officer and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney and/or the Erie County Fiscal Stability Authority.

It is understood and agreed that the County reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County reserves all rights specified in the Request for Proposals (RFP).

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By: _____
Name and Title

APPENDIX A

PROPOSAL FORMAT AND CONTENT

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP, its cover letter and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive. The proposal should be submitted in one volume and that volume subdivided into three easily identified sections as follows:

1. **Section 1 - Technical Proposal.** This section shall describe the Proposer's approach and plans for accomplishing the work outlined in the Scope of Professional Services Required.
2. **Section 2 - Organizational Support and Experience.** This section shall contain all pertinent information relating to the Proposer's organization, personnel and experience that would substantiate the Proposer's qualifications and capabilities to perform the services required by the scope of the RFP.
3. **Section 3 – Budget Attachments.** See Appendix B.

Specific instructions regarding the structure of each section are described below.

SECTION 1 – Technical Proposal: all proposals must be **limited to fifteen pages.**

- 1) Clearly identify the staff associated with the project, job titles and number of staff in each title, education and experience requirements established by agency for each position title, and their role in providing the services required.
- 2) Describe the agency's ability to implement and staff the program in a timely manner, including the provision of services, effective January 01, 2015. This should include a description of the agency's facilities, learning areas, special equipment and resources (i.e. computer labs, classrooms), work sites, etc.
- 3) Clearly identify how the staff associated with the project will receive supervision.
- 4) Provide an overview of the Proposer's service delivery plan, including but not limited to agency philosophy, internal agency training, specialized agency services and resources, additional agency services that could be extended to this population.
- 5) Provide days and hours of service availability; include 24/7 emergency contact person.
- 6) Discuss how the program will coordinate or collaborate with other community services and the Department of Social Services.
- 7) Clearly define the minimum number of training hours provided to program staff on an annual basis.
- 8) Clearly describe how your agency will meet the required outcomes as outlined in this RFP.
- 9) Describe how your agency will monitor compliance, performance, and a plan for quality assurance.

- 10) Describe how your proposed program will be implemented. Provide a work plan for program start-up and implementation that supports a January 1, 2015 start date.
- 11) Describe how the needs of refugees and immigrants will be met by your agency, including language and cultural differences.
- 12) Describe how your agency will maintain the confidentiality of information about clients and services provided to them.
- 13) Describe how your agency will manage record keeping and the submitting of client participation records in a timely manner (by the 5th of the following month).
- 14) Provide any other information that you feel would distinguish your organization's approach to the delivery of services.

SECTION 2 - Organizational Support and Experience

1. A brief history and description of your organization. Provide a copy of your organization's most recent annual financial report.
2. Identify your organization's professional staff members who would be directly involved in the County engagement, the experience each possesses.
3. Resumes for all program staff, including administrators, program supervisors, direct service staff and aides must be available upon request.
4. Give the name and title of person(s) authorized to bind the Proposer, the main office address and telephone number (including area code).
5. List Federal Employee Identification Number and Not-for-Profit number (if applicable), and a copy of your Program organizational chart.
6. Period of time your organization has been providing services/programs in the Erie County community and the date your organization was established as a Not-for-Profit organization (if applicable).
7. A description of your agency's past experience in delivering this service, or a similar service, to the citizens of Erie County. Provide references or letters of support from customers (other than ECDSS) for which you provided these services.
8. Provide any additional information that would distinguish your organization in its service to Erie County.
9. Provide with the proposal, **a separate envelope or folder** which includes a single copy of the most current information, as noted below. *Note: these materials cannot be returned.*
 - Most recent Audit report prepared by an independent CPA
 - Federal Tax Return (form 990) with all itemizations and breakdowns
 - Listing of Officers and Board of Directors
 - Most recent annual report
 - Not-For-Profit Documentation: Long-Form Report G750-497 (formerly BSW 497) from Office of Charities Registration and/or 501 (c) (3) of the US Revenue Code and/or NYS Not -For - Profit Corporation (under 216 of the Education Law) and/or NYS Charities Registration (Article 7A- Executive Law)

**ERIE COUNTY, NEW YORK
2015 SOCIAL SERVICES
FUNDING APPLICATION**

FOR RFP #1417VF:

TO PROVIDE WORK EXPERIENCE, AND VOCATIONAL,
HSE AND ESL TRAINING SERVICES TO FAMILIES IN
RECEIPT OF TANF AND SAFETY NET ASSISTANCE

APPENDIX B – FISCAL

I. GENERAL INFORMATION

a) Legal Name of Organization

b) Other Name (if used)

c) Address of Organization

_____ (STREET)

_____ (STATE/ZIP)

d) Contact Person/Address

_____ (NAME/TITLE)

_____ (STREET)

_____ (STATE/ZIP)

Phone Number _____

II. FINANCIAL INFORMATION

a) Payee Name of Organization (if different than Legal Name)

b) Financial Contact Person

_____ (NAME/TITLE)

_____ (STREET)

_____ (STATE/ZIP)

c) Organization's Fiscal Year

_____/_____
(START DATE) (END DATE)

d) Federal Employee Identification Number

e) Not-For-Profit Number

f) Amount of Funding Request to ECDSS
for this **proposed** contract:

\$ _____

g) FY of Request

_____/_____
(START DATE) (END DATE)

III. SUPPLEMENTARY APPLICATION INFORMATION

Provide a separate envelope or folder which includes one copy of the most current information as noted below. These materials cannot be returned.

X Most recent Audit report prepared by an independent CPA

X Listing of Officers and Board of Directors

X Most recent Management Letter

IV. **CERTIFICATION**

The undersigned certifies that he or she is a principal officer of the applicant organization and has knowledge of, and certifies that the information contained herein is complete and accurate.

Furthermore, the undersigned certifies that the applicant sponsored programs, services and activities are available to the general public, advertised as such, and not subject to discrimination based on sex, race, creed, religion or national heritage.

SIGNATURE

DATE

NAME/TITLE

APPENDIX B
PART 1: CASH EXPENDITURES DIRECT PROGRAM COSTS

PROPOSER _____ PERIOD _____

RFP # and NAME _____

This budget is an accounting of cash expenditures only. It must not include any in kind contributions or donations or the cash value thereof; however, cash donations must be included in this cash expenditure budget.

The columns entitled Agency and Cost Center/Program shall be used if the budget is derived from the agency's general budget or from a cost center of which the **proposed** contract is a part.

Cost allocation methodologies for each line item must be included with application.

The component columns shall be used if two or more categories of service with different rates are purchased.

The 2015 combined total of Administration and Operational Costs (Section B, line 17 plus Section C, line 16 below) should not exceed 15 percent of the proposed Total Cash Expenditures (Section D) for any ECDSS component.

If there are exceptional circumstances that require the combined total of Administration and Operational Costs to exceed 15 percent of Total Cash Expenditures, this must be clearly identified and explained, and a written request for a waiver from this limit must be submitted as part of the application in an attachment entitled "Administration and Operational Cost Limit Waiver Request and Justification".

	TOTAL AGENCY BUDGET	COST CENTER PROGRAM
A. DIRECT PROGRAM COSTS		
1. Salaries, Wages (From pp. 2)		
2. Social Security (FICA)		
3. Pension / Retirement		
4. Worker's Comp.		
5. State Disability Insurance		
6. Life Insurance		
7. Health Insurance		
8. SUB TOTAL SALARY & FRINGE		
9. Worker Mileage, etc.		
10. Contracted Client Services		
11. Other Direct Program		
12. TOTAL DIRECT PROGRAM COSTS		

NOTE: Should ECDSS contract with the Proposer for this service, all information on the Appendix B Part 1 is to be included in the quarterly 2015 line item budget reconciliation report.

BUDGET NARRATIVE: MANDATORY

- Identify contractors or consultants in A10 and describe services.
- Item A11, Other Direct Program. Itemize and describe.

APPENDIX B
PART 1: CASH EXPENDITURES DIRECT PROGRAM STAFF SALARIES & WAGES
 (Include all Full and Part-Time Direct Client Service Staff and Supervisors)

POSITION TITLE	NUMBER IN POSITION	ANNUAL SALARY	PROPOSED CONTRACT %
TOTAL # AND SALARIES			

* **NOTE:** Should ECDSS contract with the Proposer for this service, all information contained in this table is to be included on the quarterly personnel report for DSS and all information on the Appendix B Part 1 is to be included in the quarterly 2015 line item budget reconciliation report.

BUDGET NARRATIVE: MANDATORY

- Narrative must include explanation of any staff increase or reference to such explanation as may be included in the Program Description.
- Any increase in salaries or fringes in excess of COLA must be explained.
- Cost allocation methodology for all direct staff assigned less than 100% of their time is required.

APPENDIX B
PART 1: CASH EXPENDITURES ADMINISTRATIVE COSTS

	TOTAL AGENCY BUDGET	COST CENTER PROGRAM
B. ADMINISTRATION		
1. Salaries, Wages (From pp. 4)		
2. Social Security (FICA)		
3. Pension / Retirement		
4. Worker's Comp.		
5. State Disability Insurance		
6. Life Insurance		
7. Health Insurance		
8. SUB TOTAL SALARY & FRINGE		
9. Staff Development		
10. Publications		
11. Conferences		
12. Research		
13. Public Relations		
14. Audit, Legal, Cons. Fees		
15. Dues, Licenses, Permits		
16. Other Admin. Expense		
17. TOTAL ADMINISTRATIVE COSTS		

NOTE: Should ECDSS contract with the Proposer for this service, all information on the Appendix B Part 1 is to be included in the quarterly 2015 line item budget reconciliation report.

BUDGET NARRATIVE: MANDATORY

- Describe relevance of Item B11 (conferences) to program objectives.
- Item B16 (other admin. expense) is to include any other administrative costs not accounted for on other lines. Itemize and describe.
- As noted above, cost allocation methodology for all Administration (B) line-item costs is required.

APPENDIX B

PART 1: CASH EXPENDITURES SALARIES & WAGES OF AGENCY ADMINISTRATIVE STAFF

(Include all Proposed Program Full and Part-Time Executive, Administrative Support and Clerical Staff who do not provide Direct Client Service and Service Supervision)

POSITION TITLE	NUMBER	ANNUAL SALARY	CONTRACT %
TOTAL ADMIN. STAFF COSTS			

* **NOTE:** Should ECDSS contract with the Proposer for this service, all information contained in this table is to be included on the quarterly personnel report for DSS and all information on the Appendix B Part 1 is to be included in the quarterly 2015 line item budget reconciliation report.

BUDGET NARRATIVE: MANDATORY

- Cost allocation for all administrative staff assigned less than 100% of their time is required.

APPENDIX B
PART 1: CASH EXPENDITURES OPERATIONAL COSTS AND TOTAL COSTS

	AGENCY	COST CENTER PROGRAM
C. OPERATIONAL COSTS		
1 Purchased Services (Non-Client)		
2 Property (Lease/Mortgage)		
3 Supplies, Printing		
4 Postage		
5 Equipment		
6 Lease/Rent Equipment		
7 Lease/Rent Vehicles		
8 Purchase, Vehicles		
9 Repairs, Maintenance		
10 Telephone		
11 Other Utilities		
12 Insurance		
13 Interest		
14 Taxes		
15 Other Charges		
16 TOTAL OPERATIONAL COSTS		
D. TOTAL CASH EXPENDITURES (A12 + B17 + C16)		

NOTE: Should ECDSS contract with the Proposer for this service, all information on the Appendix B Part 1 is to be included in the quarterly 2015 line item budget reconciliation report.

BUDGET NARRATIVE: MANDATORY

- Description of purchased services required. (C1)
- Identification of equipment items purchased over \$250 required. (C5)
- Amortization plan for items costing over \$1000 required. (C6)
- Vehicle purchase/lease (C7 & C8) - Describe the relevance to program objectives of any vehicle purchased or leased that is **proposed** to be charged, in part or in full, to a proposed contract.
- C15 Detail of all other charges must be provided.
- As noted above, cost allocation methodology for all operational line-item costs (c) is required.

APPENDIX B

PART 2: REVENUES

A. In-Kind Donations Specific to this Proposal:

<u>Description of Goods or Services Being Donated</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

A. TOTAL VALUE OF IN-KIND DONATIONS: \$ _____

B. TOTAL VALUE OF CASH DONATED FUNDS:

APPENDIX B
PART 3: BUDGET SUMMARY AND RATE CALCULATION

COMPUTATION OF RATE

	TOTAL CONTRACT
A. Total Cash Expenditures (Part I, Section D, pg. 7)	
B. Flex Funds (*NOTE: applies to Traditional and Specialized Preventive Services and may not apply to other services)	
C. Cash Donated Funds (Part 2, Section B, pg. 8)	
D. Amount Payable through this Proposal (A +B - C)	
E. In-Kind Donation (Part 2, Section A, pg. 8)	
F. Total Donated Funds, cash and in-kind (C + E)	
G. Number of Proposed Units of Service for this Program	
H. Hourly Unit of Service Cost (D – B) / G	

NOTE: Donated Funds (F above) represent _____ % of total value of contract.



County of Erie Standard Insurance Certificate

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (A/C No., Ext)	FAX A/C No.
	EMAIL ADDRESS	
	PRODUCER CUSTOMER ID #	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes describe under DESCRIPTION OF OPERATIONS below	N/A	DO NOT USE FOR WORKER'S COMP FORM C-105., U-26.3, SI-12 OR CE-200 REQUIRED			W.C. STATUTORY LIMITS- OTH ER- E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER County of Erie 95 Franklin St Buffalo NY, 14202	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

X. FOR COUNTY USE ONLY: Name of County Dept. Requesting Certificate
 Purchase Order or Contact Number
 Vendor Insurance Classification

RETURN TO: ECDSS SHARON SULLIVAN
95 Franklin St. ROOM 746
Buffalo, NY 14202