



# ERIE COUNTY REQUEST FOR PROPOSAL

to provide

2015 Primetime Grant Application

in conjunction with the

Erie County Youth Bureau

**RFP # 1504VF**

**February 13, 2015**

**Judith Kolmetz, Assistant Coordinator of Quality Assurance  
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 # 1504VF**

**TO PROVIDE 2015 PRIMETIME YOUTH PROGRAMMING**

**I. INTRODUCTION**

The County of Erie, New York (the “County”) and the Erie County Youth Bureau is currently seeking proposals from qualified agencies interested in providing Primetime Programming to at-risk youth ages 6-20 residing in Erie County. The purpose of this document is to present interested parties with information to prepare and submit a proposal to provide these services.

Proposers 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. This document will inform the service delivery network of basic requirements that Erie County uses as part of its standard contract process.

All applicants, including those agencies currently under contract with the Erie County Department of Social Services to provide these Educational Services, must participate in this selection process in order to be considered for continued funding.

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 maximum award of \$10,000 is potentially available per funding request for local not-for-profit agencies and local youth bureaus to provide community programming. A maximum award of \$5,000 is potentially available per funding request for programming provided in the Secure Youth Detention Facility located at 810 East Ferry Street, Buffalo, NY 14211. Agencies and local youth bureaus may apply for one community-based program and one Detention-based program.

The selection committee will make a recommendation to the Commissioner of ECDSS, and in turn this recommendation will be made to the Erie County Executive. All contract appropriations are subject to Legislative approval.

The award period is June 29<sup>th</sup> through September 4<sup>th</sup>, 2015. All programs must operate for a minimum of six weeks during this term. Initial award is 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.

*Note: Administrative costs may not exceed 20% of the requested funds for 2015, and thereafter, by Executive Order from the NYS Governor and the Erie County Executive, it will be capped at 15% for all future years. Lower Administrative costs will be favored when rating proposals. Erie County seeks to move in the direction initiated by New York State to keep administrative costs at this level or below.*

### 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:	February 13 <sup>th</sup> , 2015
Proposals Due:	March 16 <sup>th</sup> , 2015 by 5:00 pm
Applicant Interviews:	March 31 <sup>st</sup> , 2015
Notification of Funding:	June 2015 pending approval of the 2015 Erie County Budget by the Erie County Legislature and subsequent adoption of the 2015-16 budget by NYS

### 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. **Specific instructions for the proposal format and content** are outlined on pages 12 and 14-19.
2. A cover page, contact information, and a letter of support signed by the Executive Director, Board Chairperson, Town Supervisor or other individual deemed appropriate.
3. One (1) original and three (3) copies of the proposal package shall be submitted. Proposals **MUST** be signed using the attached **Schedule A: Proposer Certification** found on page 11. Unsigned proposals will be rejected.
4. Submission of the proposals shall be directed to:  
Erie County Youth Bureau  
810 East Ferry Street  
Buffalo, NY 14211

**All proposals must be delivered to the above office on or before March 16<sup>th</sup>, 2015 at 5:00 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 Ben Hilligas at the above address, or at [benjamin.hilligas@erie.gov](mailto:benjamin.hilligas@erie.gov) no later than 4:00 pm March 6<sup>th</sup>, 2015. **NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.**
6. Applicant interviews with the Erie County Youth Board will take place on March 31<sup>st</sup>, 2015 from 1:30-7:30 pm at Erie 1 BOCES, 355 Harlem Road, West Seneca, 14224.
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 (pp. 25-26). This document is for informational purposes only, and is not to be completed by the Proposer during the RFP submission.

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.

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

### **A. Introduction:**

The purpose of this Request is to solicit applications to the Erie County Youth Bureau for 2015 Primetime youth development programs. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Erie County. All grants are appropriated by the Erie County Youth Bureau and Department of Social Services, and awarded to local applicants targeting 'at risk' youth 6-20 years of age.

### **B. Mission of the Erie County Youth Bureau:**

The mission of the Erie County Youth Bureau is to serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities.

### **C. Eligible Applicants:**

Eligible applicants are local youth bureaus/recreation departments in Erie County providing services to at-risk youth in the targeted age group. *Applications from local youth bureaus or recreation departments must include a letter executed by the Chief Executive Officer of the unit of government authorizing the submission.* Organizations not part of a unit of local government must have their own 501(c)(3) status; use of other organizations' 501(c)(3) status as a "pass through" is not permitted. Charter schools may not apply; however, programs may take place *at* charter schools, provided that they are run by an eligible applicant. "Drop-in" programs are *not* allowed.

### **D. Funding Categories:**

Due to the limited amount of funding available, programs providing services to at-risk youth in the following categories will be prioritized for consideration:

1. School-Based Positive Youth Development Programs
2. After-School Community-Based Positive Youth Development Programs; this includes programs run by a specific applicant with programming offered at various sites
3. Mentoring Programs
4. Juvenile Diversion Programs
5. Youth Employment Programs

## **E. Targeted Youth:**

“At-Risk Youth” shall be described as any Erie County youth 6 - 20 years of age and described as one or more of the following:

- Living within a family below 200% of federal poverty line
- At risk of becoming Persons In Need of Supervision (PINS)
- Juvenile delinquents or youth charged with committing a crime
- Victims of child abuse, domestic violence, maltreatment and/or neglect
- Exhibiting self-destructive behavior
- School dropouts
- Youth in need of safe places, caring adults &/or structured activities
- Youth with 3 or more hours of idle time per day
- Lack of parental support or positive role model
- Homeless youth or youth who has run away from home
- Considered for placement outside the home

## **F. Programming at the Erie County Secure Youth Detention Facility:**

The Erie County Youth Bureau, located at the Secure Youth Detention Facility, 810 East Ferry Street, Buffalo, NY 14211, will also be accepting RFPs for programs in the Secure Youth Detention Facility. As funding for the detention facility is extremely limited, applicants are not expected to follow the traditional Primetime model. Instead, programs running for two to three hours, two or three days per week, will be acceptable. When planning programming, the following items are not allowed in the detention facility: sharp items, metal objects, small art pieces, food, notebooks with metal binding, chemicals that may be used for art, etc. With questions on programming and/or additional items allowed in the detention facility, please contact Ben Hilligas, Youth Bureau Director, at 923-4051 or [benjamin.hilligas@erie.gov](mailto:benjamin.hilligas@erie.gov). All teachers, staff, and volunteers must provide a copy of his or her New York State Child Abuse Clearance as well. If choosing to apply for a detention program, please note on the appropriate line of the cover page.

Note: Applicants applying to run a Primetime program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional Primetime program, and one for the Detention Facility.

**\*\* Please refer to pages 12 and 14-19 for a guide to specific proposal format and content.**

## **VI. APPLICANT REQUIREMENTS**

Please note that a contract from the Erie County Department of Social Services will bind a contracted applicant to the program specified in the submitted proposal. The contract will also bind a contracted applicant to:

- It is generally expected that applicants will run said program from June 29<sup>th</sup> through September 4<sup>th</sup>, 2015. This is the equivalent of ten weeks. Programs are required to run for a minimum of six weeks during said time period.
- Complete and submit to the Erie County Youth Bureau Community Optional Preventive Services (COPS) report, due by September 15<sup>th</sup>, 2015.
- Complete and submit required financial reports immediately following the conclusion of the program and no later than October 2<sup>nd</sup>, 2015, including backup expenditure information.
- Be monitored unannounced during the course of the program period, in order to ensure safety and programmatic/fiscal accountability.
- Attend specified trainings, as directed by the Erie County Youth Bureau.
- Complete and submit 2015 Primetime program budget included in this application packet.
- Procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Erie County Department of Social Services in types and in such amounts as are specified in the Erie County Standard Insurance Certificate, which shall be completed and signed by the Contractor’s insurance company prior to contract execution. Said certificate need not be submitted with the proposal but will be required prior

to contract execution and payment for program services. *Local youth board and recreation departments of units of local government will need to include in the Letter of Submission from the chief executive officer the assurance of coverage for all activities and persons that are included in the scope of the proposed services and activities (with requisite certificates as applicable).*

- Utilize Community Connection of New York/Erie County Youth Bureau Youth Outcome & Data Assessment (YODA) Dashboard.

## **VII. 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 Erie County, Erie County's elected officials, officers, employees or agents, shall not be binding against Erie County, Erie County 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 Office of the Erie County Attorney and/or if necessary, the Erie County Fiscal Stability Authority.

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

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

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

## **VIII. EVALUATION**

1. All proposals will be reviewed and evaluated by the Erie County Youth Board (a voluntary citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed checklist. **Requests that address the prioritized life areas as well as the priority areas set by the Erie County Youth Board and Youth Bureau (under the heading of “Funding Categories,” page 4) will be given preference.**
2. By submitting an application, your organization asserts that the proposal has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is a liability and not the responsibility of the Youth Bureau to correct or amend.
3. The Erie County Youth Bureau will only accept and review one program proposal per applicant. This is a highly competitive process and the Erie County Youth Bureau will not be able to fund all applications.

Note: Applicants applying to run a Primetime program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional Primetime program, and one for the Detention Facility. Please see the Detention portion of the proposal on pages 5 for more details.

4. Applicants whose applications are complete, according to the enclosed checklist, will be given the opportunity to present their program proposal in an interview with the Erie County Youth Board. The Erie County Youth Board will then make funding recommendations to the Erie County Executive.
5. Recommendations and appropriations of the Erie County Youth Bureau and Board are subject to final approval by the County Executive and the Erie County Legislature.

### **6. SCORING!!! As per Vallie**

## **IX. 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 Office of the County Attorney, and/or if necessary, the Erie County Fiscal Stability Authority. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR IF NECESSARY THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.**

The term of the contract shall be for a period commencing June 29<sup>th</sup>, 2015 and terminating September 4<sup>th</sup>, 2015.

## **INDEMNIFICATION AND INSURANCE**

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

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

- (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and
- (b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage described in the Vendor Classification “C” (Professional Services) on the *Instructions for County of Erie Standard Insurance Certificate* found on page 25. Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

## **INTELLECTUAL PROPERTY RIGHTS**

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

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

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

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

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

## **NON-COLLUSION**

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

## CONFLICT OF INTEREST

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

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

## COMPLIANCE WITH LAWS

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

## CONTENTS OF PROPOSAL

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

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

**“NOTICE**

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

**The Proposer requests that such information be used only for the evaluation of the**

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

**and**

- b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page "

**\* THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."**

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

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

**EFFECTIVE PERIOD OF PROPOSALS:**

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

**SCHEDULE “A”**

**PROPOSER CERTIFICATION**

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

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

It is 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 (included on pp. 25-26 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.

\_\_\_\_\_  
*Proposer Name*

By: \_\_\_\_\_  
*Name and Title*

**Erie County Youth Bureau  
Primetime RFP Checklist**

In order to be considered for funding by the Erie County Youth Bureau/Board, your package must include the following in this order:

- Program RFP Cover Page
- Program Narrative
- Daily Calendar of Events
- Program Budget and Budget Narrative
- 3 copies, plus 1 original of entire package
- Most recent IRS 990 Form or Equivalent
- Current 501 (c)(3) status
- Board of Directors roster

**Deadline:** Four copies and one original must be submitted to the Erie County Youth Bureau at the address below by **5:00 PM on Monday, March 16<sup>th</sup>, 2015.**

**Erie County Youth Bureau  
Attn: Primetime  
810 East Ferry St.  
Buffalo, NY 14211**

**Contact Information**

For questions regarding this RFP, please contact Benjamin Hilligas, Youth Bureau Director (923-4051; [benjamin.hilligas@erie.gov](mailto:benjamin.hilligas@erie.gov)) or John Kordrupel, Youth Services Planning Coordinator, (923-4009; [john.kordrupel@erie.gov](mailto:john.kordrupel@erie.gov)).

**Submission Deadline**

RFP packets must include three (3) copies and one (1) original application and must be submitted to the Erie County Youth Bureau by **5:00 PM on Monday, March 16<sup>th</sup>, 2015.**

Erie County Youth Bureau  
2015 Summer Primetime Program RFP  
Cover Page

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Erie County Legislative District: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Total Program Budget: \$\_\_\_\_\_

Total Amount Requesting From ECYB: \$\_\_\_\_\_

Please Check if Detention RFP: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Board Chairperson/Executive Director, Town Supervisor, or other individual deemed appropriate)*

**Office Use Only**-----

Received by: \_\_\_\_\_ Initials: \_\_\_\_\_

Are there three copies plus the original? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the following forms either on-file or enclosed?

- Most recent IRS 990 form or equivalent
- Current 501 (c)(3) status
- Board of Directors roster

## Erie County Youth Bureau \*Program Narrative Instructions\*

1. **Organizational Mission:** (*Page Limit: 1/2 page*) Please provide a brief description of the mission of your agency/local youth bureau on behalf of which you are applying.
  
2. **Target Population:**
  - Number of young people to be served: Male \_\_\_\_\_ Female \_\_\_\_\_  
(*Please be specific to this program, not as an overall applicant*)
  
  - Race/ethnicity:
    - Black/African-American \_\_\_\_\_ White/Caucasian \_\_\_\_\_ Hispanic \_\_\_\_\_
    - Asian \_\_\_\_\_ Bi-Racial/Multi-Racial \_\_\_\_\_
    - American-Indian/Alaskan-Native \_\_\_\_\_ Native Hawaiian/Other Pacific Islander \_\_\_\_\_
    - Bi-Racial/Multi-Racial \_\_\_\_\_ Other (*Please specify*) \_\_\_\_\_
  
  - Age range: \_\_\_\_\_
  
  - Geographic location (community, neighborhood, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - Zip codes served: \_\_\_\_\_
  
  - Legislative District(s) served: \_\_\_\_\_
  
  - Based on the previous year's program, please give the retention rate of your youth participants:  
\_\_\_\_\_
  
  - Please describe what experience your organization has in serving this population, what strategies will be used to attract and retain the expected number of participants, and how attendance will be tracked.  
(*Page Limit: 1/2 page*)
  
3. **Service Category:** Please note which of the following prioritized service category(s) your applicant will target. **Please note:** Supervised recreation, while it can be a component of a program, cannot be a program in and of itself. One of the other service categories **must** be targeted (1/2 page max). Programs that focus on one or more of the following categories will be highly prioritized.
  - Mentoring
  - Gang, Violence, and Bullying Prevention
  - Educational Enrichment
  - Job Readiness
  - Health Nutrition & Physical Activities

**4. Program Description & Details: (Page Limit: 1 page)**

- Program location/address: \_\_\_\_\_
- Exact days and hours of operation of the program (In addition to including days and hours of operation in the space provided below, all applicants must attach a calendar or daily plan with times, locations, and specific activities):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Exact length of time (months) youth will participate: \_\_\_\_\_
- Will the program include enriching and/or educational field trips? \_\_\_\_\_  
If so, please list planned locations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is this a pilot program? \_\_\_\_\_  
If not, how long has the program been operating? \_\_\_\_\_
- What is the direct staff to participant ratio? \_\_\_\_\_
- List direct staff by name (or title if position is vacant), describe their qualifications, and years working with youth:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Now Tell Us about Your Program!*** This is your opportunity to showcase what makes your program special and essential to positive youth development in our community.

Please provide a detailed description of your proposed program, keeping in mind the Touchstone Life Area(s) chosen. This description should include how you will serve youth in high-need and underserved neighborhoods, as well as collaboration, community participation, and how each adds value to the program. *If this is a previously funded program, please specify what is new and/or different about your program this year compared to previous years. What have you learned from previous challenges and successes?* (Page Limit: 1-2 pages)

**5. Performance Measures:** It is important to quantifiably measure and report upon the performance/results of your program to determine whether or not the program is achieving the outcomes desired. Doing so will allow those responsible for program design to determine if the program is effective, or if it needs to be modified in order to have a better opportunity for success.

The ECYB requires that all funded agencies and local youth bureaus utilize the Youth Outcome & Data Assessment (YODA) dashboard. Funded agencies and local youth bureaus will receive training on system utilization prior to the

commencement of Primetime programming. This dashboard will help to collect and measure the impact of each funded program.

**\*A COPS Report, all applicable fiscal expenditure reports, and Erie County Legislature Operation Primetime Summary Report Form will be due after the completion of Primetime programming, by September 15<sup>th</sup>, 2015\***

6. **Additional Forms**: Each applicant must submit the following:

- **Board of Directors**: Provide a list of your Board of Directors including Name, Board Position, Home Address and Phone Number, Employer's Name, Employer's Address and Phone Number, and any Professional or Community Affiliations. In addition, please identify any youth members (under age 21).
- **IRS 501 (c)(3) Letter of Determination**: Must be current.
- **Form 990**: From most recent year (we always need a current copy on record with the ECYB).

7. **Budget**: Please complete the following budget form with as much detail as possible. Only include program information for which you are requesting funding.

Please note: the Erie County Youth Bureau will not support major equipment purchases for the Primetime program such as televisions, video game systems, etc. In addition, please answer the following questions as part of your program budget narrative:

- Please list other confirmed funding sources for this program. This should include foundation grants, public/government applicants, corporations, individuals, earned income, and/or your organization's contributions.
- Please list any other funding sources to which you are applying for this program.
- Please include your cost per student.
- Are there **ANY** fees charged to program participants? If so, please provide a description of the cost, its purpose and include the total anticipated income under other revenue sources. Please also include and explain the process to accept youth whose family cannot afford to pay the program fee(s).
- Please list the percentage of your grant request that will go toward direct programming.
- Please list your fiscal officer, including contact information.

## 2015 SUMMER PRIMETIME PROGRAM BUDGET

Applicant Name: \_\_\_\_\_

Fiscal Contact Name: \_\_\_\_\_

Fiscal Contact E-mail Address: \_\_\_\_\_

### PROGRAM BUDGET SUMMARY

SUMMARY OF BUDGET LINES:	ERIE COUNTY FUNDS REQUESTED:	PROGRAM TOTAL COST:
Salaries & Wages Total Cost		
Fringe Benefits Total Cost		
Contracted Services Total Cost		
Materials & Supplies Total Cost		
Transportation & Field Trips Total Cost		
Facilities Total Cost		
Other Expenses Total Cost		
<b>FUNDING TOTALS</b>		

**1. Salaries & Wages** - Please include job title, hourly/monthly rate X % of time in program X number of months (weeks).

Example-

Salaried position: Program Director, \$3,000/month X 50% x 12 months = \$18,000

Hourly position: Program Aide, \$10/hour X 20 hours/week X 48 weeks = \$9,600

POSITION/TITLE:	SALARY (specify annual, monthly or hourly):	PERCENT (%) OF TIME IN THIS PROGRAM:	NUMBER OF MONTHS OR WEEKS IN PROGRAM	TOTAL PROGRAM COST:
<b>Salaries &amp; Wages Sub-Total</b>				

**2. Fringe Benefits-** Please include position title, benefit amount X number of months X percent of time in program. Each applicant is required to list FICA, Worker Compensation, Disability Insurance and applicant portion only of Health Insurance (if applicable) for each employee listed under the Salaries & Wages section.  
*Fringe benefits may not exceed 25% of salaried costs requested.*

*Example-*

Program Director: \$600/mo. X 75% X 10 months = \$4,500

<b>POSITION/TITLE:</b>	<b>FRINGE BENEFIT COST:</b>	<b>PERCENT (%) OF TIME IN THIS PROGRAM:</b>	<b>NUMBER OF MONTHS OR WEEKS IN PROGRAM</b>	<b>TOTAL PROGRAM COST:</b>
<b>Fringe Benefits Sub-Total</b>				

**3. Contracted Services-** Please include company name/organization and job title/service provided; per hour/month rate X % of time in program X number of months.

*Example-*

Literacy Company, 2 Program Presenters, 2 X \$500/month X 75% X 10 months = \$7,500

ABC Accountants Inc., applicant audit, \$2,500/annually X 25% program share = \$625

<b>CONTRACTOR AND SERVICES PROVIDED:</b>	<b>CONTRACT COST:</b>	<b>PROGRAM TOTAL COST:</b>
<b>Contracted Services Sub-Total</b>		

**4. Materials & Supplies-** Please include all program supply costs whether reimbursement is requested or not, i.e. consumable and non-consumable items, office supplies, maintenance supplies, academic and recreational supplies, other program supplies, etc.

*Example-* 100 math journals @ \$5.00 each = \$500

<b>MATERIAL AND SUPPLIES:</b>	<b>PRICE PER UNIT:</b>	<b>NUMBER OF UNITS REQUESTED:</b>	<b>PROGRAM TOTAL COST:</b>



Example-

National Grid- electric bill; \$400 X 10 months X 50% of time for this program = \$2,000

Philadelphia Insurance Co. – insurance; \$800 monthly X 10 months X 15% = \$1,200

<b>FACILITIES/OPERATION EXPENSES:</b>	<b>TOTAL MONTHLY COST:</b>	<b>PERCENT (%) OF TIME IN PROGRAM:</b>	<b>PROGRAM TOTAL COST:</b>
<b>Facilities Sub-Total</b>			

**7. Other Expenses-** Please itemize “other expenses” and provide enough information for a clear picture of how funds contribute to the program.

<b>OTHER EXPENSES:</b>	<b>TOTAL MONTHLY COST:</b>	<b>PERCENT (%) OF TIME IN PROGRAM:</b>	<b>PROGRAM TOTAL COST:</b>
<b>Facilities Sub-Total</b>			

**2015 TOTAL PROGRAM BUDGET**

<b>TOTAL ERIE COUNTY FUNDS REQUESTED:</b>	<b>TOTAL PROGRAM COST:</b>

**\*\*\*Please be sure these totals match the program budget narrative and budget summary\*\*\***

In the chart below, list all other funding sources for this program only, not the entire applicant. Other funding sources may include, but are not limited to foundations, public/government applicants, corporations, individual donations, earned income, applicant fundraising events, etc.

<b>OTHER FUNDING SOURCES FOR THIS PROGRAM ONLY (source name, address, contact person and phone number):</b>	<b>AMOUNT OF FUNDS REQUESTED</b>	<b>FUNDING CYCLE</b>

**\*\*\*\*\* END OF RFP \*\*\*\*\***

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	FAX
	PHONE	

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, 95 Franklin St, Buffalo NY, 14202."

**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\_\_