



**ERIE COUNTY**

**REQUEST FOR PROPOSAL (RFP)**

**TO PROVIDE**

**Family Group Conferencing**

**SERVICES**

**RFP # 1916VF**

**March 8, 2019**

**Erie County Department of Social Services**

**EDWARD A. RATH COUNTY OFFICE BUILDING**  
**95 FRANKLIN STREET**  
**BUFFALO, NEW YORK 14202**

**COUNTY OF ERIE, NEW YORK**  
**REQUEST FOR PROPOSALS (“RFP”) # 1916VF**  
**TO PROVIDE FAMILY GROUP CONFERENCING SERVICES**

**I. INTRODUCTION**

The County of Erie, New York (the “County”) is currently seeking proposals from qualified agencies (“Proposer”) interested in providing Family Group Conferencing services. Proposers interested in providing this service are invited to respond to this request.

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

The County reserves the right to amend this RFP, reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive any irregularities or informalities, 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, and 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. FUNDING AND BUDGET**

A total of **\$120,000** is potentially available for the requested Family Group Conferencing services for 2020.

The award is subject to annual contract renewal, contingent upon the Proposer’s successful performance of project objectives and the continued need and desire for such services as articulated by Erie County DSS. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose. All contract appropriations are subject to Legislative approval.

Future awards will be dependent on available funds and subject to the demonstrated fiscal and programmatic stability of the applicant agency, as well as their meeting all of the Erie County Department of Social Services (ECDSS) requirements. More than one provider may be selected for funding for 2020.

*Note: By Executive Order from the NYS Governor and the Erie County Executive, administrative costs may not exceed 15% of the requested funds. Lower Administrative costs will be favored when rating proposals.*

**III. PROPOSAL TIMEFRAMES**

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

Issue RFP:	3/8/19	
RFP Informational Meeting:	3/22/19	from 9:00 a.m. to 9:55 a.m. 95 Franklin Street, room 805 Buffalo, NY 14202

Register for the Informational Meeting by contacting Judith.Kolmetz@erie.gov by 3/20/19.

Proposals Due: 4/19/19

Selection Made by: August

Contract Signed: Following all necessary County approvals.

#### **IV. 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 original, 3 copies, and one electronic PDF copy of the 'Proposal to Provide Service' shall be submitted. Proposals MUST be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.
3. One original, 1 and one electronic PDF copy of the 'Fiscal Application' shall be submitted separate from the 'Proposal to Provide Service'.
4. Submission of the proposals shall be directed to:

Judith Kolmetz  
Erie County Department of Social Services  
95 Franklin Street, Room 865  
Buffalo, NY 14202  
Judith.Kolmetz@erie.gov

All proposals must be delivered to the above office on or before 04/19/19 at 3:30 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

5. Requests for clarification of this RFP must be written and submitted to Judith Kolmetz at the above address, or at Judith.Kolmetz@erie.gov no later than 3:00 pm on 3/20/19. A list of questions and answers will be posted on the County website by 3/27/19. No communications of any kind will be binding against the county, except for the formal written responses to any request for clarification.
6. 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.
7. 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.
8. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included in this RFP. This document is for informational purposes only, and is not to be submitted by the Proposer for the purposes of this RFP.
9. All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a

part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

10. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers should include the Erie County MBE/WBE Certification letter with their proposal.
11. Proposers who operate a Veteran-Owned Business should include the letter indicating their company is 51% or more veteran-owned with their proposal.
12. All proposers must disclose the name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
13. If requested, proposers must provide a list of at least 3 references from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered.
14. All proposers must provide a list of all prime contractors and subcontractors that their agency does business with related to the service in this RFP.

## **V. SCOPE OF PROFESSIONAL SERVICES REQUIRED**

### **A. Introduction:**

The Erie County Department of Social Services has identified the following goals as being consistent with this Request for Proposals:

- Prevent placement of children in foster care,
- Safely maintain children and youth in their own homes, or the homes of relatives, who have been deemed at-risk of placement by local child welfare staff,
- Reduce incidences of child abuse and neglect for referred families,
- Insure the timely, successful community reintegration of children returning to the community from out of home care so that a return to foster care is unlikely,
- Create a collaborative relationship between the family, Erie County Child Welfare, and Erie County Family Court,
- Involve the extended family in making decisions about protecting and ensuring the safety of their children, and
- Create a system of supports that will sustain the family over time and provide a safety net post-agency involvement.

### **B. Program Information:**

#### **Target Population:**

Families to be served through this contract will include any child at risk of an out-of-home placement, or any child who is currently in placement and is in need of discharge planning. Generally, Preventive Services are only provided for children under the age of 18 years old.

#### **Project Description:**

The Proposer(s) selected for this contract will be responsible for working with the ECDSS Department of Children, Youth and Families, the Child Welfare Division. Family Group Conferencing will be offered to families

through referral by ECDSS only; referrals cannot be accepted by outside agencies or the community as a whole. The Proposer will be trained by the Buffalo State Center for Development of Human Services Family Engagement Specialist and will follow their recommended model.

The following Units may benefit from working with the selected Proposer in terms of requesting Family Group Conferencing for cases within:

- Children's Services
- Child Protective Services
- Adoption
- Independent Living
- Residential Programs
- Kinship Care
- Additionally, the ECDSS Clinical Specialists' office may be requesting assistance for this service for cases in any of the above teams

Family Group Conferencing Services are to include but not be limited to:

- Provision of assessment and intake services in a timely manner,
- Provision of services to children placed in Kinship, Foster Care and Residential Care,
- Participate in training with the CDHS Family Engagement Specialist and utilize the Family Meeting Toolkit,
- Establishment of goals for the participants in the service,
- Scheduling of the service to meet the individualized needs of the family,
- Ability to provide the service at times other than regular working hours, including evenings,
- Ability to provide the service at appropriate sites, dependent on the needs of the family,
- Participation in case related meetings with the ECDSS when requested,
- Appropriate and timely documentation in the case record,
- Assistance with transportation for families involved in the service,
- The ability to provide the service to individuals with special needs; i.e. disabilities, language and cultural barriers, etc.
- The responsibility to provide culturally appropriate services as well as language translation services

**Program Operators Responsibilities:**

- Provide interpreter services as needed. Costs may be included in budgeted direct operating costs.

**Unit of Service Definition:**

The unit of service for this RFP is defined as one hour of direct, face-to-face contact by the participant with the service, by collaterals with the service, and by case conference and record keeping/documentation activities.

**C. Projected Outcomes**

ECDSS is committed to establishing a system of Outcomes Based Contracting. Contract agencies will be required to develop and submit a self-monitoring plan to ECDSS.

This plan will require agencies to:

- Provide quarterly fiscal reports
- Provide ongoing documentation that the selected Proposer adheres to the Family Group Conferencing Model instituted through CDHS. This fidelity model measurement should include program evaluation, treatment effectiveness and service administration.
- Provide quarterly outcome reports
- Initiate data collection
- Evaluate data
- Establish a Quality Improvement Plan

Data Sources and collection strategies include but are not limited to administrative data, case records reviews, analysis of the Family Group Conference Facilitators notes, family plans, focus groups policy and procedures reviews and case studies.

It is understood that although a number of factors may relate to a defined outcome, ECDSS is requiring that indicators for identified goals be included in the design of this service.

The following outcomes are the minimum required; applicants may provide additional measures or outcomes, as are determined to reflect the provided services.

**OUTCOME #1: VOLUME, RESPONSE, and LENGTH OF SERVICE TIME**

- The number of families referred
- The number of families served
- % of served out of those referred
- The average length of service time for all referred families

**OUTCOME #2: TIMELINESS OF SERVICE**

- Referred families are seen for intake/assessment within 5 days of the referral

**OUTCOME #3: SAFETY AND PERMANENCY**

- Families who are in receipt of this service devise a plan to expedite the achievement of permanency for the child, i.e. 1017 custody, Article 6 custody, discharge to parent with supportive services, etc.
- Families who are in receipt of this service will have no further reported incidences of maltreatment during the course of service.

**D. Agency Experience and Qualifications**

The successful Proposer will:

- Maintain regular communication with ECDSS in a timely manner.
- Have the ability to manage funds from a government funding source, maintain billing systems, and achieve any reporting requirements,
- Maintain a skilled and appropriately educated workforce, as follows:

Casework positions must require a Bachelor's degree in the Human Service field and supervisory positions must require a Bachelor's degree and 2 years of experience in Child Welfare or Human Services.

Caseworkers, case aides and supervisors assigned to the project must be cleared through the State Central Registry prior to being permitted to work with families face to face without supervision. Proposing agencies should provide additional details of pre-employment screenings conducted by the agency. Erie County requires agencies to perform criminal background checks as well as DMV background checks for each employee associated with offering preventive services.

The staffing pattern and qualification standards are expected to be maintained throughout the term of the contract, and the applicant agency is expected to provide quarterly staffing reports. Also be advised that any changes which occur before the contract begins (after submission and approval) are to be communicated within 30 days of the start of the contract and must be approved by ECDSS.

## **VI. 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 or 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 a 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 and experience of program staff.
- The Proposer's experience in performing 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.

## **EVALUATION PROCESS**

Applications scores will be based on RFP scoring committee assessments (40%), minority workforce/MWBE utilization (10%) and qualitative and quantitative performance reviews (50%). For agencies that do not hold a contract currently, the quantitative performance score will be based on submitted references and data from similar work.



## **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 award period will be for a one-year term, with the option to renew for two additional one-year terms, subject to annual contract renewal, contingent upon the Proposer's successful implementation of the program, data collection, monitoring, goal attainment, and compliance with required reporting. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

### **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.

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 defend, 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.

(For Informational Purposes Only)

**Erie County Equal Pay Certification**

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together "Equal Pay Law"). The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors. We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

\_\_\_\_\_  
Signature

**Verification**

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS:

A)  
\_\_\_\_\_, being duly sworn, states he or she is the owner of (or a partner in) \_\_\_\_\_, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B)  
\_\_\_\_\_, being duly sworn, states that he or she is the Name of Corporate Officer \_\_\_\_\_, of \_\_\_\_\_, Title of Corporate Officer Name of Corporation the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_  
\_\_\_\_\_

Guidelines for Standard Insurance Provisions Required (for Informational Purposes Only)

LAW-1-INS (Rev. 3/12)



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 #	
INSURED	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**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
	<b>GENERAL LIABILITY</b> <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"/> 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 \$
	<b>AUTOMOBILE LIABILITY</b> <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"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	<b>DO NOT USE FOR WORKER'S COMP. FORM C-105., U-26.3, SI-12 OR CE-200 REQUIRED</b>			WC STATU TORY 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)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
County of Erie 95 Franklin St Buffalo NY, 14202	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      **RETURN TO: ECDSS SHARON SULLIVAN**  
 Purchase Order or Contact Number      **95 Franklin St. ROOM 746**  
 Vendor Insurance Classification      **Buffalo, NY 14202**

**INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE**

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery or merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
  - A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202."
  - B. Coverage must comply with all specifications of the contract.
  - C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000						
Products Comp. Ops.	\$2,000,000						
Blanket Broad Fom	Not Excluded or Limited		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Contractual Liability							
Broad Form P.D.							
X.C.U.							
Liquor Law				INCLUDE			
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Erie County To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.
- VI Coverage must be provided on a primary-non contributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Location Endorsement CG 25 03 is Required.
- VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.
- IX. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- X Workers Compensation: State Workers' Compensation Board form DB-155 is required for proof of compliance with the New York State Disability Benefits Law.  
Locations of operation shall be "All locations in Erie County, New York."  
  
For those entities who request permits, licenses, or contracts are required to provide either an Affidavit of Exemption (BP-1) or Certificate of Insurance 105.2, Certificate of Self Insurance SI-12, DB-155, or a Certificate of Attestation CE-200 to evidence exemption of coverage by statute. It will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.
- XI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.

## **PROPOSAL REQUIREMENTS**

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive. Your proposal must be comprised of 2 sections (Appendices A & B), which must be submitted in separate envelopes. One original, 3 printed copies and one electronic copy of both appendices must be submitted.

An electronic version of Appendix A is available on the ECDSS website:

<http://www2.erie.gov/socialservices/sites/www2.erie.gov.socialservices/files/uploads/RFP%20Appendix%20A.docx>

An electronic version of Appendix B is available on the ECDSS website:

<http://www2.erie.gov/socialservices/sites/www2.erie.gov.socialservices/files/uploads/RFP%20Appendix%20B%20-%20Version%202%20-%20April%202018.xlsx>

By application, you certify that your agency can provide the following documentation at any time during the course of the selection process: (You do not need to provide it now, only if asked.)

- Proof of 501(c)(3) status, if applicable.
- Agency's most recent organizational chart and a letter of support signed by the CEO and the Board President.
- Resumes for all program staff, including administrators, program supervisors, direct service staff and aides.
- References or letters of testimony from other agencies for whom you have provided this or a similar service, with contact information.
- Currently funded programs must re-apply in order to be considered for continued funding.

Please **do not** include copies of supporting research, annual reports, exhibits, letters of support, attachments and other supporting material with your proposal. ECDSS reserves the right to disqualify proposals that do not adhere to the correct format.

Applications are expected to comply with stated guidelines including but not limited to desired program outcomes identified in the Request for Proposal (RFP). It will be the responsibility of the applicant to submit proposals consistent with the RFP requirements. By submitting an application, your agency asserts that the Request for Proposal document has been reviewed in its entirety and that, if selected, the agency will abide by the conditions for funding set forth therein.

**For agencies that do not currently hold the contract**, please submit references and data from similar work demonstrating the agency's ability to:

- review outcomes and meet performance measures
- maintain adequate staffing levels with trained staff
- meet required timeframes
- demonstrate leadership and proactive involvement in planning procedures
- communicate within the agency and with DSS
- understand laws and meet regulatory expectations



### **ORGANIZATIONAL INFORMATION**

<b>Organization Name</b> - List the official name of your organization.
<b>Organization Name</b> - List other name if used.
<b>Telephone Number</b> - List the main contact number for your organization.
<b>Address</b> - List the official mailing address of your organization; include city and ZIP code information.
<b>Website</b> - Provide your organization's website address (if applicable).
<b>Leadership</b> - List the name of your organization's Chief Executive Officer, Executive Director, or President.
<b>E-mail</b> - Provide the e-mail address for your organization's leader.
<b>Federal Employer ID# (FEIN)</b> - Please provide your organization's Employer Identification Number.
<b>DUNS #</b> - List your DUNS (data universal number system) Number assigned by Dun & Bradstreet, if applicable.
<b>501(c)(3) not-for-profit entity ID #</b> - If non-profit, please provide 501(c)(3) not-for-profit entity ID # and date established as such.
<b>MBE/WBE</b> - Indicate whether your agency is a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE).
<b>Veteran-Owned Business</b> - Indicate whether your agency is a Veteran-Owned Business.
<b>Erie County Employees</b> - Name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
<b>Subcontractors</b> - List all subcontractors that your agency does business with related to this service.

### **CONTACT PERSON INFORMATION**

<b>Name</b> - Please list the name of the person who should be contacted regarding your proposal.
<b>Telephone Number</b> - Please list the phone number of the person who should be contacted regarding your proposal.
<b>E-mail</b> - Please provide the e-mail address for the person to be contacted regarding your proposal.



**PROGRAM INFORMATION**

**Start of Program Operations**

Describe your agency’s ability to implement and staff the program in a timely manner, including provision of services, effective January 1, 2020.

**Program Summary**

Provide a brief summary description of the program including the organization and program name, population served, and key program features.

**TARGET POPULATION SERVED & GOALS**

**Description**

Identify the target population, geographic areas to be served, and capacity for service.

**Special Populations**

Describe any specialized services and resources, including accommodation of those with special needs, language translation and cultural differences.

**Process**

Describe the criteria and process for serving referred individual(s), include intake and termination

**Capacity**

Describe your capacity to maintain a successful operation that is consistent with the outcomes of this RFP. Indicate the proposed number of individuals or families to be served at a given time as well as the total number of individuals or families to be served in a year.

**PROGRAM DESIGN**

**Availability**

Provide information about your days and hours of service availability as well as time frames for intake and engagement.

**Location(s) of Service**

Provide information for all program locations including any satellite locations where you operate.

**Collaboration**

Discuss any partnerships or networks that are used to meet your program participant needs.

**Program Difference**

Provide any other information that you feel would distinguish your organization’s approach to the delivery of the requested services, including any prior experiences and successes.

## PROGRAM STAFFING

### Program Staff

Describe program staff, including job titles, responsibilities, level of education/credentials, qualifications, experience and training that will be required for each position. Specify their role in providing the services and supervision protocols.

## PERFORMANCE MEASUREMENT

### Performance Measures

Describe your proposed approach to program evaluation and reporting to ECDSS. Clearly define how this project will meet the performance targets associated with this RFP, including follow-up, as well as how you will monitor compliance, outcome based performance and implement a plan for quality improvement. Specify how poor performance will be addressed when requested by ECDSS or when the outcomes of the program fail to be achieved.

### Data Collection

Describe how you collect program data, including specific procedures, tools and frequency.

## BUDGET

### Billing

Describe how your agency monitors and verifies the accuracy and sufficiency of its billing system to assure all claims made are proper and that adjustment is sought when issues are identified.

**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 understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (example on pp. [ ] of this RFP), and that it will be complete and acceptable to Erie County.

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.

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*Proposer Agency Name*

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*Name and Title*

*Date*



**FINANCIAL INFORMATION**

Payee Name of Agency (if different than Legal Name)
Financial Contact Person Name/Title
Telephone Number
E-mail
Street Address/City/State/Zip
Agency's Fiscal Year (Start date - End date)
Amount of Funding Request to ECDSS for this proposed contract
FY of Request (Start date - End date)

**UNIT COST**

Unit of Service for this proposal (eg: hour):	
Number of units to be served:	
Cost per unit of service for this proposal:	

**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.

- Most recent Audit report prepared by an independent CPA
- Listing of Officers and Board of Directors
- Most recent Management Letter

**V. CERTIFICATION**

The undersigned certifies that he or she is a principal officer of the applicant agency 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

## Appendix B - Fiscal Calculations with Hourly Rate Calculation

AGENCY: \_\_\_\_\_

FUNDING PERIOD: \_\_\_\_\_

RFP # and NAME: \_\_\_\_\_

The Fiscal Calculation pages request information in the following tables:

- 1) Summary Funding Request - To be completed from information provided in tables 2-7.
- 2) Direct Program Operating Expense
- 3) Administrative Overhead
- 4) Revenue
- 5) Rate Calculation (If applicable)
- 6) Detailed Direct Program Staffing Expense
- 7) Detailed Administrative Staffing Expense

The 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.

Budget and financial information will be utilized to evaluate the cost effectiveness of your RFP and for comparison to other agency responses. Please note that final awarded contracts may request more detailed information.

This form as an Excel file is available upon request in the DSS Fiscal Management Office to Necole Ervin at 858-6099, or via e-mail at [necole.ervin@erie.gov](mailto:necole.ervin@erie.gov).

### 1) SUMMARY FUNDING REQUEST (Derived from the detailed information in tables 2-7.)

Indicate in the columns below a summary of the total program budget requested for this RFP. Comparative prior year funding information should be included if the agency is requesting a continuation of a program previously funded by the Department of Social Services.

PROGRAM COST	Current Contract	Proposed Budget
<b>Total Direct Salary and Fringe Benefits</b>		
<b>Total Direct Operating Expense</b>		
<b>Total Administrative Overhead</b>		
<b>TOTAL PROGRAM COSTS</b>		
REVENUE	Current Contract	Proposed Budget
<b>County Funding</b>		
<b>In-kind Donations</b>		
<b>Donated Funds</b>		
<b>Other Revenue</b>		
<b>Other Revenue</b>		
<b>TOTAL REVENUE</b>		
<b>NET (Revenue minus Expense)</b>		

**2) DIRECT PROGRAM RELATED EXPENSE**

Indicate all expense items related to the direct provision of client services, **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.

<b>DIRECT PROGRAM EXPENSE</b>	<b>Current Contract</b>	<b>Proposed Budget</b>
<b>Direct Program Staffing (Staffing Table 6)</b>		
Salaries, Wages		
Total Fringe Benefits		
<b>Subtotal Salary and Fringe Benefits</b>		
<b>Direct Operating Expense</b>		
Employee travel/mileage		
Employee Training		
Maintenance and repairs		
General program related supplies		
Maintenance and repairs		
Phones		
Utilities		
Equipment: (List items)		
Contracted Client Services: (List contracts)		
Contracted Services Not Client Related (List contracts)		
Other:		
<b>Subtotal Direct Operating Expense</b>		
<b>TOTAL DIRECT PROGRAM COSTS</b>		

### 3) ADMINISTRATIVE OVERHEAD

Administrative Overhead cannot exceed 15% of the total Direct Service Program Budget. Detail cash expenditures only.

<b>Administrative Overhead</b>	<b>Current Contract</b>	<b>Proposed Budget</b>
<b>Staffing</b>		
Salaries, Wages		
Total Fringe Benefits		
<b>Subtotal Administrative Salary and Fringe Benefits</b>		
<b>Administrative Operating Expense</b>		
Employee travel/mileage		
Employee Training		
Maintenance and repairs		
General program related supplies		
Phones		
Utilities		
Equipment (List items)		
Contracted Services Not Client related (List contracts)		
Other:		
<b>Subtotal Administrative Operating Expense</b>		
<b>Total Administrative Overhead</b>		
<b>Total Direct Program Costs</b>		
<b>Administrative Expense as Percent of Program Cost</b>		

**4) REVENUE**

Detail below all revenue sources directly related to the total proposed program.

<b>Revenue</b>	<b>Current Contract</b>	<b>Proposed Budget</b>
Total Funds Requested from the County		
In-kind Donations (List in-kind donations specific to this proposal:)		
Total In-Kind:		
Cash Donated Funds -(Indicate Source):		
Total Cash Donated Funds:		
Other Funding Source:		
Total Other Sources:		
<b>Total Revenue</b>		

**5) RATE CALCULATION (If applicable)**

Detail below all revenue sources directly related to the total program expense.

<b>Rate Calculation</b>	<b>Current Contract</b>	<b>Proposed Budget</b>
A. Total Program Cash Expenditures (Direct plus Admin. Overhead)		
B. Flex Funds (Applies to traditional and specialized preventive services and may not apply for all contracts.)		
C. Cash Donated Funds		
D. Amount payable through this proposal (A+B-C)		
E. In-kind Donations		
F. Total Donated, Cash and In-kind (C+E)		
G. Number of Proposed Units of Service		
H. Hourly Unit of Service Cost ((D-B)/G)		





**7) STAFFING REVIEW - Administrative**

In the following columns list all administrative staff. Indicate full or part time employees. Include all Full and Part-Time Executive, Administrative Support and Clerical Staff who do not provide Direct Client Service and Service Supervision. Comparative prior year staffing levels should be included if the agency is requesting a continuation of a program previously funded by the Department of Social Services.

	Current Contract			Proposal		
	% of Time	Current Salary	Current Period Cost	% of Time	Proposed Salary	Total Proposed Cost
<b>Administrative Staff</b>						
Full Time Position Title:						
Part Time Position Title:						
<b>Total Salary:</b>						
<b>Total Fringe Benefit Cost:</b>						
<b>Fringe Benefits as percent of total salary:</b>						
<b>Attach a separate worksheet showing details for all fringe benefit categories only if the fringe benefit totals exceed 35% of total salary. Detail fringe benefit information will be required in final contract documents.</b>						