



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)

**TO PROVIDE MIGRATION FROM SAP CLASSIC
GENERAL LEDGER TO NEW GENERAL LEDGER**

RFP # 2025-027VF

February 28, 2025

**DIVISION OF INFORMATION & SUPPORT SERVICES
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

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I. INTRODUCTION

A. Overview

Proposals are requested by the Erie County Department of Information and Support Services (DISS) for SAP technical consulting Services for assistance in the migration from SAP Classic General Ledger (GL) to New GL with document splitting in SAP ECC. The County is currently running Classic GL without document splitting. The project should be completed using an automated process, with the ability to complete the project mid-year. The migration is a prerequisite for a planned upgrade from SAP ECC to SAP S/4.

It is the County's intent to select the Proposer (CONTRACTOR) 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. The County reserves the right 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. PROPOSAL PROCEDURES

A. Anticipated Schedule of Proposal

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

Issue RFP:	February 28, 2025
Proposals Due:	March 21, 2025
Selection Made:	30 days following due date
Contract Signed:	Following all necessary County approvals

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.
2. One (1) original and five (5) copies shall be submitted by all proposers.
3. Proposals MUST be signed using the attached Exhibit B: Proposer Certification. Unsigned proposals will be rejected.
4. Submit the proposals to:

Rachel Solly
Erie County Division of Information & Support Services
95 Franklin St. Room 1505
Buffalo, NY 14202

All proposals must be delivered to the above office on or before March 21, 2025, 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.

5. Requests for clarification of this RFP must be written and submitted to Rachel Solly at 95 Franklin Street, Room 1505, Buffalo, New York 14202 or via email to Rachel.Solly@erie.gov no later than 4:00 PM on March 7, 2025. Formal written responses will be posted by the County via the County Website on or before March 14, 2025. 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 shall include the Erie County MBE/WBE Certification letter with their proposal.
9. 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 attached Exhibit C - Erie County Equal Pay Certification. 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 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.

10. If the proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.

III. SCOPE OF SERVICES REQUIRED

A. Scope

The County DISS will serve as the overall project manager. The Contractor staff shall provide resources to work at the direction of the County, as determined by the DISS designee. The Contractor may be asked to provide an experienced project manager to assist the DISS designee with implementation related activities such as developing and tracking the actual project plan.

The Contractor shall provide experienced, credentialed staff to assist the County DISS personnel with the implementation and final acceptance of this project. This shall include knowledge transfer and functional training for the County staff for the correct operation and maintenance.

The Contractor's staff must have personal experience with SAP implementation projects, specifically in the areas of SAP FI, CO, FM, and migration to SAP New GL.

If Erie County asks the Contractor to provide a project management resource, this individual may be designated as the lead to manage other staff on the project, working closely with the County's DISS staff, to ensure the project is progressing as planned. The Contractor(s) should provide expertise in at least one technical or functional area relating to the project.

The SAP Contractor(s) assigned to this Project will complete the following tasks:

- Review customer's current systems and processes
- Development of a business blueprint document developed in coordination with the customer
- Identify County hardware, software and licensing needs
- Transition from Classic GL to New GL without disrupting daily financial operations
- Ensure the New GL meets business requirements for financial reporting, segment reporting, and data structures
- Achieve complete data migration from Classic GL to New GL, ensuring accuracy and consistency
- Migrate current Report Writer reports to the New GL
- Leverage new features in New GL (e.g., parallel accounting, multiple ledgers, improved reporting)
- Training as defined within the business blueprint document

Note: Current operating system and SAP modules are listed in Exhibit A

Project Definition

1. General

1.1 Organizational Scope

The deployment will include one (1) organizational model and one (1) region within the scope of the project.

1.2 Languages / Currencies

Only one (1) currency will be tested within the solution, that being United States Dollars (USD) Only one application language will be tested within the solution, that being English.

2. Scope of Work

This section will describe the scope of work that will be required to perform the migration from SAP Classic GL to New GL.

2.1. Analysis and Planning

- Conduct a comprehensive assessment of the existing SAP system, including current Classic GL configurations
- Identify and document the existing business processes that will be impacted by the migration
- Evaluate the business requirements for the New GL and document functional and technical specifications
- Develop a detailed migration plan, including timelines, resource allocation, and risk management strategies

2.2 System Configuration

- Configure the New GL for all required features, including:
 - Ledger Setup: Define ledgers (e.g., Leading, Non-Leading)
 - Document splitting and other new functionalities
 - Parallel Accounting (e.g., defining multiple accounting principles)
- Perform necessary adjustments to the chart of accounts, cost elements, and account assignment groups
- Set up fiscal year variants and posting periods
- Establish the integration between New GL and other SAP modules (e.g., Asset Accounting, Accounts Payable, Accounts Receivable)

2.3 Data Migration

- Perform a detailed data mapping from Classic GL to New GL
- Extract historical data from the Classic GL and prepare it for migration to the New GL
- Execute data validation and cleansing to ensure accurate data transfer
- Migrate master data (e.g., chart of accounts, cost centers) and transactional data (e.g., journal entries)

- Perform testing of the data migration to ensure integrity and completeness

2.4 **Testing and Validation**

- Develop test scenarios to validate New GL configurations, processes, and data migration
- Conduct Unit Testing and Integration Testing to ensure the New GL is functioning as expected with other SAP modules
- Perform user acceptance testing (UAT) with County staff to confirm that the system meets business requirements

2.5 **Training and Documentation**

- Provide training for finance teams on how to use the New GL functionalities
- Prepare and distribute detailed user manuals and configuration documentation
- Train system administrators and support teams on maintaining and troubleshooting the New GL system

2.6 **Go-Live and Post-Go-Live Support**

- Plan and execute the Go-Live migration, ensuring minimal disruption to business operations
- Provide support immediately following Go-Live to address any issues or concerns
- Monitor system performance and provide post-Go-Live optimization recommendations

2.7 **Service Deliverables**

The deliverables for this service are:

- Detailed migration plan, including timelines, milestones, and resources
- Configured SAP New GL system, integrated with relevant modules
- Migrated data from Classic GL to New GL, including master and transactional data
- Migrated Report Writer reports from Classic GL to New GL
- Test scenarios and test results
- Training materials and documentation
- Successful Go-Live and post-Go-Live support period

B. Experience/ Qualifications

The following are the qualifications of each member of the staff:

- Preferred to be SAP certified and have 7-10 years of SAP experience
- Required to have functional knowledge and experience in the FI, CO, and FM modules
- Recommended to have experience in the public sector
- Must be U.S. Citizen or have H1-Visa
- Must be proficient in English, and have excellent communication skills

C. Length of Contract

This project will begin upon issuance of a formal notice to proceed. Resources must be available at that time to begin working full time. Staff is expected to make all reasonable efforts to be available as needed Monday to Friday, hours 8:00 AM to 4:00 PM, except for County Holidays and weekends. There may be instances when weekends or off-hours are required. Contractor shall specify a detailed timeline for the overall project.

D. Project Billing and Accounting

The Services provided by SAP will be invoiced monthly, on a time and expense basis. The invoice will include a summary of the hours charged by Contractor, and all applicable expenses. SAP may issue separate invoices for time and related expenses.

IV. STATEMENT OF RIGHTS

A. 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, 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;
- To select only certain areas of the proposal
- 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

B. Evaluation

Proposals will be evaluated based on the following criteria.

Expertise/Experience

- Demonstrate that you have the capacity to provide these services. Provide a brief history of your experience, relating to SAP projects and implementations. Discuss how long you have been delivering SAP services.
- Describe your experience with public sector Clients.
- Describe your experience with FI, CO, and FM.
- Provide references from your SAP clients. (Contact Name, Address, Company name, Phone number, services provided).
- Present your special expertise for the project and how your firm's qualifications would best serve the County on this Project.
- Resumes should be attached at the end of the proposal.

Rate

- Provide the overall total rates.
- Indicate the blended hourly rate for each of the proposed staff.
- The blended rate should be loaded to include all travel and living expenses, including transportation, meals, lodging, and mileage.

Project schedule

- Provide an estimated time required in weeks for the product implementation.

Proposers MUST sign the Proposal Certification attached hereto as Exhibit B. Unsigned proposals will be rejected.

Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.

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.

C. 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 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 FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

D. 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 Contractor agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Contractor 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 Contractor or third parties under the direction or control of the Contractor; 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 Exhibit C. Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

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

The Contractor 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 Contractor 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 Contractor 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 Contractor may retain copies of such records for its own use.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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 180 days from the proposal date.

EXHIBIT A – TECHNICAL AND OPERATING ENVIRONMENT

Current standards for Erie County include:

A. Server:

Computer Operating System Windows, UNIX Preferred DBMS Oracle 9i for SAP or above MS SQL Server 2000 or above

B. Workstation

Operating System Windows 10/11 Enterprise, Personal Productivity Software MS Office

C. Network

Operating System Windows 216/2019 Topology TCP/IP E-mail System Exchange Online

Current SAP Modules in Use

Financial	FI, FM, AP, AR, CO, AM
Human Resources	PA, ESS (Fiori), PY
Materials Management	MM, PM
Reporting tools	ABAP, ALS, Report Writer, Report Painter, SAP Query, SAP script,

Technical Release/Statistics

Item	Release/Statistic
Current SAP R/3 Version	ECC 6.0 EHP8
Current Basis Release	754/28
Current Kernel	754
Current RBDMS Vendor	Oracle
Current RBDMS Version	19.22.0.0.0
Current Hardware Platform	S822A
Current Operating System	AIX 7.3
Number of SAP R/3 System in landscape	6
Size of production SAP R/3 Database	800GB
Existing growth of the Production Database	5GB/mo

SAP Hardware Platforms in Use

SID	Description	Release	Type	RAM
R/3 PRD	R/3 Production	ECC 6.0	PHYS POWER6	67 GB
R/3 SND	R/3 Sandbox	ECC 6.0	LPAR	32 GB
R/3 TRN	R/3 Training	ECC 6.0	LPAR	32 GB
R/3 CAB	R/3 Crash & Burn	ECC 6.0	LPAR	32 GB
SLM and SM1 DEV/PRD	Solution Manager Development and Production		LPAR	32 GB
PRDAP [1-5]	Production Application Server	ECC 6.0	LPAR	32 GB
R/3 DEV	R/3 Development	ECC 6.0	LPAR	32 GB
R/3 QAS	Quality Assurance	ECC 6.0	LPAR	10 GB

CPU - Two S822 Servers / Each server has 20 Power8 CPUs / Shared pool for LPARs

EXHIBIT B – 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 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.

Proposer Name

By: _____

Name and Title

EXHIBIT C – 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"). The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors. 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 Proposer is not qualified to participate in future County contracts.

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

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.

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 _____, 2024.

EXHIBIT D - STANDARD INSURANCE PROVISIONS

County of Erie Standard Insurance Certificate



THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (Area, No., Ext.)	FAX (Area, No.)
INSURED	EMAIL ADDRESS	
	PRODUCER CUSTOMER ID#	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ex. excluded) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS COMPOUND AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ex. add'l) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes describe under DESCRIPTION OF OPERATIONS below					<input type="checkbox"/> WC STATU <input type="checkbox"/> OTH <input type="checkbox"/> TOB/MEDS <input type="checkbox"/> ER- E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						

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

X. FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate _____

Purchase Order or Contact Number _____

Vendor Insurance Classification _____

(Rev 3/11)

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:

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

Form	Exemption
CE-200	Insurers
DB-120.1	Self Insured
DB-155	

- 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.