

ERIE COUNTY

**REQUEST FOR PROPOSAL (RFP) TO PROVIDE
ON DEMAND RIDE-SHARE
TRANSPORTATION SERVICES-PILOT
PROGRAM**

RFP # 2022-028VF

[05/09/2022]

**Erie County Department of Senior Services
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NY 14202**

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)
RFP # 2022–028VF

This addendum to Erie County Department of Senior Services “REQUEST FOR PROPOSAL (RFP) TO PROVIDE ON DEMAND RIDE-SHARE TRANSPORTATION SERVICES-PILOT PROGRAM” RFP# 2022-028VF, updates the dates for when the Proposals are due and Selection is made. Please see below.

V. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

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

Issue RFP: 05/09/2022

Pre-Proposal web conference call: 05/16/2022

Erie County Senior Services ON-DEMAND RIDE-SHARE
CONFERNCE CALL INFO

3:00 pm EST – 4:30 pm EST

Join from the meeting link

<https://erie.webex.com/join/ryan.gadzo>

Join by meeting number

Meeting number (access code): 967 114 302

Tap to join from a mobile device (attendees only)

+1716-858-2250,,967114302## United States Toll (Buffalo)

+1-415-655-0003,,967114302## United States Toll

Join by phone

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

+1-415-655-0003 United States Toll

Access code: 967 114 302

Proposals Due: **05/31/2022**

Selection Made: **06/07/2022**

Contract Signed: Following all necessary County approvals

Questions regarding this RFP may be submitted to Angela.Marinucci@erie.gov up to May 18, 2022.

B. 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. Proposals shall be no more than fifteen (15) pages.
- 2.** Cost proposals must be submitted separately from proposal in a sealed envelope and as an individual electronic document.
- 3.** Four (4) originals must be submitted. Proposals **MUST** be signed. Unsigned proposals will be rejected. One (1) copy of the proposal shall be submitted electronically to Erin.Mahoney@erie.gov.
- 4.** Submissions of the proposals shall be directed to:

Commissioner Angela Marinucci
Erie County Department of Senior Services
95 Franklin Street, 13th Floor
Buffalo, NY 4202

All proposals must be delivered to the above office on or before May 31, 2021 by 4:00 pm. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

5. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
6. 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.
7. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
8. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
9. If Proposer is a Veteran Owned Business, Proposer should include letter indicating company is 51% or more Veteran-Owned.
10. By submitting this proposal, Proposer understands and agrees there must be compliance with federal, state and local laws in regard to privacy practices and safeguards. Therefore, proposals must include Proposer's privacy practices and procedures i.e. client confidentiality policy. Proposer's practices and procedures must thoroughly address possible breach situations.
11. The proposing agency, company or entity must be based in the United States.

All Proposers submitting proposals must include a cost proposal in a separate sealed envelope clearly labeled with the proper name, due date of proposal, proposal name "ON DEMAND RIDE-SHARE TRANSPORTATION SERVICES-PILOT PROGRAM RFP# 2022-028VF" and Cost Proposal.