



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
YOUTH DEVELOPMENT PROGRAMMING

RFP # 2021-018VF

**Erie County Department of Social Services
in Conjunction with the
Erie County Youth Bureau**

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

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”) # 2021-018VF
TO PROVIDE YOUTH DEVELOPMENT PROGRAMMING

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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 youth development programming to at-risk youth ages 5-20 residing in Erie County. 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 maximum of \$15,000 is potentially available per funding request for local not-for-profit agencies. Local youth bureaus are eligible to apply for funding up to 100% of their most recent Youth Development Program allocation. Local Youth Bureaus who require clarification of the allocation amounts specified above may contact the Erie County Youth Bureau.

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.

More than one provider may be selected for funding for January 1 – December 31, 2022.

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:	April 14, 2021
RFP Informational Meeting:	April 28, 2021 at 10:30 via WebEx** (see below)
Proposals Due:	May 12, 2021 by 5:00 pm
Applicant Interviews:	Monday, May 24 th , 2021 – Friday, May 28 th , 2021
Selection Made by:	December 2021
Contract Signed:	Following all necessary County approvals.

****Instructions for Informational Meeting:**

Join from the meeting link

<https://erie.webex.com/erie/j.php?MTID=mfd9ce24a0633904fe7e434b9fa427f62>

Join by meeting number

Meeting number (access code): 187 595 3845

Meeting password: 8KUxnjPre93

Tap to join from a mobile device (attendees only)

[+1-415-655-0003](tel:+1-415-655-0003), [1875953845##](tel:+1-415-655-0003) United States Toll

Join by phone

[+1-415-655-0003](tel:+1-415-655-0003) United States Toll

[Global call-in numbers](#)

Join by video system, application or Skype for business

Dial 1875953845@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

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
- Sample Daily Calendar of Events
- 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 IRS 990 form or equivalent
 - Current 501(c)(3) status
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 (Windows 10+) or

<https://onbase.erie.gov/appnet/UnityForm.aspx?d1=AXawsbcmpDnP98EPu51qLzhZdtwzEn%2fwie4GBpIGjVFBEB5oRH0rMwTCJCH%2f4d%2buwNz5H0wkhDvXE6ScwKBba4iQm9wUXIIR1QmBthOevqvYI%2fLz1P6uZiC5haJFVbQoWXUtUAWxiWXSltntffjy34KkZQfw1XW%2bwUKcQykW5RyVS%2bPxK8Wscvotla3WgJgKVENFTMEqKw23y9Evht2avxpMn9NYWWhbIY6Qb7wkNPUSwR>

All proposals must be submitted on or before May 12th, 2021 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. One original shall also be submitted to:
Senior Youth Bureau Director
810 East Ferry Street
Buffalo, NY 14211
6. Requests for clarification of this RFP must be written and submitted to Judith Kolmetz at Judith.Kolmetz@erie.gov no later than 4:00 pm on April 23, 2021. A list of questions and answers will be posted on the County website by May 3, 2021. 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, 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

The purpose of this Request is to solicit applications to the Erie County Youth Bureau for 2022 Year-Round Youth Development (YDP) Programming. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Erie County. As a trauma-informed organization, ECDSS incorporates the five principles of trauma informed care (collaboration, safety, trustworthiness, empowerment, and choice) throughout its services to promote resilience and healing. 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. All grants are appropriated by the Erie County Youth Bureau and Department of Social Services, and awarded to local applicants targeting 'at risk' youth 5-20 years of age.

Eligible applicants are local youth bureaus/recreation departments in Erie County providing services to at-risk youth in the targeted age group. 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, while permitted, will receive lower funding priority than programs where youths must register.

HISTORY AND CONTEXT

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.

The primary purpose of Youth Development funding is to promote positive youth development and address long-term juvenile delinquency prevention. Anywhere from 50-65 organizations have been supported by YDP in previous years.

SCOPE OF WORK

Due to the limited amount of funding available ONLY programs providing the below listed services as defined by the [OCFS Life Areas Coding Document](#) will be considered for funding. It is encouraged that all applicants utilize current research and best practice in any and all program design.

- Work Readiness Supports
- Year/Round Seasonal Activities
- Career Development Supports
- Healthy Lifestyles
- Life Skill Supports
- Academic Support Services
- Alcohol and Substance Abuse Prevention
- Youth Leadership/Empowerment Opportunities
- Juvenile Delinquency Prevention Services

When selecting a service category please refer to the specific program components and associated performance measures listed in the coding document as all funded programs shall report the identified outcome measurements at the end of the award year. A clear plan on how this data will be captured will help insure later success.

"At-Risk Youth" shall be described as any Erie County youth 5-20 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

GENERAL REQUIREMENTS:

Successful proposers will:

- Run said program from January through June and from September through December in accordance with a typical academic calendar. A year round program may run during the summer as well, according to the discretion of the applicant.
- 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 a New York State Annual Assessment (using the OCFS Program Annual Report form). This will be required 30 days upon completion of the program year.
- Complete and submit New York State Quality Youth Development System (QYDS) forms 5001, 5002, and 5003.
- Utilize Erie County Youth Bureau Youth Services Report Dashboard (YSRD) performance measurement system.
- 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 services.
- Manage and retain a skilled and appropriately educated workforce.
- Maintain regular communication with ECDSS in a timely manner.
- Provide culturally appropriate services to individuals with special needs; i.e. disabilities, language and cultural barriers, etc., including language translation services, which can be included in budgeted direct operating costs.
- 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, including the OCFS Annual report complete with all associated outcomes as well as all other reports and forms.

COMPENSATION

- Reimbursements typically occur on a quarterly basis. Expense reports and backup documentation must accompany said reimbursement requests.

VENDOR EXPERIENCE AND QUALIFICATIONS

- 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.
- 501(c)3 or local municipal youth bureaus

PERFORMANCE MEASURES AND DATA COLLECTION

- Complete and submit New York State Quality Youth Development System (QYDS) forms 5001, 5002, and 5003 at the beginning of the program year.
- Completion of a New York State Annual Assessment (using the OCFS Program Annual Report form). This will be required 30 days upon completion of the program year. This report is informed by the QYDS forms referenced above.

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 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 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.

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%)

The qualitative and quantitative performance review score will be based on annual performance reviews or references and data submitted for new proposers.

- Operations – review outcomes and meeting performance measures
- Staffing – maintain adequate staffing levels with trained staff
- Management – meet required timeframes
- Leadership – proactive involvement in planning procedures
- Communication – Communicates within agency and with contractor
- Knowledge – understand laws and meet regulatory expectations

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"). 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 Equal Pay Law. We certify that we have not been the subject of an adverse finding under the Equal Pay Law within the previous five years and, in the alternative, if we were the subject of an adverse finding under the Equal Pay Law within the previous five years, we have annexed a detailed description of the finding(s). In addition, we have annexed a detailed description of any currently pending claims under the Equal Pay Law in which we are involved.

Contractor 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.

OR

B) _____, being duly sworn, states that he or she is the _____, of _____, 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__

Notary Public

Notary Stamp

GUIDELINES FOR STANDARD INSURANCE PROVISIONS REQUIRED

(for Informational Purposes Only)

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.



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).

INSURED	INSURER A	
	INSURER B	
	INSURER C	
	INSURER D	
	INSURER E	
	INSURER F	

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

USER LIST	TYPE OF INSURANCE	ADDITIONAL SUBS	POLICY NUMBER	POLICY EFF DATE (MM/YY)	POLICY EXP DATE (MM/YY)	LIMIT
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CIVIL RIGHTS <input type="checkbox"/> LUCKY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> OCC <input type="checkbox"/> LOC <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> PERSONAL USE <input type="checkbox"/> MULTIPLE USES					EACH OCCURRENCE \$ DAMAGE TO BODIES & PROPERTIES \$ MEDICAL EXPENSE PERSON \$ PERSONAL & AUTO LIABILITY \$ GENERAL AGGREGATE \$ PRODUCTS COMPOUND \$ \$ CONTRACTORS POLLUTION (Exclusion) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> AUTO COLLISION <input type="checkbox"/> EXCESS UMB <input type="checkbox"/> DEDUCTIBLE RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIM-BASED				EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY EMPLOYER OR FURTHER EXECUTIVE OF FURTHER EMPLOYER EXCLUDED (Remember to add description of operations below)	Y/N <input type="checkbox"/> N/A	DO NOT USE FOR WORKER'S COMP. WORK C-105.2, U-26.3, S1-12 OR CE-200 REQUIRED			WC STAT. DEF. BENS. DEF. \$ EL - BODILY ACCIDENT \$ EL - DISEASE - FARMER COVER \$ EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS, LOCATIONS / VEHICLES (Attach ADDENDUM 'D' if Additional Remarks Schedule, if more space is required)

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

X FOR COUNTY USE ONLY: Name of County, Date Requesting Certificate RETURN TO: CLERK OFFICE OF COUNSEL
 Purchase Order or Contract Number 95 Franklin St. ROOM 746
 Vendor Insurance Classification Buffalo, NY 14202

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
 - Sample Daily Calendar of Events
 - 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 IRS 990 form or equivalent
 - Current 501(c)(3) status

Electronic versions of Appendix A and B are available on the Erie County Youth Bureau website at: <https://www2.erie.gov/youthservices/index.php?q=youth-bureau>.

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 Youth Development Programming



Department of Social Services
RFP #2021-018VF

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

AGENCY INFORMATION

Agency Name - List the official name of your organization.
Agency Name -List other name if used.
Telephone Number - List the main contact number for your agency.
Address - List the official mailing address of your agency; include city and ZIP code information.
Website - Provide your agency's website address (if applicable).
Leadership - List the name of your agency's Chief Executive Officer, Executive Director, or President.
E-mail - Provide the e-mail address for your agency's leader.
Federal Employer ID# (FEIN) - Please provide your agency's Employer Identification Number.
DUNS # - List your DUNS (data universal number system) Number assigned by Dun & Bradstreet, if applicable.
501(c)(3) not-for-profit entity - If non-profit, please provide date established as 501(c)(3).
Language Access Coordinator - List the name of the designated Language Access Coordinator.
ADA Coordinator - List the name of the designated ADA Coordinator.
MBE/WBE - Indicate whether your agency is a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE). Submit Certification Letter.
Veteran-Owned Business - Indicate whether your agency is a Veteran-Owned Business. Submit letter indicating your agency is 51% or more veteran-owned.
Erie County Employees - 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.
Subcontractors - List all subcontractors that your agency does business with related to this service.
Erie County Legislative District(s) to Serve
Proposing a Youth Detention Facility Program <input type="checkbox"/> Yes <input type="checkbox"/> No

CONTACT PERSON INFORMATION

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

RFP Appendix A: Proposal to Provide Youth Development Programming

Erie County Youth Bureau
Program Narrative Instructions

1. **Organizational Mission:** Please provide the mission statement of your organization
2. **Target Population:** Please provide a realistic estimate of the total number and demographics of youth to be served.

- Number of young people to be served by proposed program: Male _____ Female _____

Race/Ethnicity:

Black/African-American _____

White/Caucasian _____

Asian _____

Bi-Racial/Multi-Racial _____

American-Indian/Alaskan-Native _____

Native Hawaiian/Other Pacific Islander _____

Other (*Please specify*) _____

- Hispanic _____

Non-Hispanic _____

- 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: ½ page**)

3. **Service Categories:** Due to the limited amount of funding available **ONLY programs providing the below listed services** as defined by the OCFS Life Areas Coding Document will be considered for funding. The service areas pertaining to economic security and workforce development are prioritized for this funding cycle. Applications willing to develop and provide programs in these service categories will receive additional points in the scoring of their proposal.

Work Readiness Supports (1ES)
Healthy Lifestyles (2PEH)
Career Development Supports (1ES)
Academic Support Services (3ED)
Life Skills Supports (1ES)

Youth Leadership/Empowerment Opportunities (4CVC)
Alcohol & Substance Abuse Prevention Services (2PEH)
Juvenile Delinquency Prevention Services (4CVC)
Year/Round Seasonal Activities (2PEH)
Mentoring Supports (6COM)

RFP Appendix A: Proposal to Provide Youth Development Programming

Please note: If selecting either *Year/Round Seasonal Activities* which can be defined as purely a recreational program or *Academic Support Services* it is required that the applicant select a second service category in order to provide enrichment and diversity in programming.

4. **NYS Touchstone Life Areas:** The eligible service categories listed above are Services, Opportunities, and Supports as established by the NYS Office of Children and Family Services Touchstones Life Areas. These service categories can be found within the NYS OCFS Program Summary-Program Components (OCFS-5003) CODING DOCUMENT. When selecting a service category please refer to the specific program components listed in the coding document and most importantly the ***associated performance measures*** as all funded program will be required to report the identified outcome measurements at the end of the award year. A clear plan on how this data will be captured will help ensure later success.

Please refer to the coding document included immediately following the Program Narrative section of this document, beginning on pg. 25

Please select at least one (1) but not more than two (2) Life Areas. Select the Goal and Objective most closely associated with your program. Select 2 SOS's per Life Area, where applicable. Finally, select one each of the three Performance Measures (How Much, How Well, Better Off)

Life Area (enter code): _____

Goal (enter code): _____

Objective (enter code): _____

SOS [Please select 2 where possible] (enter code):

1. _____ 2. _____

Performance Measures (enter codes): Common Performance Measures:

- How Much (enter code): _____
- How Well (enter code): _____
- Better Off (enter code): _____

[If Applicable]

Life Area (enter code): _____

Goal (enter code): _____

Objective (enter code): _____

SOS (enter code): _____

1. _____ 2. _____

Performance Measures (enter codes): Common Performance Measures:

- *How Much (enter code):* _____
- *How Well (enter code):* _____
- *Better Off (enter code):* _____

5. **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:***):

- Describe what extended hours, evening and/or weekend programming you will provide with this program, if any? (***Encouraged, but not required:***):

- Exact length of time (weeks) 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?

- Please provide detailed information on program staffing including job titles, responsibilities, qualifications, and specific staffing levels. (***You may use separate page(s) as needed***)

6. **Program Narrative** *(Page Limit: 2 pages)*

Please provide a detailed description of your proposed program. In addition to program elements specific to your proposal, please include information on the following components:

- How will the program serve youth in high-need and underserved neighborhoods and what specific elements of the program will target the needs of this population?
- Describe any and all partnerships and/or collaborations with other agencies/service providers/institutions that serve to create comprehensive positive youth development opportunities.
- How will the program seek to engage and partner with the surrounding community and in what ways will this engagement serve to mutually benefit and strengthen both the agency and community?
- Due to limited opportunities for Erie County Youth to engage in positive Youth Development Programs outside of the hours of traditional day programs the Erie County Youth Bureau and Youth Board are encouraging, where appropriate, agencies to offer after-hours programming

RFP Appendix A: Proposal to Provide Youth Development Programming

including weekends. **Please describe if and how your program will provide after-hours services.**

- What is the program’s ability to provide the service to individuals with special needs; i.e. disabilities, language and cultural barriers, etc.?
- What is the program’s ability to provide culturally appropriate services as well as language translation services?
- Are interpreter services provided as needed? Costs may be included in budgeted direct operating costs.

7. Performance Measures:

Please describe how the program has been measured in the past. Include actual numbers/data for this program’s past performance (for at least the past year, if not a pilot program). Please demonstrate how data indicates young people benefit from program involvement and how data has been used to improve the program.

Additionally, please describe a plan for capturing data required for reporting on the performance measures associated with the service category selected.

8. Agency Experience and Qualifications:

The successful Proposer will:

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

8. Budget: Please complete the following budget-related questions as well as the included OCFS 5005 budget form found on page 27. Only include budget information pertaining to the program for which you are requesting funding. Please note: the Erie County Youth Bureau will not support major equipment purchases for the Youth Development Programming program such as televisions, video game systems, etc.

- 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 pending funding sources to which you are applying for this program.

- Please include the program’s 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). ***(Documentation of a tiered payment or scholarship system for families experiencing economic hardship or who qualify for public assistance is a requirement to be considered for any award)***

RFP Appendix A: Proposal to Provide Youth Development Programming

- Please list the percentage of your grant request that will go toward direct programming.

- Please list your fiscal officer, including contact information.

**New York State
Office of Children and Family Services
QUALITY YOUTH DEVELOPMENT SYSTEM (QYDS)
Program Summary-Program Components (OCFS 5003)
CODING DOCUMENT**

LIFE AREA - 1ES: ECONOMIC SECURITY

11 Goal: Youth will be prepared for their eventual economic self-sufficiency.

111 Objective: Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities.

112 Objective: Young adults who can work will have opportunities for employment.

113 Objective: Youth seeking summer jobs will have employment opportunities.

Services, Opportunities, and Supports

0120. Work Readiness Supports: A program which develops a youth's capacity to move toward employment. Includes but is not limited to assisting youth with creating resumes, job seeking, interviewing, understanding employer and workplace expectations, positive work habits, job shadowing/unpaid internships, and understanding behaviors, attitudes, and skills necessary to compete in the labor market.

Performance Measures

How Much

- 0120A.1 # of youth enrolled in the program (unduplicated)

How Well

- 0120B.1 #/% of staff with training and/or certification in teaching work readiness skills

Better Off

- 0120C.1 #/% of youth obtaining a job
- 0120C.2 #/% of youth with improved workplace readiness skills

0121. Career Development Supports: A program to assist youth in making occupational or career decisions which includes, but is not limited to, evaluation of youth's abilities and interests, provision of information career/occupational materials or career fairs, establishment of career goals, and planning practical development activities geared towards attaining youth's career and occupational goals.

Performance Measures

How Much

- 0121A.1 # of youth enrolled in the program (unduplicated)

How Well

- 0121B.1 % of youth who completed the program
- 0121B.2 % of youth reporting satisfaction with the program

Better Off

- 0121C.1 # % of youth with increased understanding of career interests
- 0121C.2 # % of youth with defined career occupational objectives
- 0121C.3 # % of youth who can name one skill they learned in the program

RFP Appendix A: Proposal to Provide Youth Development Programming

0123. Life Skills Supports: Programs which seek to enhance the skills of youth in areas of self-care, daily living, personal finance and budgeting, managing interpersonal relationships, information technology, and any other topics that develops the skill set of youth to reach independence.

Performance Measures

How Much

- 0123A.1 # of youth enrolled in the program (unduplicated)

How Well

- 0123B.1 # % of youth utilizing a life skills assessment tool
- 0123B.2 # % of youth attending all sessions of the program

Better Off

- 0123C.1 # % of youth demonstrating an increase in life skills

LIFE AREA - 2PEH: PHYSICAL AND EMOTIONAL HEALTH

21 Goal: Children and youth will have optimal physical and emotional health.

211 Objective: Children and youth will be physically fit.

212 Objective: Children and youth will be emotionally healthy.

213 Objective: Children and youth will be free from health risk behaviors (e.g., smoking, drinking, substance abuse, unsafe sexual activity).

214 Objective: Children and youth with service needs due to mental illness, developmental disabilities and/or substance abuse problems will have access to timely and appropriate services.

Services, Opportunities, and Supports

0231. Alcohol and Substance Abuse Prevention Services: School or community-based programs that include events and strategies for aiding youth in making educated decisions concerning health risks. Programs might include alcohol/substance abuse prevention activities, smoking prevention/cessation workshops, or alcohol/substance abuse treatment.

Performance Measures

How Much

- 0231A.1 # of youth participating (unduplicated)

How Well

- 0231B.1 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)
- 0231B.2 % of youth completing the program

Better Off

- 0231C.1 # % of youth free of alcohol or substance abuse for 6 months (for programs having a duration of longer than 1 session)
- 0231C.2 # % of youth without repeated Juvenile Justice contact for 6 months after the program (for youth with current involvement with the Juvenile Justice system (PINS, Etc.)

RFP Appendix A: Proposal to Provide Youth Development Programming

- 0231C.3 # % of youth with reduced numbers of school disciplinary incidents for substance use (for youth with school disciplinary incidents for substance abuse)

0232. Year Round/Seasonal Activities: Programs that enable youth to be active and encourage physical fitness or activities which promote creative and pro-social group participation. They may be operated year-round or during the summer months. Programs of this type might include yoga, Zumba, summer swim programs, or basketball, soccer, baseball camps, or organized group games as well as cultural, science, or pro-social enrichment activities for youth and their families (e.g., field trips).

Performance Measures

How Much

- 0232A.1 # of youth participating (unduplicated)

How Well

- 0232B.1 % Staff, volunteer or adult to youth ratio
- 0232B.2 % of programs with a code of conduct and/or have behavioral contracts signed for all youth
- 0232B.3 % of programs assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA).

Better Off

- 0232C.1 # % reporting they have improved their ability to socialize/interact with peers/family/other members of the community
- 0232C.2 # % of youth who attain/or improve on a skill and/or report an increase in knowledge/awareness
- 0232C.3 # % of youth who engage in 30 minutes of physical activity per program and youth report they feel better physically.

0233. Healthy Lifestyles: Programs that promote a healthy lifestyle leading to fitness, energy, and a reduced risk for disease. Programs may include those relating to nutrition and obesity prevention such as a community gardens, or programs regarding health education, sex education, and STD transmission prevention.

Performance Measures

How Much

- 0233A.1 # of youth participating (unduplicated)

How Well

- 0233B.1 Staff turnover rate
- 0233B.2 % of youth participating in program 3 times per week or more
- 0233B.3 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0233C.1 # % of youth who increased physical fitness and activity
- 0233C.2 # % of youth who increased knowledge of reproductive health
- 0233C.3 # % of youth with increased knowledge of nutrition and exercise

LIFE AREA - 3ED: EDUCATION

31 Goal: Children will leave school prepared to live, learn and work in a community as contributing members of society.

RFP Appendix A: Proposal to Provide Youth Development Programming

311 Objective: Students will meet or exceed high standards for academic performance and demonstrate knowledge and skills required for lifelong learning and self-sufficiency in a dynamic world.

312 Objective: Students will stay in school until successful completion.

Services, Opportunities, and Supports

0311. Academic Support Services: Programs or services which provide resources to support a youth's optimal academic performance. These may include but are not limited to assisting youth with subject areas, science, technology, engineering, and Mathematics (STEM), homework help, basic literacy, and other academic supports.

Performance Measures

How Much

- 0311A.1 # of youth participating (unduplicated)

How Well

- 0311B.1 # of resources/supports available for each subject area
- 0311B.2 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0311C.1 # % of youth with improved academic performance
- 0311C.2 # % of youth with improved skills or knowledge in the subject area listed

LIFE AREA 4CVC: CITIZENSHIP/CIVIC ENGAGEMENT

41 Goal: Children and youth will demonstrate good citizenship as law-abiding, contributing members of their families, schools and communities.

411 Objective: Children and youth will assume personal responsibility for their behavior.

412 Objective: Youth will demonstrate ethical behavior and civic values.

413 Objective: Children and youth will understand and respect people who are different from themselves.

414 Objective: Children and youth will participate in family and community activities.

415 Objective: Children and youth will have positive peer interactions.

416 Objective: Children and youth will make constructive use of leisure time.

417 Objective: Youth will delay becoming parents until adulthood.

418 Objective: Children and youth will refrain from violence and other illegal behaviors.

Services, Opportunities, and Supports

0420. Youth Leadership/Empowerment Opportunities: Programs that provide character education, leadership skills development and/or community/civic activities.

RFP Appendix A: Proposal to Provide Youth Development Programming

Performance Measures

How Much

- 0420A.1 # of youth participating (unduplicated)
- 0420A.2 # of community projects completed

How Well

- 0420B.1 % of participants returning to program the following year (if applicable)
- 0420B.2 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0420C.1 # % of youth who continue on to an additional community engagement project beyond the program
- 0420C.2 # % of youth with increased leadership skills (as measured on a pre/posttest of leadership skills) or skills empowering them in community engagement.

0421. Juvenile Delinquency Prevention Services: Such programs provide youth court, juvenile justice diversion services, juvenile aid bureau/officer, gang & violence prevention/intervention.

Performance Measures

How Much

- 0421A.1 # of youth participating (unduplicated)

How Well

- 0421B.1 % of youth completing mandated requirements
- 0421B.2 % of youth participating in non-mandated requirements
- 0421B.3 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0421C.1 # % of youth who do not return to the Juvenile Justice System within 1 year
- 0421C.2 # % of youth with reduced high-risk behaviors
- 0421C.3 # % of youth reporting increased knowledge of better choices (pertaining to laws).

LIFE AREA 6COM: COMMUNITY

61 Goal: New York State communities will provide children, youth and families with healthy, safe and thriving environments.

611 Objective: Adequate housing will be available.

612 Objective: Adequate transportation will be available.

62 Goal: New York State communities will provide children, youth and their families with opportunities to help them meet their needs for physical, social, moral and emotional growth.

621 Objective: Communities will make available and accessible formal and informal services (e.g., child care, parent training, recreation, youth services, libraries, museums, parks).

622 Objective: Adults in the community will provide youth with good role models and opportunities for positive adult interactions.

RFP Appendix A: Proposal to Provide Youth Development Programming

623 Objective: Communities will provide opportunities for youth to make positive contributions to community life and to practice skill development.

Services, Opportunities, and Supports

0628 Mentoring Supports: Programs which link youth to positive role models that are sustained over a period of time (generally more than 6 months). Mentoring can occur through traditional mentoring (one adult to one young person); group mentoring (one adult to as many as four young people), and team mentoring (several adults working with small groups of young people, in which the adult to youth ratio is not greater than 1:4).

Performance Measures

How Much

- 0628A.1 # of youth participating in the mentoring program (unduplicated)
- 0628A.2 # of mentors

How Well

- 0628B.1 % of mentors trained in positive youth development
- 0628B.2 % of mentor/mentee matches lasting longer than 6 months
- 0628B.3 % of youth expressing satisfaction with the program
- 0628B.4 average length of time youth waits to be matched with a mentor (in months)

Better Off

- 0628C.1 # % of youth showing improved confidence and caring

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
 - Sample Daily Schedule & Monthly Calendar of Events

RFP Appendix A: Proposal to Provide Youth Development Programming

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 (e.g.: hour):	student
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

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

PROGRAM BUDGET

QYDS ID:

FISCAL YEAR:

AGENCY/MUNICIPALITY: _____

PROGRAM TITLE: _____

FUND TYPE: _____

FISCAL CONTACT INFORMATION:

Include Name, Phone Number, E-mail address:

PERSONAL SERVICES:

POSITION TITLE	RATE OF PAY	BASIS (H, W, BW, SM)	TOTAL OCFS PROGRAM AMOUNT (1)	TOTAL OCFS FUNDS REQUESTED FOR THIS PROGRAM
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
TOTAL SALARIES AND WAGES			\$	\$
TOTAL FRINGE BENEFITS			\$	\$
TOTAL PERSONAL SERVICES (1)			\$	\$

CONTRACTED SERVICES AND STIPENDS

TYPE OF SERVICE OR CONSULTANT TITLE	RATE OF PAY	BASE (S,M,HR)	TOTAL OCFS PROGRAM AMOUNT (1)	
	\$		\$	
	\$		\$	
	\$		\$	
TOTAL CONTRACTED SERVICES (2)			\$	\$
TOTAL MAINTENANCE & OPERATION (3)			\$	\$

LIST EQUIPMENT TO BE PURCHASED OR RENTED:

(UNIT COST OVER \$500 AND LIFE EXPECTANCY OF OVER TWO YEARS)

FACILITY REPAIRS

PROGRAM SITE ADDRESS		
	\$	
	\$	
TOTAL FACILITY REPAIRS (4)	\$	\$

TOTAL OCFS PROGRAM AMOUNT \$

+ TOTAL OCFS FUNDS REQUESTED \$

LIST OF OTHER FUNDING SOURCES		REIMBURSABLE TOTAL
	\$	
	\$	MUNICIPAL FUNDING
	\$	OTHER SOURCES

* USE AN ASTERISK NEXT TO THE FIGURES LISTED TO IDENTIFY THOSE ITEMS FOR WHICH OCFS REIMBURSEMENT IS NOT BEING REQUESTED.
USE (IK) TO IDENTIFY ONLY IN KIND SERVICES, EQUIPMENT, ETC DONATED TO PROGRAM, WHERE ALLOWED.

PROGRAM BUDGET INSTRUCTIONS

REFER TO FISCAL POLICIES AND PROCEDURES MANUAL FOR RESTRICTIONS

QYDS ID – NUMBER ASSIGNED BY SYSTEM

FISCAL YEAR-INDICATE YEAR FOR WHICH FUNDS ARE BEING REQUESTED

AGENCY/MUNICIPALITY-COUNTY, CITY, VILLAGE, AN INDIAN RESERVATION OR SCHOOL DISTRICT (IF APPROVED) THAT IS APPLYING FOR STATE AID

PROGRAM TITLE-NAME OF PROGRAM RECEIVING FUNDING

FISCAL CONTACT INFORMATION-PERSONS TO CONTACT FOR QUESTIONS ON BUDGETING-CLAIMING AND VOUCHERING FOR THIS PROGRAM

PERSONAL SERVICES

POSITION TITLE	RATE OF PAY	BASIS (H, W, BW, SM)	TOTAL OCFS PROGRAM AMOUNT*	TOTAL FUNDS REQUESTED FOR THIS PROGRAM
1	2	3	4	

1. LIST THE TITLE OF THE POSITION AS IT WILL BE CLAIMED
2. ENTER THE RATE OF PAYMENT AS IT IS ON THE PAYROLL, E.G. \$100, \$500, \$5. (enter the highest rate for each title)
3. INDICATE THE SALARY BASIS AS IT IS ACTUALLY PAID, e.g. Hourly (H), Weekly (W), Biweekly (BW), Semimonthly(SM)
4. ENTER THE GROSS AMOUNT OF THIS PAYROLL LINE. Use an asterisk if OCFS reimbursement is not being requested.
5. ENTER THE TOTAL OF THIS COLUMN.
6. ENTER THE TOTAL AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

TOTAL SALARIES AND WAGES

	5		6
TOTAL FRINGE BENEFITS	7		8

7. ENTER THE TOTAL OF FRINGE BENEFITS BUDGETED FOR THIS PROGRAM. YDDP – CONTRACT AGENCIES ONLY
8. ENTER THE AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED. MOST PROGRAMS ARE LIMITED TO 25%. YDDP/RHYA – DO NOT USE

CONTRACTED SERVICES AND STIPENDS

TYPE OF SERVICE OR CONSULTANT TITLE	RATE	PAYMENT BASIS	TOTAL PROGRAM AMOUNT*
9	10	11	12

9. ENTER TYPE OR TITLE OF SERVICES, e.g. Accounting Firm, Speaker.
10. INDICATE RATE OF PAY
11. INDICATE PAYMENT BASIS e.g. Session (S), Monthly (M)
12. ENTER THE TOTAL COST FOR EACH LINE

TOTAL CONTRACTED SERVICES (2)

	13		14
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13. ENTER THE TOTAL OF THIS COLUMN
14. ENTER THE AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

TOTAL MAINTENANCE & OPERATION (3)

	15		16
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15. ENTER THE AMOUNT BUDGETED IN TOTAL FOR THIS PROGRAM.
16. ENTER THE AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

LIST IN THE SPACE PROVIDED, EQUIPMENT PURCHASES AND RENTALS PLANNED FOR PROGRAM YEAR
FACILITY REPAIRS

PROGRAM SITE	17	18
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17. LIST EACH PROGRAM ADDRESS FOR WHICH FACILITY REPAIRS ARE BEING PLANNED
18. ENTER AMOUNT FOR EACH PROGRAM SITE. YDDP LIMIT - \$500 PER SITE

TOTAL FACILITY REPAIRS (4)

	19		20
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19. ENTER THE TOTAL OF THIS COLUMN
20. ENTER THE AMOUNT FOR WHICH REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

TOTAL OCFS PROGRAM AMOUNT

	21
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TOTAL OCFS FUNDS REQUESTED

LIST OTHER FUNDING SOURCES	22	REIMBURSEABLE TOTAL
	23	MUNICIPAL FUNDING
	24	OTHER SOURCES

21. THIS AMOUNT SHOULD AGREE TO THE AMOUNT BEING REQUESTED FOR THIS PROGRAM.
22. THIS IS THE TOTAL OF BOX 21 LESS ASTERISKED ITEMS
23. ENTER TOTAL AMOUNT BEING PROVIDED TOWARDS THIS PROGRAM BY MUNICIPALITY
24. ENTER TOTAL AMOUNT BEING PROVIDED TOWARDS THIS PROGRAM BY OTHER SOURCES