



## **ERIE COUNTY**

# **REQUEST FOR PROPOSAL (RFP) TO PROVIDE NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES**

**RFP # 2020-012VF**

**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”) # 2020-012VF**  
**TO PROVIDE NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES**

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## **I. INTRODUCTION**

The County of Erie, New York (the “County”) is currently seeking proposals from qualified agencies (“Proposer”) interested in providing Non-Residential Domestic Violence 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. Erie County Department of Social Services (ECDSS) is a trauma-informed organization and believes in the power of its principles when serving the citizens of Erie County. Erie County is committed to racial equity.

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 **\$1,730,427** is potentially available for the requested Non-Residential Domestic Violence Services services for 2021.

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 2021.

### III. PROPOSAL TIMEFRAMES

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

Issue RFP:	March 16, 2020
RFP Informational Meeting:	March 24, 2020 from 11 a.m. to 12 p.m. 95 Franklin Street, room 805 Buffalo, NY 14202
Register for the Informational Meeting by contacting:	Judith.Kolmetz@erie.gov by March 23, 2020.
Proposals Due:	April 16, 2020
Selection Made by:	July 31, 2020
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. Your proposal must be comprised of 2 sections:

### Appendix A

- Proposal to Provide Service
- Language Access Policy
- ADA Policy
- Listing of Officers and Board of Directors
- Schedule A
- For agencies not currently contracted with ECDSS to provide the requested service: References and data from similar work

### Appendix B

- Fiscal Form
  - Most recent Audit report prepared by an independent CPA
  - Most recent Management Letter
3. Proposals MUST be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.
  4. Submission of the proposals shall be uploaded as separate documents (Appendix A and Appendix B) to [http://bit.ly/ECDSS\\_RFP\\_Submission](http://bit.ly/ECDSS_RFP_Submission) (Windows 10+) or <https://onbase.erie.gov/appnet/UnityForm.aspx?d1=AXawsbcmpDnP98EPu51qLzhZdtwzEn%2fwie4GBpIGjVFBEB5oRH0rMwTCJCH%2f4d%2buwNz5HOwkhDvXE6ScwKBba4iQm9wUXIIR1QmBthOevqvYI%2fLz1P6uZiC5haJFVbQoWXUtUAWxiWXSltntffjy34KkZQfw1XW%2bwUKcQykW5RyVS%2bPxK8Wscvotla3WgJgKVENFTMEqKw23y9Evht2avxpMn9NYWhblY6Qb7wkNPUSwR>

All proposals must be submitted on or before April 16, 2020 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

5. One original shall also be submitted to:  
Judith Kolmetz  
Erie County Department of Social Services  
95 Franklin Street, Room 804  
Buffalo, NY 14202
6. Requests for clarification of this RFP must be written and submitted to Judith Kolmetz at the above address, or at [Judith.Kolmetz@erie.gov](mailto:Judith.Kolmetz@erie.gov) no later than 4:00 pm on March 23, 2020. A list of questions and answers will be posted on the County website by March 27, 2020. No communications of any kind will be binding against the county, except for the formal written responses to any request for clarification.
7. 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.
8. 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.

9. 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.
10. 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. (A copy of Executive Order 13 is available here: <http://www2.erie.gov/exec/index.php?q=executive-order-013>). 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 hereof 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.
11. All potential contract-holders with Erie County shall agree to comply with New York Executive Order 38. All contract holders will be required to submit a completed EO 38 Disclosure form for each reporting period. By Executive Order 38 from the NYS Governor and the Erie County Executive, administrative costs may not exceed 15% of the requested funds. (A copy of executive order is available here: <https://executiveorder38.ny.gov/>).
12. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers shall include the Erie County MBE/WBE Certification letter with their proposal.
13. Proposers who operate a Veteran-Owned Business shall include the letter indicating their company is 51% or more veteran-owned with their proposal.
14. All proposers must disclose the name, title, and department of any employee or officer who is or was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
15. If requested, proposers must provide a list of at least three references from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered.
16. 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.
17. All proposers must include the name of their Language Access Coordinator and Language Access Policy.
18. All proposers must include the name of their Americans with Disabilities Act (ADA) Coordinator and a copy of a written ADA policy.

## V. SCOPE OF PROFESSIONAL SERVICES REQUIRED

### INTRODUCTION

Domestic violence is a willful occurrence or pattern of behavior that may employ coercion, threats, intimidation, isolation, physical or sexual assault, verbal or emotional abuse, to exert power and control over a family or household member (usually a current or former intimate partner). Domestic violence has severe emotional and physical implications for victims, which can negatively affect their health and quality of life, or may even result in death. Childhood exposure to domestic violence may also lead to severe short and long-term physical and emotional consequences, such as withdrawal, anxiety, depression, aggression, delinquency, and violence against others.

Erie County is committed to serving the victims of domestic violence. Non-Residential Domestic Violence Services empower victims to protect themselves and their children by offering all of the core services, which are: telephone hotline assistance, information/referrals, advocacy, counseling, educational outreach, and other optional services (more detail below).

- All proposed program providers must be certified Non-Residential Domestic Violence providers by the New York State Office of Children and Family Services (OCFS), and meet all the requirements of such as outlined in Part 462 of the Regulations of the Department of Social Services (18NYCRR 462).
- **Core Services Required by OCFS:**
  - **Telephone Hotline Assistance** - to provide immediate crisis intervention, counseling, and information and referral services over the telephone. Hotline services must be available during regular business hours, at minimum, and have after-hours provision of an answering service or voice mail that gives victims a number to call for emergency assistance.
  - **Information and Referral Services** – which provide information and referrals to community services and programs which meet the individual needs of the victim, including but not limited to residential programs for victims of DV, medical services, legal services, and assistance with concrete needs (i.e. social services). Information must also be available to perpetrators and alleged perpetrators of DV, for community programs and services.
  - **Advocacy** – providing liaison services or active intervention with community services and programs on behalf of victims of domestic violence. Such services must include, as appropriate, assistance in accessing legal remedies and protections, obtaining medical care, social services, public assistance, employment, and housing.
  - **Counseling** – providing individual and/or group counseling to victims of DV, which empowers the victims, and must:
    - Address their identified needs
    - Assist victims in seeking services on their own behalf
    - Inform victims of the options available to them to ensure their safety and the safety of their minor children
    - Inform victims of the nature of family violence and its effects on children
    - Inform victims of the legal, financial, and housing options available to them
    - Assist victims to improve their problem-solving skills



- **Community Outreach and Education** – providing educational activities to the community regarding the dynamics of domestic violence, the prevention of domestic violence, and the need for and benefits of DV services.
- Provision of **Optional Services** to victims of domestic violence, such as:
  - child care
  - support groups
  - transportation assistance
  - counseling to children of victims of domestic violence
  - translation services (interpreting oral or written information for non-English-speaking victims of DV). This is not to be confused with providing meaningful access to core services to non-English-speaking victims, which is required by law.

- **Implementation date:** January 1, 2021

- **Target population**

The target population for Non-Residential Domestic Violence Services are victims of domestic violence within Erie County.

A victim of domestic violence is defined as any person 16 years of age or older, single or married, with or without minor children, in situations in which such person or such person's child(ren) is a victim of an act which would constitute a violation of Penal Law, including but not limited to acts constituting:

- disorderly conduct,
- harassment,
- menacing,
- reckless endangerment,
- kidnapping,
- assault, (physical and/or sexual)
- attempted assault (physical and/or sexual), or attempted murder
- AND
- such act or acts have resulted in actual physical or emotional injury or have created substantial risk of physical or emotional harm to such person or such person's child(ren); and
- such act or acts are or alleged to have been committed by a family or household member.

Domestic violence can happen to persons of any race, age, sexual orientation, gender, religion, ethnicity, socioeconomic status, or educational level.

- **Service model:** Successful proposers must provide the core services listed above to victims of domestic violence, and keep detailed statistics of all services provided to be reported quarterly to ECDSS. Proposers must participate in collaborative events with the other licensed providers, including the Erie County Advocate Alliance and the ECDSS Non-Residential Domestic Violence collaborative meetings. In addition, two

advocates must be co-located at the ECDSS Child Welfare offices, to assist Child Protective staff.

- **Related regulations:** Part 462 of the Regulations of the Department of Social Services (18NYCRR 462).

## HISTORY AND CONTEXT

- These services are currently being provided by six (6) providers in Erie County. They work in close collaboration with each other, and with the Erie County Department of Social Services.
- **Unit of service:** One instance of core or optional service provision to survivors
- In 2019, contracted Non-Residential DV providers provided approximately:
  - 8,000 hotline calls received
  - 370 instances of outreach
  - 14,000 referrals for information or services
  - 14,200 instances of advocacy
  - 11,702 clients provided counseling
  - 2,971 optional services provided
  - 17,000 unique individuals served
- Potential proposers must be well-versed in the recent legal changes in New York State that effect victim of domestic violence, specifically Bail Reform and the Discovery Law (Bail Elimination Act of 2019 and Article 245 of the Criminal Procedure Law)

## SCOPE OF WORK

- **Objective:** To assist survivors of domestic violence with safety planning, counseling, advocacy, self-sufficiency, and navigating the legal system in a way that respects their right to confidentiality and self-determination. This RFP also seeks proposals that include a provision for a community-wide needs assessment for domestic violence services.
- **Referral source and process:** Referrals usually come from the survivors themselves, however advocates co-located at DSS may visit families with evidence of domestic violence to offer their services. Referrals may also come in from outside sources. It is always the survivor's choice whether or not to accept services.
- **Clinical and Quality Assurance Requirements:**
  - Adhere to documentation standards as set forth by Federal and State regulation, as well as ECDSS policies
  - Provide staff training and internal quality assurance audits on a regular basis (Program area should specify if there is a mandated amount.)
  - Meet minimum requirements for a program site as set forth in Regulation 18NYCRR 462.
  - Verify the credentials and licensing of staff and employees as contained in county, state, and federal requirements.

## GENERAL REQUIREMENTS:

- Manage and retain a skilled and appropriately educated workforce
- Maintain regular communication with ECDSS in a timely manner
- Ability to provide culturally appropriate services to individuals with special needs; i.e. disabilities, language and cultural barriers, etc.
- Provide language translation services, which can be included in budgeted direct operating costs
- Have the ability to manage funds from a government funding source and maintain billing systems
- Submit required data and abide by designated documentation regulations in a timely manner, as instructed, by County in order to claim reimbursement for services

## COMPENSATION

- **Unit of service:** One instance of core (Telephone Hotline Assistance, Information and Referral Services, Advocacy, Counseling, or Community Outreach and Education) or optional service (Child Care, Support Groups, Transportation Assistance, Counseling to Children of Victims of Domestic Violence, or Translation Services Provision to Survivors).
- **Funding source:** Social Services Block Grant (Title XX) and Temporary Assistance for Needy Families (TANF) funds
- **Reimbursement method:** Flat Rate

## VENDOR EXPERIENCE AND QUALIFICATIONS

- All program providers must be certified Non-Residential Domestic Violence providers by the New York State Office of Children and Family Services (OCFS), and meet all the requirements of such as outlined in Part 462 of the Regulations of the Department of Social Services (18NYCRR 462), including service requirements, staffing requirements and client eligibility requirements.
- Uses culturally-sensitive, trauma-informed practices when working with DSS clients
- Demonstrate knowledge, experience and understanding of the needs, risks, challenges and opportunities faced by the target population, as well as demonstrate experience in effectively implementing programs that promote positive client outcomes.

## PERFORMANCE MEASURES AND DATA COLLECTION

- Each contracted agency will be required to submit a standard quarterly report to ECDSS regarding all services provided under the contract. These constitute the number of core services provided in each quarter.

## 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 before 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:

- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP.
- Proposers **MUST** sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- 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.
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this RFP.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Any information shared by the Proposer's presentation will be considered while scoring..
- 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**

Each proposal will undergo an initial administrative review for completeness. In order for a proposal to be evaluated, it must include all required documents. Upon completion of the administrative review, and at the sole discretion of the Commissioner, the Department will request any missing documentation from the Proposer, and will review all documents for completeness upon receipt of the missing documents. All required documents for a complete proposal, as set forth in this RFP, must be submitted and be completed to the satisfaction of the Department within forty-eight (48) hours of request in order for the proposal to be deemed responsive and eligible for Contract award.

Proposals will be judged by a scoring committee. The scoring committee will consist of Department of Social Services employees and experienced individuals from outside the Department. The proposal should be written so as to clearly articulate the services provided to someone not familiar with service delivery. For agencies that do not hold a contract currently, the quantitative performance score will be based on submitted references and data from similar work.

For RFPs that include responses from agencies that are not 501(c)(3) agencies, the proposals will be scored:

- Qualitative and quantitative performance reviews (50%)
- RFP scoring committee assessments (40%)
- MWBE utilization (10%)

For RFPs that only include responses from 501(c)(3) agencies, the proposals will be scored:

- Qualitative and quantitative performance reviews (50%)

- RFP scoring committee assessments (40%)
- Compliance with RFP program requirements (5%)
- Compliance with RFP fiscal requirements (5%)

## **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 contract will include the submitted proposal and any subsequent agreement with the Department to service provision.* The award period will be for a one-year term, with the option to renew for additional 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. 6/19)



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 FIRM:	
	PHONE (JOB, HS, Etc)	FAX A/C No.
	EMAIL ADDRESS	
	PRODUCER CUSTOMER ID #	
INSURED	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

INSR LTR	TYPE OF INSURANCE	ADDL/INSURER 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  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES \$ 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"/> OCCUR <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 NY) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	<b>DO NOT USE FOR WORKER'S COMP. FORM C-105.2, U-26.3, SI-12 OR CE-200 REQUIRED</b>		WC STATU TORY LIMITS. <input type="checkbox"/> OTH ER- <input type="checkbox"/> 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> County of Erie 95 Franklin St Buffalo NY, 14202	<b>CANCELLATION</b> 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 OFFICE OF COUNSEL**  
    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 Form	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. Currently funded programs must re-apply in order to be considered for continued funding.

Your proposal must be comprised of 2 sections, presented as separate documents:

- Appendix A
  - Proposal to Provide Service
  - Language Access Policy
  - ADA Policy
  - Listing of Officers and Board of Directors
  - Schedule A
  
- Appendix B
  - Fiscal Form
  - Most recent Audit report prepared by an independent CPA
  - Most recent Management Letter

An electronic version of Appendix A is available on the Erie County Department of Social Services (ECDSS) website:

<http://www2.erie.gov/socialservices/sites/www2.erie.gov.socialservices/files/uploads/Appendix%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%201.xlsx>

*Please note: Indirect Administrative Costs must be itemized or a copy of your Federal Indirect Cost Rate must be attached.*

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.

**For agencies that are currently contracted with ECDSS to provide the service, please do not** include copies of supporting research, annual reports, exhibits, letters of support, attachments and other supporting material with your proposal, unless changing the service model. ECDSS reserves the right to disqualify proposals that do not adhere to the correct format.

**For agencies that are not currently contracted with ECDSS to provide the service, 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

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 applying, 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.



**RFP Appendix A: Proposal to Provide Service**  
Department of Social Services  
RFP#2020-012VF

***All fields must be completed. If not applicable, list "N/A". Incomplete proposals may be considered non-responsive.***

### AGENCY INFORMATION

<b>Agency Name</b> - List the official name of your organization.
<b>Agency Name</b> - List other name if used.
<b>Telephone Number</b> - List the main contact number for your agency.
<b>Address</b> - List the official mailing address of your agency; include city and ZIP code information.
<b>Website</b> - Provide your agency's website address (if applicable).
<b>Leadership</b> - List the name of your agency's Chief Executive Officer, Executive Director, or President.
<b>E-mail</b> - Provide the e-mail address for your agency's leader.
<b>Federal Employer ID# (FEIN)</b> - Please provide your agency'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>Language Access Coordinator</b> - List the name of the designated Language Access Coordinator.
<b>ADA Coordinator</b> - List the name of the designated ADA Coordinator.
<b>MBE/WBE</b> - Indicate whether your agency is a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE). Submit Certification Letter.
<b>Veteran-Owned Business</b> - Indicate whether your agency is a Veteran-Owned Business. Submit letter indicating your agency is 51% or more veteran-owned.
<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 the date noted in the RFP.

**Program Summary**

Provide a brief summary description of the program including the agency 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.

**Capacity**

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.

**Experience**

Describe experience agency has working with the target population, and reasons it is equipped to assist this group.

**PROGRAM PLAN**

**Program Design**

Describe the service delivery model that will be used. Specify if this has been designated as an evidenced-based or promising practice by any authoritative organization. Describe how fidelity to this model will be kept.

**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.

**Process**

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

**Safety**

Provide information regarding the time of day that services are offered, security personnel available, open doors or locked, waiting room appearance, etc.

**RFP Appendix A: Proposal to Provide Service**

**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 agency's approach to the delivery of the requested services, including any prior experiences and successes.

**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.

**TRAUMA-INFORMED CARE**

**Implementation**

Describe if, and how, your agency implements trauma-informed care, specifically how it understands, recognizes, and responds to the effects of trauma.

**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.



**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.

<b>Job Title</b>	<b>Responsibilities</b>	<b>Qualifications</b>	<b>Supervisor Job Title</b>

**Professional Development**

Describe all mandatory or optional professional development opportunities, including trainings, available to program staff.

**SUPPLEMENTARY APPLICATION INFORMATION**

Provide a copy of the most current information as noted below. These materials cannot be returned.

- Language Access Policy
- ADA Policy
- Listing of Officers and Board of Directors

**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.

---

*Proposer Agency Name*

By:

---

*Signature*

---

*Name and Title*



**FINANCIAL INFORMATION**

Payee Name of Agency (if different than Legal Name)
Financial Contact Person Name/Title
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 (county funding + in-kind)/# units:	

**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
- 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

\_\_\_\_\_

NAME/TITLE

**RFP Appendix B: Fiscal**



**RFP Appendix B: Fiscal**  
 Department of Social Services  
 RFP#2020-012VF

**Appendix B - RFP Fiscal Calculations**

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

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

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

The Budget Calculation pages request information in the following tables:

- 1) Summary Funding Request
- 2) Direct Program Expense Budget - County Funded
- 3) Administrative Overhead - County Funded
- 4) Agency In-Kind or Indirect Service Contributions
- 5) Revenue
- 6) Staffing Review - Program Related County Funded
- 7) Staffing Review - Administrative County Funded

Indicate in the following budget tables estimated program and administrative expense and revenue for the proposed fiscal year. Comparative current year funding information should be included if the agency is requesting a continuation of a program funded currently by the Department of Social Services.

**1) SUMMARY FUNDING REQUEST**

<b>SUMMARY PROGRAM COST AND REVENUE</b>	<b>Current Contract</b>	<b>Proposed Budget</b>
Total Direct Program Operating Expense		
Total Administrative Overhead Expense		
<b>TOTAL COUNTY FUNDED PROGRAM EXPENDITURES</b>		
In-Kind Agency Expenditures		
<b>TOTAL PROGRAM EXPENDITURES</b>		
<b>REVENUE</b>	<b>Current Contract</b>	<b>Proposed Budget</b>
County Funding		
Agency In-Kind Revenue		
<b>TOTAL REVENUE (Should match total Program Expense)</b>		

<b>Agency In-Kind Revenue as % of Total Revenue</b>		
---	--	--

RFP Appendix B: Fiscal

Appendix B - RFP Fiscal Calculations

2) DIRECT PROGRAM EXPENSE BUDGET - County Funded

Indicate all expense items related to the direct provision of program services, including only cash expenditures that will be provided with County funds. Do not include Agency in-kind contributions.

DIRECT PROGRAM EXPENSE - County Funded	Current Contract	Proposed Budget
<b>Direct Program Staffing (from Staffing Table 6)</b>		
Total Salaries, Wages		
Total Fringe Benefits		
<b>Subtotal Salary and Fringe Benefits</b>		
<b>Direct Operating Expense:</b>		
Employee travel/mileage		
General program related supplies		
Postage		
Maintenance and repairs		
Phones		
Utilities		
Insurance (directly related to program)		
Lease/Rent Vehicle		
Translation/Interpretation		
Equipment (List items):		
Contracted Client Services (List contracts):		
Contracted Services Not Client Related (List contracts)		
Other (specify):		
<b>Subtotal Direct Operating Expense</b>		
<b>TOTAL DIRECT PROGRAM COSTS</b>		

RFP Appendix B: Fiscal

Appendix B - RFP Fiscal Calculations

3) ADMINISTRATIVE OVERHEAD - County Funded

County funded Administrative Overhead cannot exceed 15% of the total Direct Service Program Budget and must be consistent with the requirements of NYS Executive Order 38.

Administrative Overhead - County Funded	Current Contract	Proposed Budget
<b>Personal Services (From Staffing Table 7)</b>		
Total Salaries, Wages		
Total Fringe Benefits		
<b>Subtotal Administrative Salary and Fringe Benefits</b>		
<b>Administrative Operating Expense:</b>		
Please itemize below:		
Staff Development		
Public Relations		
Audit, Legal, Cons. Fees		
Dues, Licenses, Permits		
Other (specify):		
<b>Subtotal Administrative Operating Expense</b>		
<b>Total Administrative Overhead</b>		
<b>Total Direct Program Costs (from table 2)</b>		
<b>Administrative Expense as Percent of Program Cost Not to Exceed 15%</b>		

**Appendix B - RFP Fiscal Calculations**

**4) AGENCY IN-KIND or INDIRECT SERVICE CONTRIBUTION**

In-Kind donations, or indirect services, are defined as the provision of services by an agency for support of the program specified in this contract without charge to the county. Examples can be the use of space, equipment or the provision of staff time either program or administrative. The source of funds for these items may not be State, Federal or other County funded programs. In-Kind donations are not required but helps the Department of Social Services maximize revenue.

In-kind Donations (List type of in-kind or indirect service contributions specific to this proposal along with an estimated value)	Current Contract	Proposed Budget
<b>Total In-Kind</b>		

**5) REVENUE**

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

Revenue	Current Contract	Proposed Budget
Total Funds Requested from the County		
Source of Agency In-Kind services:		
<b>Total Revenue</b>		

**Appendix B - RFP Fiscal Calculations**

**6) STAFFING REVIEW PROGRAM RELATED - COUNTY FUNDED**

In the following columns list all proposed direct program related staff. Indicate full or part time employees and the percent of time involved in the proposal. 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.

Direct Program Related Staffing	Current Contract				Proposed Contract			
	# of Staff	% of Time	Annual Salary	Total Current Budget	# of Staff	% of Time	Annual Salary	Total Proposed Budget
Full Time Position Title:								
Part Time Position Title:								
<b>Total Salary:</b>								
<b>Direct Program Related Fringe</b>	<b>Rate</b>			<b>Total Current Budget</b>	<b>Rate</b>			<b>Total Proposed Budget</b>
FICA								
Pension/Retirement								
Workers' Comp.								
State Disability Insurance								
Life Insurance								
Health Insurance								
Other (specify):								
Total Fringe Benefit Cost:								
Fringe Benefits as percent of total salary:								
Please attach fringe benefit rate sheet and explanation if total fringe exceeds 35%								



**Appendix B - RFP Fiscal Calculations**

**7) STAFFING REVIEW ADMINISTRATIVE - COUNTY FUNDED**

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 current year staffing levels should be included if the agency is requesting a continuation of a program previously funded by the Department of Social Services.

Administrative Staffing Detail	Current Contract				Proposed Contract			
	# of Staff	% of Time	Annual Salary	Total Current Budget	# of Staff	% of Time	Annual Salary	Total Proposed Budget
Full Time Position Title:								
Part Time Position Title:								
<b>Total Salary:</b>								
<b>Administrative Fringe</b>	<b>Rate</b>			<b>Total Current Budget</b>	<b>Rate</b>			<b>Total Proposed Budget</b>
FICA								
Pension/Retirement								
Workers' Comp.								
State Disability Insurance								
Life Insurance								
Health Insurance								
Other (specify):								
<b>Total Fringe Benefit Cost:</b>								
<b>Fringe Benefits as percent of total salary:</b>								

Please attach fringe benefit rate sheet and detailed explanations if total fringe exceeds 35% of salary.