



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE:
Court Based Mental Health Navigators

RFP # 2025-031VF

Date: April 16, 2025

Sarah A. Bonk, LMSW Commissioner of Mental Health
DEPARTMENT OF MENTAL HEALTH
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202

**COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)
TO PROVIDE: Court-Based Mental Health Navigators**

I. INTRODUCTION

The County of Erie, New York (the “County”) is seeking proposals in response to this Request for Proposals (RFP) from eligible providers who are currently providing behavioral health, wellness, and/or recovery services in one of the Courts of the 8th Judicial District within Erie County to implement a **Court Based Mental Health Navigator (CBMHN)** (“Navigator” or “Navigator Team” herein) program. The **Erie County Department of Mental Health (ECDMH)** intends to fund one (1) award under this RFP.

The Erie County Department of Mental Health (ECDMH) has been provided with funding from the New York State Office of Mental Health (NYS OMH) to support a three (3) person Navigator team, consisting of a Licensed Mental Health Professional, a Case Manager, and a Peer Specialist. The intention of this program is to engage with the individual at a critical time of the Court process to assess and coordinate services that would be supportive of behavioral health, wellness, and recovery needs.

The New York State Office of Mental Health (NYS OMH) goals for this Navigator team are detailed below, and additional goals can be set by the responding provider and Erie County as appropriate:

- Optimize connection to and engagement with community mental health treatment and related services for individuals involved in the criminal justice system.
- Increase the number of screenings and evaluations conducted at early stages of the criminal justice system (preferably at or shortly after arraignment) to help identify needed behavioral health interventions.
- Address barriers to mental health treatment for those with behavioral health needs to potentially reduce the number of missed Court dates, technical violations, and re-arrests.
- Seek opportunities to engage individuals with Serious Mental Illness (SMI) in alternatives to incarceration or other diversion programs to reduce incarceration of those with SMI.

Eligible applicants for this Request for Proposals are Provider Agencies who:

- Have an active contract with the **Erie County Department of Mental Health (ECDMH)** and are in good standing contractually and fiscally;
- Provide behavioral health services to individuals currently in the criminal justice system, preferably one that has staff in one of the **Erie County Courts within the 8th Judicial District**;
- Currently has, or are able to, hire positions that **fit this program description**;
- Able to **submit a letter of support from a Court within Erie County** that demonstrates collaboration and coordination; and
- Submit a timeframe of implementation for this program with a **tentative start date to begin six (6) to eight (8) weeks following the awarded date.**

The Provider awarded this funding must comply with the reporting requirements below:

- Participate in NYS OMH led training(s) on the Diversion Center Navigator data system and reporting responsibilities;
- Document all contact with participant in the NYS OMH Diversion Center Navigator data system;
- Maintain data sharing practices and ongoing communication with the NYS OMH Diversion Center and the ECDMH to facilitate Sequential Intercept Mapping (SIM) exercises to identify existing resources and gaps in services, discuss obstacles to treatment services/referrals, and collectively develop solutions;
- Participate in NYS OMH led quarterly stakeholder calls to facilitate dialogue with fellow Navigators to identify county/regional needs, trends, barriers to service, and areas of needed technical assistance; and
- Complete all ECDMH contract related program and fiscal requirements on a timely and accurate basis.

An Erie County representative will be assigned to work with the funded provider for purposes of documentation and reporting monitoring to ensure NYS OMH requirements are met, including but not limited to the Diversion Center Navigation System. Additional quarterly reporting is required by the ECDMH and will be submitted using ClearPoint.

Court Based Mental Health Navigators (CBMHN) Population of Focus

Recipients of CBMHN engagement must have a mental health diagnosis and criminal justice involvement. A defendant's diagnosis does not need to be linked with their charges, nor is it expected for this to be determined at the time a referral is made. A defendant's participation in a specialty Court or diversion program is not a required eligibility for Navigator services. If the defendant is participating in these programs, the Navigator's work should not duplicate existing services.

Mental Health Eligibility Criteria

- Defendants who have a known history of a SMI diagnosis, including (but not limited to) schizophrenia, schizoaffective disorder, delusional disorder, unspecified schizophrenia spectrum and other psychotic disorder, major depressive disorders, and/or bipolar disorder;

or

- Defendants who are assessed with documentation by the Navigator or mental health professional and are in need of mental health services.

Criminal Justice Eligibility Criteria

- Defendants are appearing in one of the Erie County Courts within the 8th Judicial District.
- Defendants charged with a misdemeanor or non-violent felony offense who are in the community pending the outcome of their case; or
- Are released from jail while their criminal case is pending.

Identification of eligible recipients for CBMHN services can be determined via a combination of assessments and conversations with the defendant's attorney and the Court team. Additional eligibility requirements can be implemented by NYS OMH, the ECDMH, and/or the responding agency, as appropriate for the scope of the program services. Identification and referral processes can be determined

collaboratively between the awardee and Court teams based on the specific Court procedures, case conferences, and Court dates/times. Documentation must be maintained.

The CBMHN program engagement is solely on a volunteer basis by the recipient, and they can withdraw from CBMHN services at any time. In addition, they must consent to release information to the Judge/Court Team. It is at the discretion of the recipient to determine what information will be shared.

Funding and Navigator Positions

The funding for this award has been included in the New York State Aid Approval Letter from NYS OMH to the Erie County Department of Mental Health in the amount of **\$303,361 annually**.

This program has NYS OMH parameters of the minimum qualifications for the Navigator positions, as follows:

Peer Specialist:

- Certification as a New York Certified Peer Specialist (NYCPS) by the New York Peer Specialist Certification Board (NYPSCB) and a minimum of one-year professional experience in the mental health, criminal justice, or substance abuse fields.

Case Worker:

- Bachelor's degree in social work, counseling, psychology, or related behavioral health or human services field and a minimum of one-year professional experience in the mental health, criminal justice, or substance abuse fields.

Licensed Mental Health Professional:

- Licensed and currently registered by New York State as a Licensed Master Social Worker, Licensed Clinical Social Worker or Licensed Mental Health Counselor.

*ECDMH will allow responding agencies to designate the Licensed Mental Health Professional to hold supervisory duties associated with the Navigator services as an aspect of their role for up to 50% of their time. **If other staff are needed to fulfill project design implementation, data reporting, and/or evaluation, include in the Proposal Narrative, Budget and Budget Narrative.**

Candidates should have a working knowledge of the Erie County behavioral health and criminal justice systems. Background in case management and care coordination is preferred. It is strongly suggested that Navigators complete relevant training courses provided by the <https://www.cucs.org/academy/>. Navigators should also be trained in trauma informed practices and should follow all appropriate HIPAA guidelines necessary for working with this population.

Navigator Job Duties

Navigators play a critical role in connecting individuals with mental health needs to services in the community to improve health, wellness, and/or recovery outcomes. The job responsibilities listed below are guidelines from NYS OMH, and can be modified based on the program details, specific needs of the Court system, and individuals served.

1. Conduct initial screenings to assist with referrals to mental health and/or substance use treatment services and determine if a more comprehensive evaluation is needed.
2. Connect individuals with appropriate mental health services, treatment programs, and community resources based on their needs and circumstances, including when available, a connection to Single Point of Access (SPOA), Forensic Assertive Community Treatment (FACT) teams, Intensive and Sustained Engagement Teams (INSET), case management services, and/or Safe Options Support (SOS) teams.
3. Follow-up with referred individuals and community providers to ensure seamless transition and engagement in services. If individuals are not attending treatment, continue to encourage participation and, where possible, resolve potential barriers.
4. Develop and maintain a comprehensive guide of appropriate local behavioral health and social services linkages to assist in matching individuals with the best resources to promote health, wellness, and recovery.
5. Facilitate communication and collaboration with existing providers, criminal justice stakeholders, and state agencies on mental health related issues. Provide warm hand-off whenever possible including with existing HUB Mental Health (MH) Courts (Buffalo, Lackawanna and City of Tonawanda) Court coordinators, where appropriate. Mental Health (MH) HUB courts are described under “Scope of Professional Services” on page 8.
6. Provide participants with basic education about the Court process and terms.
7. Connect participants to resources for shelter, food, or other health-related social needs; as needed, aid and/or refer them for completion of applications of social services benefits.
8. Provide on-going training and consultation about Navigator services and available NYS and Erie County behavioral health resources to various criminal justice stakeholders and mental health agencies to increase referral opportunities.
9. Maintain clear and accurate records of participants served, contacts, interventions, and outcomes. Prepare NYS OMH and ECDMH reports as required.
10. Enter data on program referrals, participant demographics, interventions, and outcomes into the NYS OMH Diversion Center Navigator data collection system.
11. Coordinate with NYS OMH Diversion Center to discuss system issues and develop innovative solutions to barriers.

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 FOLLOWING CAREFULLY SINCE CRITICAL INFORMATION IN THESE REGARDS MIGHT ONLY BE PRESENTED ONE TIME.

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. Proposals received shall be considered to remain in effect for no less than 12 months and for no more than 24 months from the date of receipt.

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.

II. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE

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

ISSUE RFP: **April 16, 2025**

This RFP and all associated appendices can be found and downloaded at: <https://www3.erie.gov/mentalhealth/request-proposals>.

QUESTIONS DUE: **April 28, 2025**

All questions should be emailed to Melissa.Stark@erie.gov by **3:00 p.m. April 28, 2025**. Please include only: "RFP# 2025-031VF" as the subject line in your email. The County takes no responsibility for responding to questions that do not include "RFP # 2025-031VF" as the subject line in your email. Only emailed questions received prior to **April 28, 2025 by 3:00 p.m.** will receive a response. No individual responses will be sent in response to emailed questions. **Rather, responses to these questions will be addressed and posted on the ECDMH website at:** <https://www3.erie.gov/mentalhealth/request-proposals>.

**RESPONSES TO QUESTIONS POSTED
ON THE ECDMH WEBSITE:**

May 1, 2025

PROPOSALS DUE:

May 16, 2025 prior to 3:00 p.m.

AWARD ANNOUNCEMENT MADE:

Approximately July 25, 2025

INITIATION OF SERVICES:

6 to 8 weeks after the awarded date

B. HOW TO APPLY

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

C. APPLICATION REQUIREMENTS

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. A ten-point (10) Font or larger, standard 8.5 inch by 11-inch paper and margins no smaller than 0.75 inches are to be used for all materials (except for the Fonts, margins and paper size used on County provided forms). **Please print single-sided and do not staple. All documents are to include labels for Appendices, Schedules, page numbers and submitted in order per the RFP Submission Checklist (Appendix A).**

PROPOSALS ARE TO BE PACKAGED AND ORDERED IN THE FOLLOWING MANNER:

1. **ECDMH RFP# 2025-031VF Submission Package Checklist (Appendix A).**
2. **Signed Agency Cover Sheet (Appendix B).** The original must have the original signature of the applicant organization’s chief executive. **Unsigned proposals will be rejected.**
3. **Proposal Narrative** is limited to no more than twelve (12) pages.
NOTE: The twelve (12) page limit for the Proposal Narrative does not apply to the additional documents including the required Submission Package Checklist, Agency Cover Sheet, and other required application materials which may have their own page limit specifications.
4. **Budget (Appendix D):** Applicants are required to attach to the Budget and a budget narrative, such narrative not to exceed one (1) page.

Other Documents Required with Submission (in addition to items previously described):

- **Letter of Support (Schedule A)** Indicating a commitment of **effective** collaboration between the applicant and Court(s) in the 8th Judicial District, including their history and how the applicant plans to work with the Court team on participant identification and referral.
- **Disclosure of agency 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 (**Schedule B**).
- **Proposer Certification (Schedule C).**
- **Erie County Equal Pay Certification (Schedule D)** A reference is found within this RFP, but can be accessed at: <https://www3.erie.gov/mentalhealth/request-proposals>.
- **Certified Minority Business Enterprise/Women’s Business Enterprise (MBE/WBE)** If applicable, proposers should include Erie County Certification Letter.
- If the proposer is a **Veteran Owned Business**, the proposer should include letter indicating company is 51% or more Veteran-owned.

FOR REFERENCE ONLY:

County of Erie Standard Insurance Certificate & County Certificate Requirements (Appendix E):

Insurance Certification Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included in this RFP. For the County Certificate Requirements, please follow **Column C – Professional Services** on page 27. *These documents are for informational purposes only.*

**Proof of insurance is not to be submitted with your submission.*

One (1) original and five (5) copies shall be submitted in a SEALED package.

Submission of the proposals shall be directed to:

Sarah A. Bonk, LMSW
Commissioner
Erie County Department of Mental Health
Edward A. Rath Building
95 Franklin Street, Room 1237
Buffalo, New York, 14202

All proposals must be delivered and received at the above office on or before May 16, 2025, prior to 3:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

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.

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.

NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE DEPARTMENT OF MENTAL HEALTH'S FORMAL RESPONSES TO QUESTIONS, IF ANY, WHICH WILL BE POSTED ON THEIR WEBSITE AT: <https://www3.erie.gov/mentalhealth/request-proposals>.

III. SCOPE OF PROFESSIONAL SERVICES

Program Design

There are many components to take into consideration when applying to this RFP. Provide details related to how you would facilitate the service provision of a Court Based Mental Health Navigator team.

The following items will be looked for when reviewing your proposal response:

- Programmatic experience working with individuals with SMI who are justice involved.
- Utilize trauma informed practices from initial screening to service completion.
- Demonstrate cultural competence and sensitivity when working with individuals from diverse backgrounds to ensure services are accessible and respectful.
- The application should show how the dual approach outlined below will be incorporated to best serve individuals diagnosed with SMI and engaged with the criminal justice system, while adding details about how the proposal will expand to include program specifics.

Service Provision

The Erie County Department of Mental Health appreciates the submission of comprehensive proposals that are structured to provide individuals with SMI and criminal justice system involvement with the supports, connections, and stability to reduce future law enforcement/criminal justice interactions and ensure the utilization of program services pertaining to health, wellness, and recovery. In an effort to speed implementation and inform this RFP, the Erie County Department of Mental Health met with the magistrates of the 8th Judicial District and Amherst, Hamburg, Town of Tonawanda, and West Seneca Courts about the implementation of this CBMHN program. These Courts should be prioritized in the applicant's proposal. Additional Courts can be included based on the applicant's history and relationship. The ECDMH has created a plan for the responding provider to follow when determining their Court Based Mental Health Navigator (CBMHN) proposal. This is subject to modification based on any additional needs discussed during meetings with stakeholders.

The Court Based Mental Health Navigator (CBMHN) team will address the existing needs of justice involved individuals utilizing two approaches. Regardless of the approach, the intent is to serve individuals presenting at the designated Courts with a misdemeanor or non-violent felony who are screened as having a SMI at arraignment. The Court team (Judge, ADA, Court clerk, Court coordinator) will be an important layer for the CBMHN to connect with in order to determine the approach that would best fit the individual. One approach will include those willing and appropriate to have their case moved to one (1) of the three (3) HUB Mental Health (MH) Courts (Buffalo, Lackawanna and City of Tonawanda); the other will focus on those whose cases are not eligible for transfer and/or the defendant wishes to have their case remain in the local jurisdiction. The HUB MH Courts seek to improve safety, court operations, and the well-being of justice involved individuals living with mental illness by linking them with court-supervised, community-based treatment. Eligible defendants are those living with a mental illness that is related to their current criminal justice involvement. Erie County has MH Courts located in the City of Buffalo, Lackawanna, and the City of Tonawanda.

In the first scenario, when contacted to meet with a defendant, the CBMHN can immediately begin the screening process and educate the defendant and their attorney about the services available in the HUB MH Courts. Should the individual, in consultation with their legal counsel, elect to do so, the attorney would petition the Court to have the case moved to the selected HUB MH Court. This would only occur if transportation was reliably available to and from that Court's location.

The primary benefit in this scenario is that the CBMHN will provide awareness of the HUB MH Courts to a cohort of individuals who may not have been offered access previously. During the time of the judicial process and prior to the case being transferred, the CBMHN will be able to immediately offer a screening and initiate service provision during this critical intervening period. The CBMHN assigned to the case would work with the defendant to begin to provide the needed resources and linkages that were identified in the screening and as agreed upon by the defendant. In addition, they would educate the defendant on the Court process and provide reminders of Court appearances and community appointment dates. Once the case is transferred to the HUB MH Court, the CBMHN, HUB MH Court Coordinator, and the defendant would meet to provide a warm handoff with a discussion regarding the status of the various resource and linkage needs and share the service plan. The CBMHN team engagement with the recipient would then end. Not all cases may be appropriate for transfer to one of the HUB MH Courts and/or the defendant may not want to do so.

In the second scenario, the CBMHN will engage with individuals at the Court where they are presenting. The CBMHN will continue to work with the recipient throughout the judicial process as appropriate, through arraignment and beyond, to assist in explaining the Court process, provide reminders about the Court appearances and community appointments, offer support, facilitate indicated linkages to behavioral health and other community service providers and provide advocacy where appropriate. Information gathering and progress will continue throughout the length of service to ensure individualized needs related to successful outcomes are being addressed. The length of time can be variable, and may continue based on the proposer's program design, court involvement and recipient's choice.

In both approaches, the ability to screen and introduce this service at arraignment will allow the Court Based Mental Health Navigators (CBMHN) to implement a service needs assessment and linkages at the earliest opportunity. Participation in the CBMHN program is voluntary and the individual can withdraw from CBMHN services at any time. Consent will be required prior to allowing the Navigator to discuss the progress with the Judge/Court team. It is at the discretion of the recipient to determine what information will be shared.

It is expected that the applicant will provide a program design that is within the NYS OMH and ECDMH guidelines of the scenarios included in this RFP. It is expected that the awardee of this RFP will collaborate with stakeholders associated with the participants to ensure the best possible outcomes.

Community Supports and Services

Erie County has many related supports and resources available to the community. Community supports are an essential component of assisting an individual through the CBMHN program. The awardee is expected to work with community resources and collaborations. Proposals should include current and prospective stakeholders that would be utilized for the support of individuals engaged in the CBMHN program.

*A letter of support from one of the Courts in the 8th Judicial District is a requirement of this RFP. This should be a key piece of the narrative as well as included as **Schedule A**.

Accountability and Evaluation

It is the expectation that all applicants will have the ability to conduct both extensive and thorough data collection to closely monitor all desired outcomes. The applicant should include clear and concise detail that describes the program's ability to utilize data informed practice to continually assess and where necessary, intervene to achieve critical metrics. A greater weight will be placed on applications that clearly articulate and demonstrate a successful history of doing so.

Quarterly ClearPoint reporting for agreed upon Performance Measures and other data will be required. The NYS OMH has included that the applicant will be required to report in the OMH Diversion Center Navigator data system. Additional data to be maintained by agency, but not routinely reported, may also be specified. Successful applicants should expect site visits by the ECDMH to review such efforts.

Data Records and Reporting

For the purposes of this RFP review, the following data will be collected internally at the ECDMH and may be utilized as part of the scoring process:

- ClearPoint reports submitted from previous years, as determined by the ECDMH;
- Assessment of fiscal compliance; and
- NYS OMH Diversion Center Navigator database reports will be available to the awarded agency.

Funding Availability and Budget

Total funding for this RFP is **\$303,361 annually from NYS OMH** and will be provided to the awarded agency via contract with the Erie County Department of Mental Health. This funding is for a three (3) person Court Based Mental Health Navigator (CBMHN) team comprised of a Licensed Mental Health Professional, a Case Manager, and a Peer Specialist. The ECDMH will approve the Licensed Mental Health Professional to designate up to 50% of their time to supervisory responsibilities. Included in this funding is a one-time equipment allotment of \$6,000 for program specific items. When developing the program budget, keep in mind that lines for administrative support and overhead should be included, as well as any estimated expenses related to participant needs (i.e. transportation to/from Court, appointments, etc.). **A Budget Narrative of no more than one (1) page must be included in Appendix D.**

IV. PROPOSAL NARRATIVE GUIDANCE

The **Proposal Narrative** is limited to twelve (12) pages. Any pages beyond the 12 pages allowed will not be reviewed or considered. In addition to the guidance below, you should refer to the **Scoring Tool** provided in **Appendix C** in order to maximize your score.

Please use the following heading titles in your proposal and respond to each of the section requirements under the appropriate headings. The proposal narrative is divided into five (5) headings that will be scored individually and then combined with a review of the **Submission Checklist (Appendix A)** to determine an overall score. This overall score will guide the selection committee's decision about which proposal shall receive funding. Each heading should include program specific details and thoughtful planning to describe how the proposer has identified to support individuals with SMI and criminal justice system involvement with the connections that will best support their health, wellness, and recovery.

- **Program Design (40 points)**
 - Service Provision
 - Include a comprehensive plan of how your agency will build on the scenarios indicated in the Service Provision section of this RFP (pages 8-9).
 - How will you ensure your participant engagement and service delivery are trauma informed, culturally sensitive, accessible, and diverse?
 - What will make your proposal stand out to the scoring committee as the most qualified agency to house this CBMHN team?
 - Community Supports and Services
 - Provide a summary of your collaboration with and clearly identify the previous and/or current relationship your agency has with the Eric County Courts in 8th Judicial District Courts.
 - Detail how your agency and the CBMHN team will work with the Court teams on participant identification and referral.
 - Include specific coordination with other agencies/programs that provide behavioral health, recovery, wellness, and other social determinants of health services in the community, and how that would benefit the participants engaged with the CBMHN team.
 - Staffing Recruitment and Retention
 - How will you utilize the Peer Specialist position as an integral part of the CBMHN team?
 - Describe how your agency will be able to quickly onboard the CBMHN team specified by the initiation of services.
 - What is your agency's strategic plan to positively impact staff retention and staffing vacancies?
- **Data Records and Reporting (20 points)**
 - Provide details of how your agency plans to ensure timely submission of cost reports, invoicing, quarterly reporting, CFR's, and other reporting elements. Please note that an assessment of fiscal compliance will be conducted by ECDMH.

- What policies and procedures do you have in place for reporting to multiple entities (ECDMH, NYS Diversion Center, etc.)?
- **Accountability and Evaluation (20 points)**
 - Describe your experience using data with Quality Improvement (QI) and how it has affected practice and outcomes. Provide specific mechanisms as applicable.
 - Describe your organizational capacity to conduct a quality improvement process.
 - Describe how you envision the use of quality improvement for this initiative to achieve the desired outcomes.
 - Identify anticipated indicators of effectiveness related to the CBMHN program.
- **Budget (20 points)**
 - Budget and Narrative should evidently support the effective provision of services and goals as outlined in the RFP.
 - Provide a Budget Narrative and Spreadsheet (Appendix D) to outline and clearly justify your request for annual funding up to \$303,361.
 - The Licensed Mental Health Professional can designate up to 50% of their time to supervisory responsibilities.
 - It is strongly recommended that salaries be competitive to support recruitment and ongoing retention.
 - Include details of how the team would utilize a one-time equipment allotment of \$6,000 for program specific items.
 - Budget should be inclusive of administrative support, overhead, and any estimated expenses related to participant needs (i.e. transportation to/from Court, appointments, etc.).

Any other documents that are not specified as required are not allowed and will be discarded without acknowledgement. Please do not include copies of research, annual reports, or other unrequested supporting material, unless directly related to one of the Proposal Narrative sections.

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 Proposal 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; and

- 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 an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process; and
- 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 County reserves the right to weigh its evaluation criteria in any manner it deems appropriate. The following criteria, not necessarily listed in order of importance, will be used to review the proposals:

- 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 C**.
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; 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 Professional Services Contract will be prepared by the Erie County Department of Mental Health and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney.

NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR 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 begin shortly after the awarded date and will be subject to the Erie County Contract processes.

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 “**Appendix E**”. Insurance coverage in amount and form shall not be deemed acceptable until approved by the Erie 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 (1) 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 (10%) or more in the firm or any of its subsidiaries or affiliates.

- There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the proposer represents and warrants that it is familiar with all Federal, State and local laws and regulations, and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law (FOIL) 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 on 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 proposal 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.

INSTRUCTIONS FOR COMPLETING APPENDICES & SCHEDULES

***Appendix A note:** Print (page 19) from the RFP and include completed document in the submission packet.

***Appendix B note:** Print (page 21) from the RFP and include as the first page of the submission packet.

***Appendix C note:** The Scoring Tool is included for the submitting agency's reference; it does not need to be attached to the submission package.

***Appendix D note:** The Budget template can be found on the Erie County Department of Mental Health website <https://www3.erie.gov/mentalhealth/request-proposals>. The applying agency should input values into the highlighted cells of the excel file and include in the submission. Include the Budget Narrative as a separate document in the submission packet.

***Appendix E note:** If the applying agency has an existing contract with Erie County Department of Mental Health that is valid, the check box can be marked as completed on Appendix A by proposer/agency. Once the existing contract is reviewed by Melissa Stark, it can be indicated as received by ECDMH.

If the applying agency does not have an existing contract, or will need a contract renewal prior to the initiation of services, please review the included Appendix E as reference of what will be required should the proposal be awarded. If the proposer does not have an existing ECDMH contract, please check "NO" on Appendix A in the listing regarding Appendix E.

The Erie County Department of Mental Health website has additional information about the documents that are needed to initiate a contract located at: <https://www3.erie.gov/mentalhealth/request-proposals>.

Any additional questions about the County of Erie Standard Insurance Certificate (Appendix E) and associated documentation can be directed to Melissa.Stark@erie.gov during the question period for this RFP, April 16, 2025 through April 28, 2025.

***Schedule A note:** Attach a Letter of Support from a Court within the 8th Judicial District of Erie County demonstrating collaboration and commitment.

***Schedule B note:** Print (page 29) from the RFP and include in the submission packet. If your agency does not have any disclosures, include this information in the notes section of the document.

***Schedule C note:** Print (page 30) from the RFP and include in the submission packet.

***Schedule D note:** A reference is included below (page 31), but the fillable version of this document should be included in the submission packet and can be accessed at: [2025-fillable-pdf-coe-equal-pay-certification-requires-original-signature.pdf](#).

If the applying agency is a Certified Minority Business Enterprise/Women's Business Enterprise or Veteran Owned Business these documents should be included in the submission packet following Schedule D.

Appendix A

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.

RFP Submission Checklist		
Proposer/Agency Name: _____		
Court Based Mental Health Navigator RFP # 2025-031VF		
<u>To be completed by Proposer/Agency</u>	<u>Document/Item</u>	<u>ECDMH received (ECDMH use only)</u>
	Appendix A: RFP Submission Package Checklist	
	Appendix B: Agency Cover Sheet	
	Proposal Narrative (maximum of 12 pages)	
	Appendix D: Proposal Budget and Budget Narrative (maximum of 1 page)	
Existing DMH Contract <input type="checkbox"/> YES <input type="checkbox"/> NO	Appendix E: County of Erie Standard Insurance Certificate FOR REFERENCE ONLY	
	Schedule A: Letter(s) Of Support	
	Schedule B: Disclosure of agency employees/officers who are currently a County employee/officer	
	Schedule C: Proposer Certification	
	Schedule D: Erie County Equal Pay Certification	
	Certified Minority Business Enterprise/Women's Business Enterprise (if applicable)	
	Veteran Owned Business (if applicable)	
Total of included items - <u>to be calculated by ECDMH:</u>		

One (1) original and five (5) copies of the full submission package must be sent to ECDMH to comply with the deadline stated in order to be considered an approved applicant.

Appendix B – Instructions for completing

<p><u>AGENCY COVER SHEET - APPLICANT INFORMATION</u></p> <p>ERIE COUNTY DEPARTMENT OF MENTAL HEALTH Court Based Mental Health Navigators RFP # 2025-031VF</p> <p>Instructions for completing</p>	
Organization Name:	Please list the official name of your organization.
Mailing Address:	Please list the official address of your organization for mailing purposes; include city and ZIP code information.
Primary RFP Contact:	Please provide name, telephone number, FAX number, email address and, complete mailing address if different than organization mailing address above, for the primary contact for this proposal.
Alternate RFP Contact:	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.
Leadership:	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.

 Inked Signature (CEO or Equivalent)

 Date

 Printed Name and Title

Should you have a change in this information after submitting your application, please be sure to provide the updated information to Melissa.Stark@erie.gov.

Appendix B

<u>AGENCY COVER SHEET - APPLICANT INFORMATION</u> ERIE COUNTY DEPARTMENT OF MENTAL HEALTH Court Based Mental Health Navigators RFP # 2025-031VF	
Organization Name:	
Mailing Address:	
Primary RFP Contact:	
Alternate RFP Contact:	
Leadership:	

Inked Signature (CEO or Equivalent)

Date

Printed Name and Title

Should you have a change in this information after submitting your application, please be sure to provide the updated information to Melissa.Stark@erie.gov.

Appendix C – Scoring Tool

Court Based Mental Health Navigator - Scoring Tool

Project Design	Exceptional (5)	Above Average (4)	Average (3)	Fair (2)	Insufficient (1)	Not Acceptable (0)	Total
Overall	Proposal is descriptive and aligns with needs of the community. Accessible trauma informed, culturally responsive practices are highlighted.	Proposal is detailed and clear. Design is descriptive and has good planning initiatives to include diversity and cultural sensitivity.	Proposal presents information adequately and concisely. The submission may benefit from additions.	Proposal was complete but does not provide information in a cohesive way. Many additions are needed.	Proposal lacks clarity and organization and does not contain all needed proposal narrative sections.	Non-responsive, fails to meet RFP specifications. The proposal has a low probability of success.	
Service Provision	Proposal demonstrates innovative service provision, engagement strategies that are respectful, trauma informed, culturally competent and diverse	Proposal reflects common practices or adaptation of well established services. Trauma informed, culturally focused services are noted.	Proposal includes a loosely defined plan of how services will be provided. There is inclusion of trauma responsive practices.	Service provision is identified but not developed to support the project. Trauma and cultural factors are not included.	No innovation or specific potential services are identified or described.	Service provision is not highlighted throughout the proposal.	
Community Supports and Services	Proposal shows long-standing relationships with community supports. Benefits are clear and correspond to participant needs.	Proposal identifies relationships and recognizes the benefit of including such partners in the project design.	Proposal notes that connections are important but indicates limited relationships with community partners.	Program design narrative indicates relationships but does not provide detail.	Proposal does not focus on how community services are needed to support the recipients.	The relationship with community services is nonexistent and does not reflect project design.	
Staffing Recruitment and Retention	Proposal includes details of retention efforts and clearly identified team roles and responsibilities.	Proposal identifies recruitment and retention efforts and overall team responsibilities.	Proposal notes a general plan for retention and does not elaborate on team roles.	Proposal does not include a retention plan but notes the difference in team roles.	Proposal does not include details of a staff retention plan or team responsibilities.	Staff retention plan and details of the team roles are not included in proposal.	
Program Design total multiplied by 2 (max of 40)							

Court Based Mental Health Navigator - Scoring Tool

<u>Data Records & Reporting</u>	Exceptional (5)	Above Average (4)	Average (3)	Fair (2)	Insufficient (1)	Not Acceptable (0)	Total
<p align="center">Overall Reporting Practices</p>	<p>Proposal provides a clear picture of how data will be collected and used to demonstrate the outcomes of the program. Policies and procedures are included to indicate process.</p>	<p>A good understanding of anticipated specific results or success is provided. Policies and procedures are provided to indicate process.</p>	<p>Success of reporting procedures is included, but difficult to ascertain from details in the proposal. Guidance from ECDMH may be required if awarded.</p>	<p>Reporting practices included in the proposal have missing outcomes, inappropriate methods, or lack of useful data collection.</p>	<p>Reporting practices were not complete or had missing information and were not made a priority in the proposal.</p>	<p>Overall reporting practices were not included in the proposal.</p>	
<p>FISCAL and PROGRAM Reporting Review</p> <p>(*This row to be scored by consensus of the ECDMH Administration)</p>	<p>Upon review from the ECDMH, as a matter of course, reporting is timely, even routinely received early, and accurately. This practice has occurred historically and is also the present experience. Any requests for extensions are rare, reasonable, and made proactively. Any follow up is met with a swift and productive response.</p>	<p>Upon review from the ECDMH, reporting is timely and accurate. If late, requests for extensions are minimal, reasonable, honored and made proactively. Any follow up is met with a swift and productive response. May be some history of late or inaccurate reporting.</p>	<p>Upon review from the ECDMH, most reporting is on time and accurate. Applicant is responsive with any needed follow up.</p>	<p>Upon review from the ECDMH, there are reporting delays and/or inaccuracies, but if current this has not occurred over a protracted period or while there was a recent history of such these have been largely corrected. Applicants follow up can sometimes be delayed.</p>	<p>Upon review from the ECDMH, there are numerous reporting delays and/or inaccuracies extending over a protracted period of time. However, there are recent indications of improvement in timeliness and accuracy. Applicants follow up is often delayed.</p>	<p>Upon review from the ECDMH, there are numerous reporting delays and/or inaccuracies extending over a protracted period of time. There are no/few signs of improvement. Applicants follow up is typically delayed over extended periods requiring ongoing communications from the ECDMH over an extended period.</p>	
Data Records & Reporting total multiplied by 2 (max of 20)							

Court Based Mental Health Navigator - Scoring Tool

<u>Accountability & Evaluation</u>	Exceptional (5)	Above Average (4)	Average (3)	Fair (2)	Insufficient (1)	Not Acceptable (0)	Total
Quality Improvement experience	Proposal clearly notes experience with QI practices and indicates how they are related to this project design.	Proposal notes the use of QI practices in the past in detail.	The proposal includes the utilization of QI practices but is not specific.	The proposal briefly touches on the use of QI practices but does not connect them to the project.	There are minimal additions of practices related to QI.	There is no mention of QI practices.	
Outcomes and effectiveness	Proposal includes anticipated evidence supported outcomes and a clear plan for evaluating the effectiveness of the program.	Proposal includes outcomes defined from similar projects and how they will be utilized in the CBMHN engagement.	The outcomes and effectiveness management methods included in the proposal are adequate for the program services.	Success is difficult to ascertain from the proposal as there are missing outcomes and/or inappropriate methods.	Proposal does not indicate what the outcomes of the program are and how they will be assessed.	Proposal fails to discuss outcomes of the programs and how effectiveness will be managed.	
Accountability & Evaluation total multiplied by 2 (max of 20)							

Court Based Mental Health Navigator - Scoring Tool

<u>Budget</u>	Exceptional (5)	Above Average (4)	Average (3)	Fair (2)	Insufficient (1)	Not Acceptable (0)	Total
Budget	Selection committee has no questions about how funds will be utilized. Budget allocations are clear and accurate.	Budget is detailed and provides specific ways the funds will be utilized.	Budget is complete and identifies appropriate areas to allocate funds.	Budget is complete but not clear and is not feasible for the needs of this project.	Budget does not include any necessary details.	Budget is incomplete and/or not attached.	
Budget Narrative	Budget Narrative is thorough, details are thoughtful and appropriate for the project. Budget lines and associated narrative clearly support the effective provision of service as outlined in the RFP.	Budget Narrative is detailed and corresponds to the budget lines. The goals and outcomes of service provision align with how the funds are allocated.	Budget Narrative is complete and provides details of how funds will be utilized.	Budget Narrative is attached but not feasible for the needs of this project.	Budget Narrative does not include complimentary details to the budget.	Budget Narrative is incomplete and/or not attached.	
Budget total multiplied by $\frac{2}{20}$ (max of 20)							

Each section of the scoring tool will be added to determine the overall proposal score.

Appendix D – Budget

“For Reference Only”

Use Excel spreadsheet provided on ECDMH website
<https://www3.erie.gov/mentalhealth/request-proposals>

Enter figures only in Yellow Highlighted Cells

Appendix D

Court Based Mental Health Navigator RFP# 2025-031VF			
Proposed Budget			
Agency Name:			
Budget Line Items	FTE (Effort Dedicated to CBMHN)	Start up Budget Assumes 7/1/25 Start	Annual Budget
Personnel			
Licensed Mental Health Professional	0.00	\$0.00	\$0.00
Case Worker	0.00	\$0.00	\$0.00
Peer Specialist	0.00	\$0.00	\$0.00
If Other, list title:	0.00	\$0.00	\$0.00
Salary Total		\$0.00	\$0.00
Fringe	Enter %:	\$0.00	\$0.00
Other than Personal Services List:			
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
OTPS Total		0.00	0.00
Equipment 1x Start up (Not to exceed 6,000) List:			
		\$0.00	
		\$0.00	
		\$0.00	
Equipment 1x Start Up Total		\$0.00	
Property		\$0.00	\$0.00
Other List:		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Subtotal		0.00	0.00
Administrative	Enter %:	\$0.00	\$0.00
Total Expenses		\$0.00	\$0.00

Annual Total not to exceed \$303,361

\$303,361

Appendix E cont.

“For Reference Only”

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-noncontributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Project Endorsement CG 25 03 is required.
- VIII. If the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is 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		DBL (Disability Benefits Law) Forms	
CE-200	Exemption	CE-200	Exemption
C-105.2	Commercial Insurer	DB-120.1	Insurers
SI-12	Self Insurer	DB-155	Self Insured
GSI-105.2	Group Self Insured		
U-26.3	New York State Insurance Fund		

- 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.

Schedule B

Disclosure of proposer agency employees or officers who are currently an Erie County employee or have been within one year prior to the date of response to this RFP.

Agency Employee Name	Agency Employee Title (include FT/PT/per diem)	Agency Date of Hire	Erie County Department/Title

Notes:

Schedule C

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's Signature (Inked)

Printed Name and Title

Schedule D

“For Reference Only”

Schedule D can be found on the Erie County Department of Mental Health website under 2025 (Fillable PDF) County of Erie Equal Pay Certification

<https://www3.erie.gov/mentalhealth/request-proposals>

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