



## **ERIE COUNTY**

### **REQUEST FOR PROPOSAL (RFP)**

**Solicit Community Input, Identify Features and  
Functionality, Organize and Assemble Content for a  
Mobile Application for Parents and Caregivers to  
Address Mental Health Challenges of Children and  
Adolescents**

**RFP # 2022-036VF**

**June 22, 2022**

**Mark O'Brien, LCSW-R, Commissioner  
Erie County Department of Mental Health  
Edward A. Rath County Office Building  
95 Franklin Street  
Buffalo, NY 14202**

## I. INTRODUCTION

The County of Erie, New York (the “County”) will be creating a mobile application to help parents and guardians of children and adolescents who are struggling with mental health or behavioral challenges. **The mobile app will provide information for parents and caregivers to recognize common behavioral and mental health conditions, help navigate the behavioral health systems of care for their children by providing information about available services in the community, and will include information about services and resources that support healthy development, social well-being, and access to services.** This project will involve two distinct components: 1) Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content; and 2) Mobile Application Development. **This Request for Proposal is for the first component – Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content.** A second Request for Proposal will be posted in the fall of 2022 for the Mobile Application Development component.

The County is currently seeking proposals for the Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content component that will inform the creation of a mobile application for parents and caregivers to address mental health challenges of children and adolescents.

Mental and behavioral health challenges were getting worse for children and adolescents before the COVID-19 pandemic and the impacts of the pandemic exacerbated the increased need for mental health services. Children and families have faced a myriad of challenges over the past two years, including social isolation, financial hardship, grief and loss, academic struggles and a disruption of their lives from what they knew before the pandemic. Marginalized communities, including communities of color, LGBTQAI+ youth, youth with disabilities, and families living in poverty, suffered mental health disparities before the pandemic, with those disparities exacerbated as a result. Parents and educators report that children are dealing with increased anxiety and depression, school violence and safety concerns, increased stress at home, unstable housing and increased homelessness, and greater financial stressors.

Additional information regarding the mental health challenges facing children and adolescents can be found in the 2021 U.S. Surgeon General’s Advisory, Protecting Youth Mental Health (<https://www.hhs.gov/sites/default/files/surgeon-general-youth-mental-health-advisory.pdf>), the Centers for Disease Control and Prevention Report, Mental Health Surveillance Among Children – United States, 2013-2019 ([https://www.cdc.gov/mmwr/volumes/71/su/su7102a1.htm?s\\_cid=su7102a1\\_w](https://www.cdc.gov/mmwr/volumes/71/su/su7102a1.htm?s_cid=su7102a1_w)), and Changes in Pediatric Emergency Department Visits Associated with Mental Health Conditions Before and During the COVID-19 Pandemic – United States, January 2019-January 2022 ([https://www.cdc.gov/media/mmwrnews/2022/02025.html#anchor\\_1645709498505](https://www.cdc.gov/media/mmwrnews/2022/02025.html#anchor_1645709498505)).

This Request for Proposal for Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content will require the selected Proposer to meet with potential end users of the mobile application (parents and caregivers, school personnel, mental health providers who work with children and adolescents) to understand the needs of the end users and identify the features and functionality that the community would like to see in the mobile application. The process of gathering community input must include engagement of communities of color, LGBTQAI+ youth and their families, families of youth with disabilities, families living in poverty, and those from rural, suburban, and urban communities. Based on this community input, the Proposer will compile the information and develop a plan for how the information should be organized within the mobile application and identify the functionality requirements for the mobile application. The Proposer will also need to identify and provide all of the content that will be required to create the mobile application. Content will include informational resources, links, and

information about available resources. It is expected that most, if not all, of the content can be obtained from publicly available sources including, but not limited to, governmental websites (federal, New York State, local). The content should also provide links to resources in Erie County. The mobile application will bring together the resources available in Erie County into a user-friendly, easy-to-navigate platform. The Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content component will organize and compile all of the elements to be included on the mobile application.

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.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, 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. While it is expected that a single award will result for this RFP solicitation, the County reserves the right to award negotiated contracts to one or more Proposers. Proposals received shall be considered to remain in effect for no less than six (6) months and for no more than eighteen (18) months from date of receipt.

**IMPORTANT: APPLICATIONS THAT ARE NOT 100% COMPLETE AS SPECIFIED WITHIN THIS RFP, EXCEED THE SPECIFIED PAGE LIMITS, OR ARE NOT RECEIVED BY THE SPECIFIED DUE DATE AND TIME WILL NOT BE REVIEWED. ACCORDINGLY, PLEASE READ THE INSTRUCTIONS CAREFULLY SINCE CRITICAL INFORMATION IN THESE REGARDS MIGHT ONLY BE PRESENTED ONE TIME.**

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 **\$70,000** is available for Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content for a Mobile Application for Parents and Caregivers to Address Mental Health Challenges of Children and Adolescents.

More than one provider may be selected for funding for this project.

## **III. PROPOSAL SCHEDULE**

### **A. ANTICIPATED SCHEDULE OF PROPOSAL**

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

#### **June 22, 2022 Issue RFP:**

The RFP and related attachments can be found and downloaded at the Erie County Department of Mental Health website at <https://www3.erie.gov/mentalhealth/request-proposals>.

#### **June 27, 2022 by 5pm Deadline for Written Questions to be Submitted:**

**Written Questions** should be sent by email to [Melissa.Stark@erie.gov](mailto:Melissa.Stark@erie.gov). All questions need to be received no later than **June 27, 2022 at 5:00pm**. Be sure to include "Question - RFP# 2022-

**036VF” as the Subject Line in your email. Only questions received by email by June 27, 2022 by 5:00PM WITH THE ABOVE-REFERENCED SUBJECT LINE WILL RECEIVE A RESPONSE. NO INDIVIDUAL responses will be sent in response to emailed questions.**

**June 29, 2022 Responses to RFP Questions will be Posted:**

Responses to Questions received by email and by the deadline will be posted on or about **June 29, 2022** on the Erie County Department of Mental Health website:  
<https://www3.erie.gov/mentalhealth/request-proposals>.

**FRIDAY, JULY 8, 2022 BY 3:00PM PROPOSAL DEADLINE**

**On or about July 15, 2022 Selection Made**

**Following all necessary County approvals Contract Signed**

**B. APPLICATION REQUIREMENTS**

- i. 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. An **eleven-point Font or larger, standard 8.5 inch by 11-inch paper, single-spaced with margins no smaller than 1 inch** are to be used for all materials (excepting for the Fonts, margins and paper size used on County provided forms). **All documents are to include page numbers.**
- ii. **PROPOSALS ARE TO BE PACKAGED AND ORDERED IN THE FOLLOWING MANNER:**  
One **(1) original** and **six (6) hard copies** shall be submitted in a **SEALED** package. Please **print single-sided** and **do not staple**.
  1. **ECDMH RFP Submission Package Checklist** (labeled as **Appendix A**). *See Page 13.*
  2. **Application Cover Page** (labeled as **Appendix B**). The original must have an original signature of an authorized representative of the lead applicant organization. *See Page 14 for Instructions, complete and submit Page 15.*
  3. **Proposal Narrative**. The Proposal Narrative is to be limited to **no more than five (5) pages**. **The Scoring Tool is included in this package (Appendix C on Page 16) and should be reviewed in order to maximize your score.**
  4. **Budget**. This is to be limited to **no more than two (2) pages**. A Budget template for project costs is provided in **Appendix E**. Please complete the Budget template (or a reproduction which includes all of the requested information). Applicant must provide sufficient detail to describe each expense, the necessity for each expense, and how the cost was calculated. *See Page 22.*

**Also Required with Submission (in addition to items previously described):**

5. A letter indicating Disclosure of employees or officers who are currently a county employee or officer, or have been within one year prior to the date of response to this RFP. If none, indicate such in your letter;
6. Proposer Certification (labeled as **Schedule A**), *see Page 28*;
7. Erie County Equal Pay Certification (labeled as **Schedule B**). A Copy is found within this RFP on **Page 29**, but can also be accessed at: [https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2021-09/coe-equal-pay-certification\\_0.pdf](https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2021-09/coe-equal-pay-certification_0.pdf); and
8. Letter of **no more than** two (2) pages clearly describing the Proposer's policies and practices pertaining to the participation of Minority Owned Business Enterprises and Women Owned Business Enterprises (MBE/WBE) in the selection of the Proposer's contractors and vendors.

**C. HOW TO APPLY**

To the extent feasible, please order your narrative content and the other proposal materials consistent with that indicated in **Section III B. Application Requirements**. If the ordering contradicts submission ordering directions in other sections of this RFP there will no penalty for any resultant document ordering discrepancies in your submission.

**Submission of the proposals shall be directed to:**

Mark O'Brien, LCSW-R  
Commissioner  
Erie County Department of Mental Health

Applicants must complete the documents requested and those provided by the Erie County Department of Mental Health. Applicants may download the application materials by going to the Department's website at <https://www3.erie.gov/mentalhealth/request-proposals>. ***Please note that ECDMH will not review material beyond the specified page limits.***

Edward A. Rath Building  
95 Franklin Street, Room 1237  
Buffalo, New York, 14202

**All proposals must be delivered to the above office by July 8, 2022 at 3:00 p.m. Proposals received after the above date and time will not be considered. Absolutely no exceptions will be made. The County is under no obligation to return proposals.**

1. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE DEPARTMENT OF MENTAL HEALTH FORMAL RESPONSES TO QUESTIONS, IF ANY, ADDRESSED ON THE WEBSITE.
2. Proposers may be required to give an oral presentation to the County to clarify or elaborate on their written proposal. Those Proposers will be notified to arrange specific times.

3. The selected Proposer will be required to secure insurance that meets the ECDMH Insurance Requirements and provide proof of such Certificates of Insurance on either the County of Erie Standard Insurance Certificate or its equivalent as evidence of such coverage(s). prior to the contract being executed. The ECDMH Insurance Requirements are available at: [https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2022-02/2022\\_final\\_ecdmh\\_insurance\\_requirements\\_2.pdf](https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2022-02/2022_final_ecdmh_insurance_requirements_2.pdf). The County of Erie Standard Insurance Certificate form is available at: <https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2021-09/county-of-erie-standard-insurance-certificate-fillable.pdf>. Proposers are expected to review these documents and be prepared to submit proof of required insurance coverage if selected.
4. 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.
5. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) Proposers should include the **Erie County Certification Letter** with the proposal.
6. If Proposer is a Veteran-Owned Business, Proposer should include letter indicating company is 51% or more Veteran-owned.

#### IV. SCOPE OF PROFESSIONAL SERVICES REQUIRED

##### A. INTRODUCTION

The County is currently seeking proposals for the Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content component that will inform the creation of a mobile application for parents and caregivers to address mental health challenges of children and adolescents.

There are three (3) elements under this Request for Proposals.

1. **Community Input** from parents and caregivers, schools, and mental health and behavioral health providers who serve children, adolescents and families on what they would like in a mobile application.
2. **Identify features and functionality** of the mobile application will describe the what the application will be able to do
3. **Organize** the materials, create a general lay out of how the information and content will be organized within the mobile application
4. **Content** will be identified to populate the mobile application

ECDMH has had preliminary conversations with individuals representing schools and mental health providers who work with children, adolescents, and families. They report an increase in the number of children struggling with anxiety across all grade levels, more children saying they feel depressed, higher numbers of children with suicidal ideation, and many challenges with social interactions. Many children

have struggled with the transition back to a traditional school day after two years of remote and hybrid learning. They report more inappropriate behaviors, with children and adolescents having to relearn how to interact with their peers and adults in an in-person setting. The impact of stigma keeps some children from seeking help, but the effect of stigma is often more common for parents and guardians, who may be reluctant to seek services for their child. Families with past involvement in the child welfare system may also be hesitant to reach out for help for their children. In addition to behavioral and mental challenges, many families also deal with financial stressors caused by the pandemic, including job loss, housing instability and homelessness.

The mobile application must also include information and resources to help children, youth and families deal with trauma, to include but not be limited to, the racially motivated shooting in Buffalo on May 14, 2022.

When asked what functionality or requirements these representatives of school and mental health providers serving children, adolescents and families would like to see in a mobile application and website, they provided the following responses:

- a. It must be easy to use, user friendly and convenient.
- b. Very interactive to keep the user engaged.
- c. Should link to resources such as bus routes and schedules.
- d. Should prominently display access to crisis services, not just on the home page; including crisis chat and text functionality.
- e. Provide link to chat and/or text function for real time support.
- f. Have resources for parents and guardians and for children and adolescents. Maybe have a youth section and an adult section with materials targeted for each.
- g. Create a way for users to request additional information from community resources.
- h. Content and linked sites should be well-vetted to ensure quality and timeliness of access.
- i. If providing links to other apps, if possible bypass the need to download from the Play Store or App Store.
- j. Include content that is text, audio, and video.

This community input is provided to inform the Proposer of a sample of content and functionality that preliminary conversations have identified. It is not an exhaustive list, but examples of input received so far. The Proposer may use this list as a starting point and is expected to build upon this through their community input activities.

The selected Proposer will be required to provide reports and meet with a Steering Committee made up of Erie County officials from the Department of Mental Health, the Division of Information and Support Services, the Department of Health Office of Health Equity, and the Office of the County Executive throughout the process. The selected Proposer will be expected to meet with the Steering Committee every two weeks throughout the project. The Proposer will need to establish a deliverable schedule with sign off from the Steering Committee at each milestone. The deadline for completion and sign off of the features and functionality and the organize phase of the project is October 1, 2022. The selected Proposer will have until October 31, 2022 to complete the content component.

The selected Proposer will also need to be available for consultation through the end of 2022 for up to 80 hours during the mobile application build which will occur in November to December 2022 with a launch date of January 2, 2023.

## **B. SCOPE OF WORK**

The County is currently seeking proposals for the Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content component that will inform the creation of a mobile application for parents and caregivers to address mental health challenges of children and adolescents.

- a) **Community Input** - will require the Proposer(s) to seek, analyze and compile community input from parents and guardians, schools, and organizations that serve children and families with behavioral and mental health challenges. The process of gathering community input must include engagement of communities of color, LGBTQAI+ youth and their families, families of youth with disabilities, families living in poverty, and those from rural, suburban, and urban communities. Proposers should utilize a variety of methods to obtain community input such as in person or virtual meetings, focus groups, surveys, interviews with key informants, etc.
- b) **Identify Features and Functionality** – based on the input gathered in the Community Input sessions and in conjunction with the Erie County Steering Committee, the Proposer will identify the features and functionality required in the mobile application. This will result in a list of requirements that addresses the needs of parents and guardians as identified in the Community Input process and will be used for the Request for Proposals to select the mobile application developer..
- c) **Organize** - based on the input gathered in the Community Input sessions, the list of features and functionality identified with the Erie County Steering Committee, and the Proposers understanding of the resources available in the systems of care for children, adolescents and families, and the needs of the population, the Proposer will organize how the material will be grouped and the general layout of the mobile application. This organization and layout should be done with the goal that the resulting mobile application will be intuitive and easy for an end user to navigate. This step of the project will create the structure of the mobile application and will impact the end user’s experience. This step will require the Proposer to organize how the information will grouped and create the map for how a user will navigate through the mobile application. The deliverable for this element of the project will be used as the specifications for the Request for Proposal to select the mobile application developer.
- d) **Content**- using the organizational template that the Proposer creates, the Proposer will compile the content that will be made available in the mobile application. This will include any links to external websites, text, graphics, videos, or content. The Proposer will need to indicate if the content should be available directly through the mobile application or if a link to an external website should be used. It is expected that most, if not all, of the content can be obtained from publicly available sources including, but not limited to, governmental websites (federal, New York State, local). The content should also provide information and links to resources in Erie County including providers of mental health and behavioral health services for children, youth and families, information and resource websites and services to include, but not limited to,



[www.211wny.org](http://www.211wny.org), [www.arounja.org](http://www.arounja.org), <https://talkitover.org/>, <https://www.glyswny.org/>, [www.findhelp.org](http://www.findhelp.org) and <https://justtellone.org/>. The Proposer will be required to prepare some content, primarily headings and introductions for categories or sections of information, to ensure that navigating through the mobile application is as easy as possible for the end user. If additional content is required and the selected Proposer is not able to find an appropriate resource, the ECDMH can assist, however this is not expected to be common occurrence. The deliverable for this element of the project will be given to the selected mobile application developer to create the mobile application.

The County desires the final product of the Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content component will provide the map, structure and details to create a mobile application that will provide the following content and functionality:

1. Provide information for parents and guardians about common mental and behavioral health challenges of children and adolescents;
2. Identify resources where families can access services that are available in their neighborhood or community;
3. Provide resources to help children and families cope with the stressors and challenges they face, such as a library of useful mobile applications and services, tips and strategies for dealing with stress, relaxation exercises, etc.;
4. Should not be limited to just mental health and behavioral health resources and should include information and links to or about developmental stages, supports for parents, positive social activities, and transportation to foster access to care, for example.
5. Include text, video, and audio materials in the content; and
6. The organization of information must be intuitive and easy to navigate;

The timeline for this project is tentatively as follows. Please note that all of the following dates are estimates. The non-negotiable deadlines are indicated as such.

- August 1, 2022 the contract for this project will be executed and the selected Proposer will begin work.
- August 1, 2022 – September 15, 2022 the selected Proposer will conduct the Community Input phase of the project.
- September 1, 2022 – September 15, 2022 the selected Proposer will work with the Erie County Steering Committee in developing a list of required features and functionality.
- The final layout of how information will be organized is due on or before October 1, 2022 – this is a non-negotiable deadline.
- By October 31, 2022 all content must be identified and all parts of this project must be complete – this is a non-negotiable deadline.
- November 1, 2022 – December 31, 2022 the Proposer will be available for up to 80 hours during the mobile application build.

The selected Proposer will be required to provide reports and meet with a Steering Committee made up of Erie County officials from the Department of Mental Health, the Division of Information and Support Services, the Department of Health Office of Health Equity, and the Office of the County Executive throughout the process. The selected Proposer will be expected to meet with the Steering Committee

every two weeks throughout the project. The Proposer will need to establish a deliverable schedule with sign off from the Steering Committee at each milestone.

### **C. SCHEDULE**

This is a fast-tracked project and the selected Proposer(s) should begin work upon execution of the contract with the County (anticipated as August 1, 2022), with the delivery of the Features and Functionality and Organization of information deliverables on or before October 1, 2022 and the completion of the Content phase on or before October 31, 2022. The selected Proposer will be expected to be available for up to 80 hours during November and December 2022 to provide consultation during the mobile application build process. The mobile application will be launched on or before **January 2, 2023**.

The selected Proposer(s) should submit a complete workplan and schedule that reasonably demonstrates completion of the Community Input, Organize and Content project by October 31, 2022.

The selected Proposer(s) should also include bi-weekly check in reports and/or meetings with the Erie County Steering Committee in the workplan and schedule. These check ins should be every other week through the course of the project and include sign off by the Steering Committee at identified milestones.

### **D. PROPOSAL REQUIREMENTS**

1. **ECDMH RFP Submission Package Checklist** (Appendix A).
2. **Application Cover Page** (Appendix B).  
The original must have an original signature of an authorized representative of the lead applicant organization.
3. **Proposal Narrative.**  
This is to be limited to no more than five (5) pages. In the Proposal Narrative, please respond to the following, and use the headings as listed below in preparing your response. **The Scoring Tool is included in this package (Appendix C) and should be reviewed in order to maximize your score.**

#### **A. Organizational and Team Experience**

1. Describe your experience engaging the community and gathering community input. Please describe your methods to identify key informants and groups to engage and methods you have employed to collect information and input. Please identify any similar projects you've been involved with in a leadership capacity.
2. Describe your experience working with racially, ethnically, socio-economically, and geographically diverse communities.
3. Based on your experience to date related to conducting community input activities and working with diverse communities, please describe some of the lessons learned from these experiences and your recommendations for maximizing the success of this project.

4. Describe your experience identifying features and functionality, organizing the layout and selecting the content for a mobile application, website, complex report or other similarly structured project.
5. Describe your experience and involvement in the Erie County mental health and children's systems of care, community resources network and familiarity with the services, needs, and strengths of the systems of care for children, adolescents and families in Erie County.
6. Please identify the key members of your project team, their role in the project, and provide a brief bio of relevant experience for each.

**B. Approach**

1. Please describe your approach for the solicit community input, identify features and functionality, organize and assemble content phases of this project. Provide sufficient detail to demonstrate a reasonable plan that can be completed within the defined time frames and be completed by the deadlines. Describe how will you gather input from parents and guardians, school staff, and providers of mental health services serving children and adolescents. Describe your approach for ensuring you have input from communities of color, LGBTQAI+, parents of youth with disabilities, rural communities, and other populations. Describe your method for identifying content material and determining the best way for organizing and presenting the content. Please describe your approach to ensuring that the content and the presentation is inclusive from a health equity perspective.
  2. Describe your plan and approach for communicating with the ECDMH and the Steering Committee throughout the project. Please identify the member(s) of your project team who will be the primary contacts for the project.
  3. Workplan and Timeline. This should include objectives/deliverables, resources needed, tasks, person responsible, start and end dates. Milestones should be clearly identified and the timeline should demonstrate that the Proposer will be able to complete the project deliverables by the deadlines. A Workplan template with some sample information is provided in Appendix D. The Proposer must also include a Gantt chart to demonstrate the project timeline.
4. **Budget.** Please complete the budget summary and provide the justification describing how the costs relate to completion of the project and calculations for how the costs were derived. The narrative budget justification should be no more than two (2) pages. The budget template is provided in Appendix E.

**Also Required with Submission** (in addition to items previously described):

5. A letter indicating Disclosure of employees or officers who are currently a county employee or officer, or have been within one year prior to the date of response to this RFP. If none, indicate such in your letter;
6. Proposer Certification (labeled as **Schedule A**), see **Page 28**;
7. Erie County Equal Pay Certification (labeled as **Schedule B**). A Copy is found within this RFP on **Page 29**, but can also be accessed at:

[https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2021-09/coe-equal-pay-certification\\_0.pdf](https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2021-09/coe-equal-pay-certification_0.pdf); and

8. Letter of **no more than** two (2) pages clearly describing the Proposer's policies and practices pertaining to the participation of Minority Owned Business Enterprises and Women Owned Business Enterprises (MBE/WBE) in the selection of the Proposer's contractors and vendors.

Applicants must complete the documents requested and those provided by the Erie County Department of Mental Health. Applicants may download the application materials by going to the Department's website at <https://www3.erie.gov/mentalhealth/request-proposals>. ***Please note that ECDMH will not review material beyond the specified page limits.***

**APPENDIX A:  
ECDMH SUBMISSION PACKAGE CHECKLIST  
RFP# 2022-036VF**

**Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content  
for a Mobile Application for Parents and Caregivers to Address Mental Health Challenges of  
Children and Adolescents**

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

Place a check in the first column to indicate that each item is contained in your application package. Materials should be compiled in the following order.

	<b>APPENDIX A: ECDMH RFP Submission Package Checklist</b>
	<b>APPENDIX B: Application Cover Page</b>
	<b>Proposal Narrative</b> (up to 5 pages)
	<b>APPENDIX E: Budget</b> (up to 2 pages)
	<b>Letter indicating disclosure of employees or officers</b> who are currently a County employee or officer, or have been within one year prior to the date of response to this RFP. If none, indicate such in your letter.
	<b>SCHEDULE A: Proposer Certification</b> completed with original signature.
	<b>SCHEDULE B: County of Erie Equal Pay Certification</b> completed and notarized with original signatures.
	<b>Letter</b> of no more than two (2) pages <b>clearly describing the Proposer’s policies and practices</b> pertaining to the participation of Minority Owned Business Enterprises and Women Owned Business Enterprises ( <b>MBE/WBE</b> ) in the selection of the Proposer’s contractors and vendors.

**APPENDIX B**

**APPLICATION COVER PAGE INSTRUCTIONS**

<p><b>ERIE COUNTY DEPARTMENT OF MENTAL HEALTH</b></p> <p><b>Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content for a Mobile Application for Parents and Caregivers to Address Mental Health Challenges of Children and Adolescents</b></p> <p align="center"><b>RFP # 2022-036VF</b></p> <p><b>Appendix B: <u>PROPOSER APPLICATION COVER PAGE FORM - APPLICANT INFORMATION</u></b></p> <p><b>Instructions for completing Appendix B</b>  <b>(This is to be the top sheet for the entire application package.)</b></p>	
<b>Organization Name</b>	<b>Please list the official name of your organization.</b>
<b>Mailing Address</b>	<b>Please list the official address of your organization for mailing purposes; include city and ZIP code information.</b>
<b>Primary RFP Contact</b>	<b>Please provide name, telephone number, FAX number, email address and, complete mailing address if different than the organizational mailing address above, for the primary contact for this proposal. Should you have a change in this information after submitting your application, please be sure to provide the updated information to <a href="mailto:Melissa.Stark@erie.gov">Melissa.Stark@erie.gov</a>.</b>
<b>Alternate RFP Contact</b>	<b>Please provide name, telephone number, FAX number, email address and, complete mailing address if different than organization mailing address above, for an alternate contact for this proposal. Should you have a change in this information after submitting your application, please be sure to provide the updated information to <a href="mailto:Melissa.Stark@erie.gov">Melissa.Stark@erie.gov</a>.</b>
<b>Leadership</b>	<b>Please list the name of your organization’s Executive Director, President or Chief Executive Officer. If your organization has interim leadership, please list “Interim” in parentheses.</b>

\_\_\_\_\_  
 Chief Executive Officer Signature (as identified above)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name and Title

**APPENDIX B:  
APPLICATION COVER PAGE**

**Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content for a Mobile Application for Parents and Caregivers to Address Mental Health Challenges of Children and Adolescents**

<b>ERIE COUNTY DEPARTMENT OF MENTAL HEALTH RFP # 2022-036VF</b>	
<b>APPENDIX B: <u>AGENCY COVER PAGE - APPLICANT INFORMATION</u></b>	
<b>Please refer to the instructions within the RFP for completing Appendix B. (This is to be the top sheet for the entire application package.)</b>	
<b>Organization Name:</b>	
<b>Mailing Address:</b>	
<b>Primary RFP Contact:</b>	
<b>Alternate RFP Contact:</b>	
<b>Leadership:</b>	

\_\_\_\_\_  
Chief Executive Officer Signature (as identified above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**APPENDIX C**  
**ERIE COUNTY DEPARTMENT OF MENTAL HEALTH SCORING TOOL**

**Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content for a Mobile Application  
for Parents and Caregivers to Address Mental Health Challenges of Children and Adolescents**

**RFP# 2022-036VF**

**ORGANIZATIONAL AND TEAM EXPERIENCE**

Organizational & Team Experience A.1	Describe your experience engaging the community and gathering community input. Please describe your methods to identify key informants and groups to engage and methods you have employed to collect information and input. Please identify any similar projects you've been involved with in a leadership capacity.
A.1 Score	0 = No response, or Applicant states they do not have this experience. 5 = Applicant provides a clear description pertaining to their experience with a project of similar purpose and/or scope and/or with completion of the project within a similar timeframe, but the Applicant did not have a lead role. 10 = Applicant provides a clear description pertaining to their experience with a project of similar purpose and/or scope with completion of the project within a similar timeframe (3 months) and also describes their leadership role in creating all aspects of the final product. Applicant describes their role on multiple similar projects.
Organizational & Team Experience A.2	Describe your experience working with racially, ethnically, socio-economically, and geographically diverse communities.
A.2 Score	0 = No response or applicant's response demonstrates no experience working with racially, ethnically, socio-economically, and geographically diverse communities. 5 = Applicant's response demonstrates some experience working with racially, ethnically, socio-economically, and geographically diverse communities. 10 = Applicant's response demonstrates significant experience and success working with racially, ethnically, socio-economically, and geographically diverse communities.
Organizational & Team Experience A.3	Based on your experience to date related to conducting community input activities and working with diverse communities, please describe some of the lessons learned from these experiences and your recommendations for maximizing the success of this project.
A.3 Score	0 = No response or Applicant response does not include lessons learned or recommendations based on their experience. 5 = Applicant describes some lessons learned in past projects and recommendations to maximize the success of this project. 10 = In addition to the positive characteristics for a score of "5," the description includes clear evidence that the applicant has had an increasing level of skill over multiple projects in executing this type of project and applying strategies that improve the process and maximize the success of the projects they have completed.



Organizational & Team Experience A.4	Describe your experience identifying features and functionality, organizing the materials and selecting the content for a mobile application, website, complex report or other similarly structured project.
A.4 Score	<p>0 = No response or applicant’s response demonstrates no experience identifying features and functionality, organizing the materials and selecting the content for a mobile application, website, complex report or similarly structured project.</p> <p>5 = Applicant’s response demonstrates some experience but is vague, does not include specific project information, and/or the Applicant did not have the lead role in a similar project.</p> <p>10 = The Applicant’s response is clear and provides specific project information over which they had a lead role. The description includes clear evidence that the Applicant has completed projects of this nature and has finished them within tight timeframes.</p>
Organizational & Team Experience A.5	Describe your experience and involvement in the Erie County mental health and children’s systems of care, community resources network and familiarity with the services, needs, and strengths of the systems of care for children, adolescents and families in Erie County.
	<p>0 = No response or applicant’s response demonstrates no experience with the Erie County mental health and children’s systems of care, community resources network and familiarity with the services, needs, and strengths of the systems of care for children, adolescents and families in Erie County.</p> <p>5 = Applicant’s response indicates some experience but is vague and limited.</p> <p>10 = The Applicant’s response is clear and demonstrates significant experience and involvement in the Erie County mental health and children’s systems of care, community resources network and familiarity with the services, needs, and strengths of the systems of care for children, adolescents and families in Erie County.</p>
Organizational & Team Experience A.6	Please identify the key members of your project team, their role in the project, and provide a brief bio of relevant experience for each.
	<p>0 = No response</p> <p>5 = Key members of the project team are identified with their role in the project and a brief bio</p> <p>10 = In addition to the positive score of “5” the team members have strong, demonstrated experience in relevant aspects of their role in this project.</p>
	<b>Total Score for Organizational and Team Experience =</b>

<b>APPROACH</b>	
Approach B.1	Please describe your approach for soliciting community input, identifying features and functionality, organize and assembling content for this project. Provide sufficient detail to demonstrate a reasonable plan that can be completed within the defined time frames and be completed by the deadlines. Describe how will you gather input from parents and guardians, school staff, and providers of mental health services serving children and adolescents. Describe your approach for ensuring you have input from communities of color, LGBTQAI+, parents of youth with disabilities, rural communities, and other populations. Describe your method for identifying content material and determining the best way for organizing and presenting the content. Please describe your approach to ensuring that the content and the presentation is inclusive from a health equity perspective.
B.1 Score	<p>0 = No response.</p> <p>5 = The Applicant describes an approach that is clear, however does not provide sufficient details that demonstrate a well-articulated, reasonable, or feasible plan that can be completed within the project time frame. Applicant does not address engagement of all of the populations and does not discuss the method for identifying features and functionality and/or how they will approach organizing the content. Applicant does not discuss how the content and presentation are inclusive from a health equity perspective.</p> <p>10 = The applicant describes an approach that is clear with sufficient details that demonstrate a well-articulated, reasonable, or feasible plan that can be completed within the project time frame. Applicant’s response clearly addresses all of the questions regarding the approach including how they will ensure input from all identified groups and is inclusive from a health equity perspective.</p>
Approach B.2	Describe your plan and approach for communicating with the ECDMH and the Steering Committee throughout the project. Please identify the member(s) of your project team who will be the primary contacts for the project.
B.2 Score	<p>0 = No Response</p> <p>5 = A description of the plan and approach for communication with the ECDMH and the Steering Committee is provided, however does not provide sufficient detail related to frequency, method, content, and who from the applicant organization is responsible for communication.</p> <p>10 = A description of the plan and approach for communication with the ECDMH and the Steering Committee is provided and includes sufficient details related to the frequency of communication, method, content, and identifies the primary contacts.</p>
Approach B.3	Workplan and Timeline should include objectives/deliverables, resources needed, tasks, person responsible, start and end dates. Milestones should be clearly identified and the timeline should demonstrate that the Proposer will be able to complete the project deliverables by the deadlines. A Workplan template with some sample information is provided in Appendix D. The Proposer must also include a Gantt chart to demonstrate the project timeline.
B.3 Score	<p>0 = No response</p> <p>5 = Project workplan and Gantt chart are included, but are not reasonable, do not demonstrate that the project can be completed within the required time frame and/or are missing critical objectives.</p> <p>10 = Project workplan and Gantt chart are included, are reasonable, demonstrate that the project can be completed within the required time frame and include all of the project objectives. Demonstrates thorough understanding of the project and a solid plan for completing it within the required time frame.</p>
<b>Total Score for Approach =</b>	

<b>BUDGET AND JUSTIFICATION</b>	
Budget and Justification	This is to be limited to no more than two (2) pages and should include objectives/deliverables, resources needed, tasks, person responsible, start and end dates, and evidence of completion. A Budget template is provided in Appendix D.
Score	<p>0 = Missing or incomplete</p> <p>1 = Complete, but reflects inconsistencies with Applicant’s program narrative, especially in regard to staffing and/or is not clear to the reviewer.</p> <p>5 = Budget is complete but the costs are not justified, calculations are not provided and there are minor inconsistencies.</p> <p>10 = Budget is complete and clear, justifications and calculations are provided. Costs are realistic and consistent with the program narrative.</p>
<b>Total Score for Budget and Justification Total =            x 2 weighting =</b>	

<b>MINORITY OWNED BUSINESS ENTERPRISES AND WOMEN OWNED BUSINESS ENTERPRISES (MBE/WBE)</b>	
MBE/WBE 5a	In an effort to support MBE/WBE participation a portion of this RFP will be scored based on the Proposer’s participation of MBE/WBE in the selection of the Proposer’s contracts and vendors. Your response should include a letter of no more than two (2) pages clearly describing the Proposer’s policies and practices pertaining to the level of MBE/WBE participation in your selection of contractors and vendors.
MBE/WBE 5a	<p>0 = Missing or incomplete</p> <p>1 = Complete, but policy and procedures are not specific to MBE/WBE participation.</p> <p>5 = Complete, clear and specific to MBE/WBE. However, there are no goals established and/or no existing documentation of MBE/WBE contractors or vendors selected.</p> <p>10 = In addition to reference for a “5”, the proposer has several components which would support selection of MBW/WBE. These may include but are not limited to keeping a source list of MBE/WBEs, allowing sufficient time for proposals to be received, and/or policy explicitly states an organizational goal for contracts provided to MBE/WBE.</p>
<b>Total Score for MBE/WBE Participation =</b>	

**Section Scores:**

**Organizational and Team Experience:** \_\_\_\_\_

**Approach:** \_\_\_\_\_

**Budget:** \_\_\_\_\_

**Level of Minority Owned Business Enterprises and  
Women Owned Business Enterprises (MBE/WBE):** \_\_\_\_\_

**Total Score All Areas:**

The results of possible agency interviews may be factored into such a qualitative evaluation.

Potential follow up questions for the agency:

**RFP# 2022-036VF**

**DEPUTY COUNTY EXECUTIVE APPROVAL OF SCORING TOOL**

\_\_\_\_\_  
**Deputy County Executive Maria Whyte**

\_\_\_\_\_  
**Date**

**APPENDIX D  
WORK PLAN AND TIMELINE - TEMPLATE**

**Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content for a Mobile Application for Parents and Caregivers to Address Mental Health Challenges of Children and Adolescents**

**RFP# 2022-036VF**

Please utilize the following Work Plan Template (or a reproduction with all requested information) for the Work Plan and Timeline section of the Proposal narrative. Sample information is included in *italics* for illustrative and instructional purposes, but should not be included in your submission. This table should be counted within the 5-page narrative. The Applicant will need to provide the work plan and include a Gantt chart to demonstrate the project timeline. These items DO count toward the 5-page proposal narrative limit.

<b>Objective/Deliverable</b>	<b>Steps/Tasks</b>	<b>Resources Needed</b>	<b>Person Responsible</b>	<b>Start Date</b>	<b>End Date</b>
<i>Conduct community focus groups</i>	<i>Identify groups Schedule meetings Conduct sessions</i>	<i>EC Steering Committee, Community partners, space for meetings</i>	<i>Project manager</i>	<i>8/15/22</i>	<i>9/15/22</i>

**APPENDIX E  
BUDGET - TEMPLATE**

**Solicit Community Input, Identify Features and Functionality, Organize and Assemble Content for a  
Mobile Application for Parents and Caregivers to Address Mental Health Challenges of Children and  
Adolescents**

**RFP# 2022-036VF**

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

Please complete the following Budget template (or a reproduction which includes all of the requested information). Examples are included in *italics* for illustrative and instructional purposes, but should not be included in your submission. Please provide sufficient detail to describe the expense, the necessity for each expense, and how the cost was calculated. The budget should not exceed two (2) pages.

**BUDGET**

<b>Category of Expense</b>	<b>Description/Justification/Calculation</b>	<b>Requested Amount</b>
<b>Personnel</b>		
<b>Salaries/Wages</b>	<i>Project manager to coordinate and manage all aspects of the project: 1.0 FTE for 3 months, annual salary of \$50,000= \$12,500 Administrative Assistant: 0.5 FTE for 3 months, \$35,000=\$4,375</i>	<i>\$16,875</i>
<b>Fringe</b>	<i>Fringe rate of 25%</i>	<i>\$4,219</i>
<b>Total Personnel</b>		<b><i>\$21,094</i></b>
<b>Travel</b>		
<b>Equipment</b>		
<b>Supplies</b>	<i>Refreshments for community focus group meetings: \$50 per event x 3 events = \$150 Meeting supplies (markers, flip charts) \$200</i>	<i>\$350</i>
<b>Contractual</b>	<i>Content expert: \$50/hr x 20 hours = \$1000 Facilitator: \$50/hr x 15 hours \$750</i>	<i>\$1,750</i>
<b>Other</b>		
<b>Direct Costs Total</b>		
<b>Indirect Costs</b>		
<b>Total Request</b>		

## V. 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 of Erie 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 of Erie for the required services;
- By submitting a proposal, the Proposer agrees and understands that the County of Erie 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 of Erie, 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, the Erie County Fiscal Stability Authority, 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 of Erie 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 in proposals received after notification to Proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to 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:

- Proposer's demonstrated capability to provide the services;
- Evaluation of the professional qualifications, background and resume(s) of individuals involved in providing services;
- Proposer's experience to perform the proposed services;
- Proposer's financial ability to provide the services;
- Evaluation of the proposed cost/s. It should be noted that while cost is not the only consideration, it is an important one;
- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP;
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this RFP;
- The Proposer's presentation at and the overall results of any interview conducted with the Proposer;
- Proposers MUST sign the Proposal Certification attached hereto as "Schedule A". Unsigned proposals will be rejected;
- Level of Minority Owned Business Enterprises and Women Owned Business Enterprises (MBE/WBE);
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal; and
- 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.

## CONTRACT

After selection of the successful Proposer, a formal written contract will be prepared by the County of Erie 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 PROPOSERER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a one (1) year period commencing on or about **August 1, 2022** and terminating on or about **December 31, 2022**. The County, in its sole discretion may extend the agreement



beyond this initial term for up to an additional year at one-year periods with an approved scope of work and available funding.

#### **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 Consultant agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Consultant 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 Consultant or third parties under the direction or control of the Consultant; 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 insurance coverage described in “Schedule B.”

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 are to be considered “works made for hire.”. If any of the deliverables do not qualify as “works made for hire,” the Consultant 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 Consultant agrees to assist the County, if required, in perfecting these rights. The Consultant shall provide the County with at least one copy of each deliverable.

The Consultant agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Consultant 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 Consultant 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 Consultant may retain copies of such records for its own use.

**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 of Erie. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent 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, § 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.

**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 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 of Erie for the required services. The undersigned agrees and understands that the County of Erie 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 of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie 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 of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie 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.

**By:** \_\_\_\_\_  
Proposer Signature

\_\_\_\_\_  
Printed Name and Title

**Date:** \_\_\_\_\_

Schedule B

**County of Erie 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.

\_\_\_\_\_  
Signature of Owner/Partner OR Corporate Officer

**VERIFICATION**

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss:

A)  
\_\_\_\_\_, being duly sworn, states he or she is the owner of or a partner in  
Name of Owner or Partner  
\_\_\_\_\_, and is making the foregoing  
Name of Corporation

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  
Name of Corporate Officer  
\_\_\_\_\_ of \_\_\_\_\_  
Title of Corporate Officer Name of Corporation/Organization

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