

# ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

## QUESTIONS & ANSWERS

### RFP # 2023-001VF: Summer Primetime Programming

*Questions submitted via email and at the Informational Meeting on January 25, 2023.*

- 1. Pg. 5 - #4 the OnBase Unity Form, I am not familiar with – is this a County based website?**  
*It is an Erie County web application that is used to submit the required RFP documents.*
- 2. Pg 6. - #17 Is the position of Language Access Coordinator expected/mandatory?**  
*Yes*
- 3. Pg 7 – Year/Round Seasonal Activities – can include academic-based activities?**  
*Yes*
- 4. Appendix A – under Cultural Competency – what do you mean by “intentional benefits/”**  
*Intentional benefits would be positive outcomes as a result of deliberate actions taken to promote racial equity.*
- 5. If we are planning on collaboration with a school, would we have to provide data from the school as well as our agency??**  
*Data is expected from similar work demonstrating the ability of all parties to meet the needs of the RFP.*
- 6. Previously our summer camp partners were able to apply for the same hours as Say Yes summer camp operation. Sites who wanted to operate camps extending beyond those hours were considered priority in the award process I was wondering if this was still the case.**  
*An agency can utilize both funding sources, as long as monies are not claimed for the same expenses. Programs may receive a higher award if providing services additional hours or days of operations including weekends and/or evenings.*
- 7. How many hours are considered a full day program?**  
*There is no set number of hours for a full day program. A shorter day would be expected to be really hands-on and jam packed.*
- 8. What is a "management" letter**  
*A Management Letter is a statement of the auditor's comments and recommendations.*

- 9. We currently have 3 at risk schools requesting us to do programming. is cap of 15k still in effect PER APPLYING AGENCY or are we allowed to do per location? If the funding is received, are the enhanced expectations in order, even if only 5k / location?**

*There is cap of \$15, 000 funding per agency and only one application is permitted per agency. Programs requesting more than \$10,000 will be expected to provide services beyond the scope of the required criteria. This may include additional weeks of programming (more than six), additional hours or days of operations including weekends and/or evenings etc.*

- 10. Can you elaborate on a reference letter?**

For agencies not previously contracted with ECDSS to provide the requested service, data is required from similar work demonstrating the agency's ability to:

- review outcomes and meet performance measures
- maintain adequate staffing levels with trained staff
- meet required timeframes
- demonstrate leadership and proactive involvement in planning procedures
- communicate within the agency and with ECDSS
- understand laws and meet regulatory expectations

- 11. Can we combine funding hours with Say Yes?**

*An agency can utilize both funding sources, as long as monies are not claimed for the same expenses. Programs may receive a higher award if providing services additional hours or days of operations including weekends and/or evenings.*

- 12. Why aren't all agencies required to the COPS reports?**

*Only COPS eligible programs are required to submit the COPS reports. The COPS program began as a pilot program in 1988. LDSS COPS programs that were previously approved by OCFS and in operation on or before October 1, 2008, can submit a COPS plan to continue program operation and reimbursement.*

- 13. And it must be a non for profit ?**

*Organizations not part of a unit of local government must have their own 501(c)(3) status.*

- 14. Are enhanced expectations expected if the 15k is split between 2 or more sites?**

*There is cap of \$15, 000 funding per agency and only one application is permitted per agency. Programs requesting more than \$10,000 will be expected to provide services beyond the scope of the required criteria. This may include additional weeks of programming (more than six), additional hours or days of operations including weekends and/or evenings etc.*

**15. Can you explain the type of insurance that is required by organizations to obtain and maintain?**

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
  - A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202"
  - B. Coverage must comply with all specifications of the contract.
  - C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concessionaires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Products Completed Operations Liability	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Blanket Broad Form Contractual Liability	INCLUDE						
Contractual Liability		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Broad Form P.D.	INCLUDE						
X.C.U. (explosion, collapse, Underground)	INCLUDE						
Liquor Law				INCLUDE	INCLUDE		
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Erie County, To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.
- VI Coverage must be provided on a primary-non contributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Project Endorsement CG 25 03 is required.  
In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is VIII. required.
- IX. Waiver of Subrogation: Required on all lines unless noted
- X Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- XI. Workers Compensation: State Workers' Compensation / Disability Benefits Law  
Use Applicable Certificates Below:

Workers Compensation Forms	
CE-200	Exemption
C105.2	Commercial Insurer
SI-12	Self Insurer
GSI-105.2	Group Self Insured
U-26.3	New York State Insurance Fund

DBL (Disability Benefits Law) Forms	
CE-200	Exemption
DB-120.1	Insurers
DB-155	Self Insured

- XII. 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.

**16. Is insurance certificate sent in with application?**  
*The insurance certificate is required at contracting.*

**17. There are requests for additional documentation ie. various policies. Does the OnBase allow for those additional documentations to be uploaded?**

*Multiple attachments can be made per appendix.*

**18. What date is the application due?**

*Feb 8, 2023 at 4pm*

**19. How many uploads are allowed?**

*It is preferred to have one upload per Appendix, but additional attachments are permitted if necessary.*

**20. Is there a number or email to contact if you have trouble?**

*Carrie Godfrey, (716) 858-6086, [Carrie.godfrey@erie.gov](mailto:Carrie.godfrey@erie.gov)*

**21. How soon can we anticipate getting the slides & recording?**

*January 27, 2023*