



ERIE COUNTY REQUEST FOR PROPOSAL (RFP) TO PROVIDE YOUTH TEAM SPORTS

RFP # 2023-056VF

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”) # 2023-056VF
TO PROVIDE YOUTH TEAM SPORTS

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I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking proposals from qualified community-based organizations and not-for-profits (“Proposer”) interested in providing Youth Team Sports (YTS). 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 \$465,902 is potentially available to support team sports for underserved youth from October 1, 2023 through September 30, 2024. Awards are capped at \$50,000/agency. The priority is to spread available funds to a wide network of partners, however, a single entity may be granted multiple awards for different distinct purposes/costs (for example one organization operates the same program but in different towns, or one entity is awarded funds to improve infrastructure and an additional award to pay the coaches who will use the updated infrastructure).

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. Youth team sports funds are available as a legislative add to support youth development for underserved youth under the age of 18 and cannot be guaranteed from one year to the next. 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 2023.

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: October 4, 2023

RFP Informational Meeting: October 13, 2023 at 10:00 a.m. via Webex

Join from the meeting link

<https://erie.webex.com/erie/j.php?MTID=m11bec88ab431a7eb52878f6bea98c2bd>

Join by meeting number

Meeting number (access code): 2482 482 7972

Meeting password: HQqXykggh336

Tap to join from a mobile device (attendees only)

+1716-858-2250,,24824827972## United States Toll (Buffalo)

+1-415-655-0003,,24824827972## United States Toll

Join by phone

+1 716-858-2250 United States Toll (Buffalo)

+1-415-655-0003 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial 24824827972@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Register for the Informational Meeting
by contacting:

Carrie.Godfrey@erie.gov by October 11, 2023.

Proposals Due:

November 2, 2023

Selection Made by:

December 2023

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 3 sections:

Appendix A

- Proposal to Provide Service
- OCFS-5011
- Signed Schedule A
- Program's child protection policy/procedure
- Proof of non-profit status, as applicable

Appendix B

- Signed Fiscal Form
- Budget Forms

Appendix C

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

Failure to follow the prescribed format for responses may result in disqualification.

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 three separate documents (Appendix A, B and C) to: [ECDSS RFP submission form](#).
5. If unable to upload the proposal, a printed submission may be submitted to: Erie County Department of Social Services, Attn: Carrie Godfrey, 95 Franklin Street Room 804, Buffalo, NY 14202. All proposals must be submitted on or before November 2, 2023 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.
6. Requests for clarification of this RFP must be written and submitted to Carrie Godfrey at the above address, or at Carrie.Godfrey@erie.gov no later than 4:00 pm on October 11, 2023. A list of questions and answers will be posted on the County website by October 17, 2023, if applicable. 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: [Executive Order 13](#)). All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at

reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

11. All potential contract-holders with Erie County shall agree that administrative costs may not exceed 15% of the requested funds.
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. A business that is a certified Service Disabled Veteran Owned Business (SDVOB) under the New York State Service-Disabled Veteran-Owned Business Act 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. A copy of your Language Access Policy is required at contracting.
18. All proposers must include the name of their Americans with Disabilities Act (ADA) Coordinator. A copy of a written ADA policy is required at contracting.

V. SCOPE OF PROFESSIONAL SERVICES REQUIRED

INTRODUCTION

The purpose of this request is to solicit applications from community-based organizations and not-for-profits to the Erie County Youth Bureau for Youth Team Sports Services. All awards are appropriated by the Erie County Youth Bureau and Department of Social Services, and given to local applicants to provide positive youth development through team sport activities for youth under age 18 in communities where such programs may be scarce or under-resourced. Programs may run from October 1, 2023 through September 30, 2024.

School districts are not eligible for YTS funds, but if a community-based organization or not-for-profit operates programming at a school site, that programming may be eligible. An entity that receives other youth bureau funds may also apply for this money.

As a trauma-informed agency, ECDSS incorporates principles of collaboration, safety, trustworthiness, empowerment, and choice throughout its services to promote resilience and healing. Any proposer chosen to partner with ECDSS in service provision must demonstrate their alignment with these principles in their overall project design, and in all aspects of its implementation.

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.

A new fund was created under the New York State Office of Children and Family Services (OCFS) in the state fiscal year 2023-2024 budget to provide awards to support youth team sports programs for underserved youth under age 18. The funding supports youth development through team sports programs. The funding, allocated to the municipal youth bureaus, must be awarded to local community-based organizations and nonprofits. This allocation provides \$10 million state-wide for the period of October 1, 2023, through September 30, 2024.

SCOPE OF WORK

Sports are effective tools in positive youth development and family engagement, when delivered well by programs and minimum quality measures are met. This funding seeks to improve the lives of young people by promoting positive social, emotional, health, and educational outcomes and have important life-long impacts through sports, foster the following development outcomes:

- Physical health and well-being – Increasing physical activity and positive relationships to one's body and physical activity
- Mental health and well-being – Improving outcomes related to youth mental health and social and emotional skills development and connectedness
- Employment – Increasing qualifications and skills, such as collective problem solving, teamwork, and dispute resolution, that help prepare youth for suitable employment
- Community cohesion – Breaking down barriers to reduce discrimination, crime, and violence in communities and help young leaders emerge

A "team sport" is defined as an organized physical activity in which groups of two or more individuals are in competition with two or more opposing individuals. Sporting activities where individuals engage in competition on behalf of an organized group (such as singles tennis, team golf, or racing sports such as swimming or skiing) are included. Key elements of a team sport include multiple individuals playing together/for the same entity (team), and individuals playing against each other in a competitive way. The activity would need to be part of an organized structure that tracks teams, player scores, has standardized rules of play, etc. For example, a ski team is eligible for funding while a ski club would not be.

Examples:

- A Team Sport Program: Basketball, ski team, taekwondo team, summer volleyball league, community badminton tournament, cheerleading team, competitive swimming
- Not A Team Sport Program: Individual dance class, yoga program, introduction to horse-back riding, weight training sessions, taekwondo class, swimming programs as summer recreation

Approved costs include but are not limited to the following:

- Coaches/instructors/direct service staff/mentors (including training/professional development).
- Referee fees.
- Purchase of equipment or uniforms.
- Capital investment (e.g., swimming facilities, fields, fences, storage, lighting).
- Instruction or coaching necessary to support youth's ability to participate in team sports.
- Facility/field space.
- A maximum of 10% of the total allocation may be used to support administrative/overhead costs by the municipal youth bureau.

GENERAL REQUIREMENTS:

- Use culturally-sensitive practices, trauma-informed principles, and solution focused techniques when working with DSS clients.
- 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.
- Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines.
- Manage and retain a skilled and appropriately educated workforce.
- Maintain regular communication with ECDSS in a timely manner.
- 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.
- 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

- Funding source: New York State
- Reimbursement method: Reimbursed on a quarterly basis as per expense reports and backup documentation.
- Claims for programs operating October 1, 2023 through September 30, 2024 are due by March 31, 2025.

VENDOR EXPERIENCE AND QUALIFICATIONS

- Provide a Solution Focused Trauma Informed Care environment incorporating the five principles of collaboration, safety, trustworthiness, empowerment, and choice throughout services to promote resilience and healing.
- Ensure policies, practices, systems, and structures improve outcomes for everyone, prioritizing measurable change in the lives of people of color to eliminate racial disparities and promote racial equity.
- 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.
- Programs eligible for funding must meet the criteria below:
 - Provide team sports activities for youth under age 18 in under-resourced communities.

- Serve youth in New York state.
- Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines.
- Collect registration data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data.
- Organizations and activities not eligible for funding are the following:
 - Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code.
 - Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and/or federal law.
 - Research or project-planning activities.
 - Support for elite or private sports camps, programs, or teams.
 - Endowments, memorials, budget deficits, or fundraising activities.
 - Religious organizations whose sports programs do not have a secular and community focus
 - Lobbying, political, or fraternal activities

PERFORMANCE MEASURES AND DATA COLLECTION

The Life Area and Services, Opportunities, and Supports (SOS) selections that will be required in Quality Youth Development System (QYDS). The Life Area and SOS selections that will be required in QYDS for the YTSA are as follows:

- Life Area: 2PEH Physical and Emotional Health
- SOS: 0232 Year-Round/Seasonal Activities
- Performance measures:
 - How Much: 0232A.1 # of youth participating (unduplicated)
 - How Well: 0232B.4% of youth completing the program
 - Better Off: 0232C.1 #/% reporting they have improved their ability to socialize/interact with peers/family/other members of the community

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, to 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.
- To ensure that funding is going to the intended population, funds will be distributed based on local need, considering factors including, but not limited to the following:
 - Historically under-resourced communities.
 - High rates of public housing and/or family homelessness.
 - Opportunity zones or neighborhoods/cities/areas deemed "low-income" via externally available tools like the New York State Council on Children and Families Kids' Well-being Indicators Clearinghouse.
 - Marginalized communities or groups with higher barriers to participation in team sports (e.g., youth with disabilities; girls; transgender/gender non-binary youth; and youth who identify as lesbian, gay, bisexual, or questioning).
 - Federally and/or New York State-recognized tribes and tribal organizations.
 - Neighborhoods that experience higher rates of crime and violence and low-performing schools.

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.

Complete 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.

The proposals will be scored based on the overall proposal, population and goals, program plan, MWBE/SDVOB participation, compliance with RFP requirements and fiscal components.

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

| | |
|---|---|
| Commercial General Liability | \$1,000,000 minimum each occurrence |
| Umbrella/ Excess * If CGL general aggregate is \$2,000,000 or more, Umbrella/ Excess is not necessary | \$1,000,000 minimum each occurrence |
| Automobile * If transporting; otherwise a Waiver must be executed | \$1,000,000 minimum combined single limit |
| Professional Liability * Not needed for all contracts | \$5,000,000 minimum |
| Workers' Compensation | NYS Certificate |

Certificate holder must be listed as:

County of Erie or Erie County 95
Franklin Street
Buffalo, NY 14202

It can include "Department of Law".

It **cannot** include "Department of Social Services" or any other department of Erie County (i.e. Department of Health, Youth Bureau, etc.).

The County must also be listed as an Additional Insured for all the above policies. That can be done by placing a "Y" or "X" in the "ADDL INSR" column next to each policy, or it can be specifically noted in the "Description" box near the bottom of the page.

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 3 sections, presented as separate documents:

- Appendix A
 - [Proposal to Provide Service](#)
 - [OCFS-5011](#)
 - [Signed Schedule A](#)
 - Program's child protection policy/procedure
 - Proof of non-profit status, as applicable

- Appendix B
 - [Signed Fiscal Form and Budget Forms](#)

- Appendix C
 - Most recent Audit report prepared by an independent CPA¹
 - Most recent Management Letter
 - Listing of Officers and Board of Directors

Electronic versions of forms are available on the Erie County Department of Social Services Youth Services website at: <https://www3.erie.gov/youthservices/youth-team-sports>.

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.)

- Agency's most recent organizational chart and a letter of support signed by the CEO and the Board President.
- Resumes for all program staff (associated with the proposed service), 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.

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.

¹ If not available, the latest tax return may be submitted in lieu of the audit report and/or management letter.



RFP APPENDIX A: Proposal to Provide Service

Department of Social Services

RFP#2023-056VF

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

AGENCY INFORMATION

(If submitting electronically, this information will be completed upon upload)

| | | |
|--|--------------|------------|
| Official Agency Name | | |
| Agency Name –List another name if used. | | |
| Agency Telephone Number | | |
| Agency Mailing Address | | |
| City | State | Zip |
| Website address (if applicable) | | |
| Leadership - List the name of your agency's Chief Executive Officer, Executive Director, or President. | | |
| Leader's E-mail Address | | |
| Contact Person for proposal | | |
| Contact Person's Telephone Number | | |
| Contact Person's E-mail Address | | |
| 501(c)(3) not-for-profit entity <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Subcontractors - List all subcontractors that your agency does business with related to this service. | | |
| Amount of Funding Request to ECDSS for this proposed contract \$ | | |
| Unit of Service for this proposal (e.g.: hour): | | |
| Number of units to be served | | |
| Cost per unit of service for this proposal (county funding + in-kind)/# units: | | |

NEW YORK STATE OFFICE
OF CHILDREN AND FAMILY SERVICES
UNIVERSAL APPLICATION FOR YOUTH SPORTS FUNDING

Instructions for applicants: Complete this form and submit it, along with all required attachments, to the applicable municipal youth bureau by the local deadline. Programs may receive one or more awards dependent on the information provided in this application. Each award may be for no more than \$50,000. Please contact your municipal youth bureau for more information. Municipal youth bureau contact information can be found at <https://ocfs.ny.gov/programs/youth/ya-services/youth-bureaus.php>.

Program name

Agency that operates program, if applicable: _____

Phone number for program: () - _____

Email for program: _____

Program/agency website: _____

Contact person for application

Name: _____

Phone number: () - _____

Email: _____

Title/role/relation to program: _____

What sport, physical recreation, or athletic instruction does this program offer youth?

Describe the population of youth the program is designed to serve:

- Number of youth to be served:
- Ages of youth to be served (Select one.):
 - Youth under age 18
 - Youth between the ages of and
- Gender(s), check all that apply:
 - Girls (including transgender girls)
 - Boys (including transgender boys)
 - Non-binary
- Youth with the following disabling condition(s):
- Geographic area(s) served by program (town/city, county, etc.):
- Other, please define:

Describe the traditionally underserved or disadvantaged youth population(s) to be supported by this program and how the program will outreach to these population(s). Consider youth of all genders, youth with disabilities, youth in "opportunity deserts," youth living in traditionally under-resourced communities, etc.

How will these funds be used? Complete each field as applicable. Each selection will be considered, and potentially awarded, separately.

| Purpose of request | Amount Requested |
|---|------------------|
| Permits/fees, including access to fields, courts, etc. | \$ |
| Infrastructure improvement (repave courts/reseed fields, new nets, storage for equipment, etc.) | \$ |
| Purchase of gear, uniforms, or equipment for youth | \$ |
| Scholarships/offset cost of youth registration | \$ |
| Personnel costs (coaching, education/instruction of youth, overhead/admin, etc.) | \$ |
| Consumable supplies for youth participants (first-aid supplies, snacks, etc.) | \$ |
| Costs associated with adaptability/making the activity accessible for youth with disabilities | \$ |
| Other, please describe: | \$ |
| Total amount: | \$ |

Please describe how one or more of the following will be incorporated into the program:*

1. Educational connection and achievement – More youth attending and completing school with increased attainment, including programs that have collegiate placement success.
2. Physical health and well-being – Increasing physical activity and positive relationship to one’s body.
3. Mental health and well-being – Improving outcomes related to youth mental health and social and emotional skills development and connectedness.
4. Employment – Increasing qualifications and skills, such as collective problem solving, teamwork, and dispute resolution, which help prepare youth for suitable employment.
5. Community cohesion – Breaking down barriers to reduce discrimination, crime, and violence in communities, and help young leaders emerge.

Please describe the efforts to be taken by the program to ensure the physical and psychological safety of youth participants. Consider policies, procedures, trainings, and activities conducted by the program that will prevent child abuse and enhance interpersonal safety of youth participants. *

**Please refer to <https://ocfs.ny.gov/programs/youth/ya-services/> for a list of suggested resources.*

Please check each box below to indicate that the required documents are included in this application:

- A copy of your program’s child protection policy/procedure.
- A copy of your program’s budget.
- A proposed line-item budget for these funds, should this award be granted.
- Proof of non-profit status, as applicable.

I attest that the information included in this application is accurate to the best of my knowledge. I agree to provide the municipal youth bureau additional information upon request should award(s) be granted from this application.

_____/_____/_____
 SIGNATURE PRINTED NAME DATE

To be completed by the municipal youth bureau only:

Date application was received: Click or tap to enter a date.

Application was: *approved in full* *approved in part* *denied*

Program will be funded using: *YSEF* *YSEF infrastructure allocation \$* *YTS*

Applicant was notified on (date): Click or tap to enter a date.

SCHEDULE A
PROPOSER CERTIFICATION

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

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

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (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



RFP APPENDIX B: Fiscal
 Department of Social Services
 RFP#2023-056VF

FINANCIAL INFORMATION

| | |
|---|--------------------------------|
| Payee Name of Agency (if different than Legal Name) | |
| Financial Contact Person Name/Title | |
| Street Address/City/State/Zip | |
| Financial Contact Person Phone Number | Financial Contact Person Email |
| 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 as defined in the RFP (e.g.: hour): | |
| Number of units to be served | |
| Cost per unit of service for this proposal (county funding + in-kind)/# units: | |

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
 Department of Social Services
 RFP#2023-056VF

AGENCY: _____

RFP# and NAME _____

FUNDING PERIOD: _____

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) Rate Calculation
- 7) Flex Fund Request (if applicable)
- 8) Staffing Review - Program Related County Funded
- 9) Staffing Review - Administrative County Funded

It is recommended that items 8 and 9 on the Staffing Detail be completed first. Blue highlighted cells contain formulas and will populate automatically.

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 by the Department of Social Services.

1) SUMMARY FUNDING REQUEST (All cells will populate automatically from information entered in Tables 2-9)

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

| | | |
|---|---|---|
| Agency In-Kind Revenue as % of Total Revenue | - | - |
|---|---|---|

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 or County Flex Funds.

| DIRECT PROGRAM EXPENSE - County Funded | Current Contract | Proposed Budget |
|--|------------------|-----------------|
| Direct Program Staffing (from Staffing Table 8) | | |
| Total Salaries, Wages | - | - |
| Total Fringe Benefits | - | - |
| Subtotal Salary and Fringe Benefits | - | - |
| Direct Operating Expense: | | |
| 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): | | |
| | | |
| | | |
| | | |
| Subtotal Direct Operating Expense | - | - |
| TOTAL DIRECT PROGRAM COSTS | - | - |

- 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 NYSExecutive Order 38. Detail agency cash expenditures only.

| Administrative Overhead - County Funded | Current Contract | Proposed Budget |
|--|------------------|-----------------|
| Personal Services (From Staffing Table 9) | | |
| Total Salaries, Wages | - | - |
| Total Fringe Benefits | - | - |
| Subtotal Administrative Salary and Fringe Benefits | - | - |
| Administrative Operating Expense: | | |
| Please itemize below: | | |
| Staff Development | | |
| Public Relations | | |
| Audit, Legal, Cons. Fees | | |
| Dues, Licenses, Permits | | |
| Other (Please list items below): | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal Administrative Operating Expense | - | - |
| Total Administrative Overhead | - | - |
| Total Direct Program Costs (from table 2) | - | - |
| Administrative Expense as Percent of Program Cost Not to Exceed 15% | - | - |

- 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 help 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) | In-Kind Contribution Value Current Contract | In-Kind Contribution Value Proposed Budget |
|--|---|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total In-Kind | - | - |

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 (Program plus Flex) | | |
| | | |
| Source of Agency In-Kind Services: | | |
| | | |
| | | |
| | | |
| Total Revenue | - | - |

6) RATE CALCULATION

The agency reimbursement rate calculation excludes Flex Funds and In-kind services estimates.

| Agency Reimbursement Rate Calculation | Current Contract | Proposed Budget |
|--|------------------|-----------------|
| Total Direct and Administrative Program Costs | - | - |
| Units of Services from Program Description | | |
| Hourly Unit of Service Cost - Agency Reimbursement Rate | - | - |

7) FLEX FUNDS REQUEST - (Only for agencies who received DSS prior flex fund approval)

Provide a summary of the type of items that may be purchased with Flex funds. The maximum allocation is \$10,000. Flex funds are for client special needs and wrap around services. Payments will be subject to pre-approval by assigned caseworker. Flex funds are listed for direct reimbursement purposes and are not included in rate calculation.

| FLEX FUNDS - County Funded | Current Contract | Proposed Budget |
|--------------------------------|------------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Flex Fund Request | - | - |

8) 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: | | | | - | | | | - | |
| | | | | - | | | | - | |
| | | | | - | | | | - | |
| | | | | - | | | | - | |
| | | | | - | | | | - | |
| | | | | - | | | | - | |
| | | | | - | | | | - | |
| Total Salary: | | | | - | Total Salary: | | | | - |
| Direct Program Related Fringe | Rate | | | Total Current Budget | Rate | | | Total Proposed Budget | |
| FICA | | | | | | | | | |
| Pension/Retirement | | | | | | | | | |
| Workers' Comp. | | | | | | | | | |
| State Disability Insurance | | | | | | | | | |
| Life Insurance | | | | | | | | | |
| Health Insurance | | | | | | | | | |
| Other (List items): | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total Fringe Benefit Cost: | | | | - | | | | | - |
| Fringe Benefits as percent of total salary: | | | | - | | | | | - |
| Please attach fringe benefit rate sheet and explanation if total fringe exceeds 35% | | | | | | | | | |

9) STAFFING REVIEW ADMINISTRATIVE - COUNTY FUNDED₀

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: | | | | | | | | |
| | | | | - | | | | - |
| | | | | - | | | | - |
| | | | | - | | | | - |
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| | | | | - | | | | - |
| | | | | - | | | | - |
| Part Time Position Title: | | | | - | | | | - |
| | | | | - | | | | - |
| | | | | - | | | | - |
| | | | | - | | | | - |
| | | | | - | | | | - |
| | | | | - | | | | - |
| Total Salary: | | | - | - | | | - | - |
| Administrative Fringe | Rate | | | Total Current Budget | Rate | | | Total Proposed Budget |
| FICA | | | | | | | | |
| Pension/Retirement | | | | | | | | |
| Workers' Comp. | | | | | | | | |
| State Disability Insurance | | | | | | | | |
| Life Insurance | | | | | | | | |
| Health Insurance | | | | | | | | |
| Other (Please list): | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Fringe Benefit Cost: | | | | - | | | | - |
| Fringe Benefits as percent of total salary: | | | | - | | | | - |
| Please attach fringe benefit rate sheet and detailed explanations if total fringe exceeds 35% of salary. | | | | | | | | |



RFP APPENDIX C: Supplemental Information

Department of Social Services
RFP#2023-056VF

Provide 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
- Listing of Officers and Board of Directors

If not available, the latest tax return may be submitted in lieu of the audit report and/or management letter.