



**ERIE COUNTY**

**REQUEST FOR PROPOSAL (RFP)**  
**TO PROVIDE OPIOID EPIDEMIC RESPONSE**  
**PROGRAMING**

**RFP # 1715VF**

**June 19<sup>th</sup> 2017**

**Michael Ranney, CRC-R, LMHC, Commissioner**  
**Department of Mental Health**  
**EDWARD A. RATH COUNTY OFFICE BUILDING**  
**95 FRANKLIN STREET**  
**BUFFALO, NEW YORK 14202**

**Gale. R. Burstein MD, MPH, FAAP, Commissioner**  
**Department of Health**  
**EDWARD A. RATH COUNTY OFFICE BUILDING**  
**95 FRANKLIN STREET**  
**BUFFALO, NEW YORK 14202**

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

**RFP# 1715VF**  
**TO PROVIDE OPIOID EPIDEMIC RESPONSE PROGRAMING**

**I. INTRODUCTION**

The County of Erie, New York (the “County”) is currently seeking Proposal Statements from qualified providers of mental health treatment, addiction treatment, public health, and related support services interested in providing OPIOID EPIDEMIC RESPONSE PROGRAMMING. Funding for this RFP has been made via an appropriation of the Erie County Legislature. Qualified proposers interested in providing this resource 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.

**FUNDING:** Total one-time funding of \$500,000 is available, but is not limited to a single project. The County will make the final determination as to whether multiple projects will be funded, with an emphasis on making the largest possible impact.

**ELIGIBILITY:** Applicants must demonstrate substantive experience working with individuals addicted to opioids, or have experience in a related field, or provide support to those in the areas of mental health treatment and addiction treatment.

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 formalities, 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 agencies 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:

**June 19<sup>th</sup>, 2017**

- The RFP and related attachments can be found and download at the Erie County Department of Purchasing website at: <http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>.

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Emailed Questions Due:

**3:00 p.m., June 23, 2017**

- All questions should be emailed to Ben.Swanekamp@erie.gov **by 3:00 p.m., June 23, 2017**. Be sure to include “RFP” and the RFP number as the subject line in your email. No individual responses will be sent in response to emailed questions. Responses to these questions will be addressed, emailed to each eligible applicant agency and, posted on the Department of Purchasing website at: <http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>

Only emailed questions received by **June 23, 2017, at 3:00 p.m.** will be provided with a written response.

Responses to questions to be posted on the Erie County Department of Purchasing website:

By close of business **June 30, 2017**

Proposals Due:

**July 7, 2017, by 3:00 p.m.**

- We recognize that the response timeframe may be a short turn around; respondents are encouraged to begin RFP proposal development prior to the submission of any questions and, prior to all questions being answered.

Awards Announced:

Week of **July 16, 2017**

Initiation of RFP Services/Transitions:

Upon execution of contract between award agency or agencies and Erie County.

## **B. APPLICATION 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. A eleven point Font or larger; standard 8.5 inch by 11 inch paper; single sided; and, margins no smaller than 0.75 inches are to be used for all materials (excepting for the Fonts, margins and paper size used on County provided forms). All documents are to include page numbers.

Proposals are to be packaged and ordered in the following manner:

- One page transmittal letter or memo on agency letterhead.
- ECDMH RFP Submission Package Checklist (find in Appendix 1) on the top of entire submission package (after agency transmittal letter).
- Signed Agency Cover Sheet form (find in Appendix 2). The original must have the original signature of the applicant organization’s chief executive. Unsigned proposals will be rejected
- Proposal Narratives with applicable budgets and budget narratives: These have various sections with specific instructions and page limits.
- Other required items as may be specified within this RFP.

- NOTE: Page limits do not apply to the additional pages comprised by the required Submission Package Checklist, Agency Cover Sheet and, other required forms, certifications or, statements.
1. One (1) original and five (5) copies shall be submitted in a SEALED package or packages. Proposals are not to be submitted in ring binders. Flat binders are acceptable.

Submission of the proposals shall be directed to:

Gale R. Burstein, MD, MPH, Commissioner  
Erie County Department of Health  
Erie County Edward A. Rath Building  
95 Franklin Street Room 910  
Buffalo, New York, 14202

**All proposals must be delivered to the above office on or before July 7<sup>th</sup>, 2017, at 3:00 p.m. Proposals received after the above date and time will NOT be considered. The County is under no obligation to return proposals.**

4. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE DEPARTMENTS OF MENTAL HEALTH & HEALTH FORMAL RESPONSES TO QUESTIONS, IF ANY, ADDRESSED ON THE WEB.
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. Such a letter will not be considered against page limitations. No form is provided with this RFP.
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned. Such a letter will not be considered against the page limitations. No form is provided with this RFP
9. If applicant does not currently contract with the Erie County Department of Mental Health or Erie County Department of Health, please provide the most recent two (2) years of Fiscal Audits, management letters, and related corrective actions with the RFP package. If a current contract is in place with ECDMH or ECDOH, please confirm with your contract manager that the past 2 years of same are indeed on file with ECDMH or ECDOH. If so, this requirement will be waived.
10. Additional required with Submission, to be placed at the end of proposal:
  - a. Disclosure of employees or officers who are currently a county employee or officer, or have been within one year prior to the date of response to this RFP (a form is not provided).
  - b. Proposer Certification (Schedule A – found after last page of RFP, before the Appendices).

### C. Evaluation Criteria

All proposals will be rated and ranked based on highest scores. Scores will be determined using the Scoring Tool found in Appendix 3. Final award determinations will be made jointly by the Erie County Department of Mental Health and Erie County Department of Health

### **III. PROFESSIONAL SERVICES REQUIRED**

#### **A. TARGET POPULATION**

Intended beneficiaries of the funding fall into two broad categories

- (1) Individuals who currently suffer from Opioid Use Disorder as defined by DSM5:

#### **DSM 5 Criteria for Substance Use Disorder**

##### **Opioid Use Disorder Criteria:**

A minimum of 2-3 criteria is required for a mild substance use disorder diagnosis, while 4-5 is moderate, and 6-7 is severe (APA, 2013). Opioid Use Disorder is specified instead of Substance Use Disorder, if opioids are the drug of abuse.

1. Taking the opioid in larger amounts and for longer than intended
2. Wanting to cut down or quit but not being able to do it
3. Spending a lot of time obtaining the opioid
4. Craving or a strong desire to use opioids
5. Repeatedly unable to carry out major obligations at work, school, or home due to opioid use
6. Continued use despite persistent or recurring social or interpersonal problems caused or made worse by opioid use
7. Stopping or reducing important social, occupational, or recreational activities due to opioid use
8. Recurrent use of opioids in physically hazardous situations
9. Consistent use of opioids despite acknowledgment of persistent or recurrent physical or psychological difficulties from using opioids
10. \*Tolerance as defined by either a need for markedly increased amounts to achieve intoxication or desired effect or markedly diminished effect with continued use of the same amount. (Does not apply for diminished effect when used appropriately under medical supervision)
11. \*Withdrawal manifesting as either characteristic syndrome or the substance is used to avoid withdrawal (Does not apply when used appropriately under medical supervision)

\*This criterion is not considered to be met for those individuals taking opioids solely under appropriate medical supervision.

Or

- (2) Individuals at risk of developing Opioid Use Disorder, including children and adolescents.

#### **B. SCOPE OF SERVICES**

Due to the unique nature of the RFP, the scope of requested services is broader than in a traditional RFP. Erie County is seeking proposals to deliver a wide array of services, programs, or other fundable projects that will prevent individuals from developing opioid addiction (primary prevention); expand or facilitate evidence-based Opioid Use Disorder treatment (secondary prevention); or decrease opioid overdose fatalities (tertiary prevention).

Projects must fall into one or more of the following categories:

1. Harm Reduction
2. Medication Assisted Treatment (MAT) Access
3. Primary Prevention
4. Overdose Prevention
5. Law Enforcement Assisted Diversion
6. Public Education

Strong preference will be given to unique or novel evidence-based efforts that currently lack a State or Federal funding source, or cannot currently bill private or public insurance plans to provide a given service, or can eventually become self-sustaining via insurance payment but require “start-up” funding. All proposed research must be approved by an Institutional Review Board to ensure human subjects protection prior to any payments by Erie County.

### **C. PROPOSAL IMPLEMENTATION**

It is expected that the successful applicant(s) will submit a project timeline and begin providing the proposed services, resources, or programing within 30 days of contract execution. Exceptions will be made if the project can only operate during certain time of the years, for instance when school is in session.

### **D. BUDGET**

Application must include a detailed budget that lists all positions and projected salaries. A Budget Narrative not to exceed one additional page must accompany a no more than one page budget document.

### **E. PROPOSAL EVALUATION**

Proposal evaluation will be conducted utilizing the Scoring Tool in Appendix A.

## **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 of Erie 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 of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie 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 of Erie, 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, the Erie County Fiscal Stability Authority, 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 of Erie 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 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:

- Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, personal background and/or resume(s) of individuals involved in providing services.
- Proposer's experience to perform the proposed services.
- Proposer's financial ability to provide the services.
- Evaluation of the proposer's budget 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.



## **CONTRACT**

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie 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 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 [\_\_\_\_ ( ) year] period commencing \_\_\_\_\_, 20\_\_ and terminating \_\_\_\_\_, 20\_\_ [The County, in its sole discretion may extend the agreement beyond its initial term for up to \_\_\_\_\_ ( ) additional \_\_\_\_-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 Consultant agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Consultant 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 Consultant or third parties under the direction or control of the Consultant; 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 insurance coverage described in 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 Consultant are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Consultant 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 Consultant agrees to assist the County, if required, in perfecting these rights. The Consultant shall provide the County with at least one copy of each deliverable.

The Consultant 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 Consultant 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 Consultant 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 Consultant may retain copies of such records for its own use.]

## **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 of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent 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 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 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 of Erie for the required services. The undersigned agrees and understands that the County of Erie 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 of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie 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 of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie 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*

## SCHEDULE "B"

### STANDARD INSURANCE PROVISIONS

County of Erie Standard Insurance Certificate



LAW-1 INS (Rev. 3/06)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

<b>I Insured</b> Name _____ Address _____ Zip _____ Phone No. _____	<b>III Companies Affording Coverages</b> A _____ B _____ C _____ D _____
<b>II Issuing Agency</b> Name _____ Address _____ Zip _____ Phone No. _____	

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Company Letter - from III above	Indicate Type of Insurance By Checking the Box	Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form <p style="text-align: center;">OR</p> <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form <p style="text-align: center;">OR</p> <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory  Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail \_\_\_\_\_ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 89 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued _____ Auth. Representative _____ Firm name & address _____ _____ _____
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FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

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

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
  - A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
  - B. Coverage must comply with all specifications of the contract.
  - C. 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
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							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.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	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

\* Construction contracts require excess Umbrella Liability limits of \$3,000,000.  
 \*\* Snow removal contracts require evidence of broad form property damage.  
 \*\*\* 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.  
 \*\*\*\* Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.  
 V. In some circumstances 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.  
 VI. 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.

APPENDIX 1

**PROPOSAL SUBMISSION CHECKLIST**

Appendix 1

Erie County Department of Mental Health  
RFP Submission Completeness Checklist

Opioid Epidemic Response Programming

RFP#: <b>1715VF</b>		Agency:
Item:	Proposer Check to Verify Inclusion:	
One (1) original and five (5) copies Submitted by deadline of <b>July 7, 2017, by 3:00 p.m.</b>		
ECDMH RFP Submission Package Checklist		
One page transmittal letter or memo		
Signed Agency Cover Sheet form		
Proposal Narrative limited to 7 pages		
Budget narrative no more than 1 page and the attached related budget.		
If Applicable, Certification letter indicating Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE)		
If Applicable, certification letter that proposer company is 51% or more Veteran owned.		
Disclosures of any employees/officers who are currently or where a County employee within 1 year of response to RFP		
Proposer Certification A		



APPENDIX 2

**AGENCY COVER SHEET FORM**

## OPIOID EPIDEMIC RESPONSE PROGRAMING

<b>ERIE COUNTY DEPARTMENT OF MENTAL HEALTH</b> <b>RFP # 1715VF</b>  <b><u>AGENCY COVER SHEET FORM - APPLICANT INFORMATION</u></b> <b>Please refer to the instructions within the RFP for completing Appendix 2</b> <b>(This is to be the top sheet for the entire application package.)</b>	
<b>Organization Name</b>	
<b>Mailing Address</b>	
<b>Primary RFP Contact</b>	
<b>Alternate RFP Contact</b>	
<b>Leadership</b>	

\_\_\_\_\_  
Chief Executive Officer Signature (as identified above)

\_\_\_\_\_  
date

Appendix 3

**Erie County Department of Mental Health**

**Scoring Tool**

ERIE COUNTY

DEPARTMENTS OF MENTAL HEALTH & HEALTH

Scoring Tool

**OPIOID EPIDEMIC RESPONSE PROGRAMING**

REQUEST FOR PROPOSALS (“RFP”)

RFP# 1715VF

Agency Name: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_  
Reviewer Name: \_\_\_\_\_

Category 1- Target Population: Will the proposal assist individuals with Opioid Use Disorder or those who are at risk of developing Opioid Use Disorder?
0→The proposal will not affect the target population.
1→The proposal will impact those adjacent to the target population, such as friends of family.
2→The proposal will at least in part impact the target population.
3→The proposal will directly impact the target population.
Score:
Comments:

Category 2- Available Resources: What funding resources are available for the proposal via other grants or through billing private and public insurance for services rendered?
0→ The proposal already has an established funding source or revenue stream.
1→ There is currently available funding or services rendered via the proposal can already be billed for by the applicant.
2→ There is a possibility of state, federal, or private grant funding for the proposal within the next year, or the proposal could potentially develop a billable service line.
3→There is no currently available funding stream, and none is expected in the future. The proposal cannot bill for its services.
Score:
Comments:

Category 3- Uniqueness/Novel Approach: Will the proposal bring a new service or program to Erie County?
0→Multiple agencies or government entities in Erie County are already providing the service.
1→Local agencies or government entities are already providing the service, but there may still be some demand.
2→A single entity, possibly including the applicant is currently providing the service but there is still huge demand.

3→No agencies or government entity is providing the proposed service or program.
Score:
Comments:

Category 4- Demand: Based on the expertise of the RFP committee member, what is the demand for the proposed service in Erie County?
0→There is no demand for the proposal, not a needed service or program.
1→There is some demand for the proposal, but multiple other agencies are performing the work, or it is highly niche.
2→There is modest demand for the proposal.
3→There is major demand for the proposal, with large numbers of Erie County residents needing the proposed service or program.
Score:
Comments:

Category 5- Sustainability: Will the proposal be able to become self-sustaining after County funding is depleted?
0→Once Erie County funds are spent this proposal will end, with no hope or likelihood of continued operation.
1→The proposal is unlikely to becoming self-sustaining, but other pots of funding may be available in the future from non-county sources.
2→County funding could potentially serve as “start-up” capital, and allow the program or service to gain footing and potentially become self-sustaining beyond initial funding.
3→The proposal is specifically designed to create a self-sustaining program or service. Once county funding is gone the proposal will be able to develop a revenue line or other funding mechanism to continue.
Score:
Comments:

Category 6- Impact: Based on the expertise of the RFP Committee members, what will the impact of the proposal be on challenges including: reducing opioid overdose deaths, getting addicted individuals into treatment, preventing individuals from becoming addicted in the first place
0→The proposal will no impact.
1→The proposal will have minimal impact.
2→The proposal will have modest impact.
3→The proposal will have major impact.
Score:
Comments: