



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP) TO PROVIDE FORMAL TRAINING TO THE GOING PLACES TRANSPORTATION SERVICES FOR OLDER ADULTS

RFP # 2025-030VF

[4/4/2025]

Commissioner Randall Hoak

Erie County Department of Senior Services

EDWARD A. RATH COUNTY OFFICE BUILDING

95 FRANKLIN STREET

BUFFALO, NY 14202

COUNTY OF ERIE, NEW YORK

REQUEST FOR PROPOSALS (“RFP”)

RFP# 2025-030VF

TO PROVIDE TO PROVIDE FORMAL TRAINING TO THE GOING PLACES TRANSPORTATION SERVICES FOR OLDER ADULTS

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking Proposal Statements from qualified vendors interested in providing FORMAL TRAINING TO THE GOING PLACES TRANSPORTATION SERVICES FOR OLDER ADULTS for the Erie County Department of Senior Services (the “Department”). The Department strives to reach and provide transportation services to all Erie County residents over the age of 60, their caregivers, and to residents under the age of 60 who have disabilities and need transportation services. The Department and its programs are funded and supported by various local, state, and federal funding streams, most of which have specific funds set aside for transportation services. Transportation services are available to people of all income levels and levels of independence within the population served by Erie County Department of Senior Services. The Department is interested in working with a consultant to improve the Department’s transportation services for current clients and those who will use it in the future. To achieve our mission, we currently offer the following transportation services:

- Going Places Van Service (GP) - This transportation service provides rides to residents of the county, 60 years of the age or older or under 60 who are disabled, who register for the program with the Department. The Department Transportation Staff (Dispatchers) schedule and dispatch rides to participating providers Monday through Friday, from 8:30 am-4:20 pm. These rides are curb-to-curb service for a suggested donation per one-way ride.
- 3rd Party Rides – The Department contracts with a 3rd party agency/agencies in order to accommodate clients who may need services but live in a region of Erie County that may not have a Going Places van available; have a wheelchair that has dimensions that do not fit on the Going Places van in their area; or looking for a ride outside of daily service hours. 3rd party rides are agreed upon by the Department and the agency based on ambulatory or wheelchair status of rider, and the distance of the trip curb-to-curb. These rides are curb-to-curb service for a suggested donation per one-way ride.

II. CURRENT EFFORT

The Department seeks to provide transportation to the residents of Erie County in a consistent pattern through the most appropriate channels for all ages and tendencies of older adults, caregivers and others in need of support.

- A. Currently, the Department uses a mixed model for scheduling and dispatching. For example, each agency/municipality that participates in the Going Places Van Service operates independently in terms of the days of the week they have van service, the number of vans they have on those days, the daily service hours of the vans, client eligibility to be served, and how they are compensated from the Department.
- B. The drivers of the Going Places Van Service are employed by the agency/municipality for which they drive the van. The agency/municipality is responsible for recruitment, hiring, training and pay of each driver.
- C. The Department is faced with the challenge of serving all qualifying residents of the County with the current fragmented transportation system. This applies to both the Department's transportation system, as well as the region. There has not been a formal for dispatchers, drivers or other transportation staff of the Going Places Transportation Program. All trainings have been peer-to-peer with ECDSrS staff assisting with wheelchair lift and securement training.

III. FUTURE STATE

While the Department is focused on providing transportation to the residents of Erie County to meet their current needs, it is our intent to position ourselves for future demographic growth and service success. As we hope to add additional partners in the future, there is a need to streamline training processes to make sure that all partners and their staff operate the vehicles and respond to clients' needs properly. Responses to this RFP should include consideration for preparing strategies to meet future needs.

The Department does not have formal training for partners, and we hope that holding one for the whole network will help to ensure the safe and proper transportation of all older adult residents within the County who use the Going Places Transportation Program. While the budget for this proposal is up to \$20,000, Proposers are encouraged to provide an ability for future staff and drivers to obtain these trainings online. We hope the training that are offered online to be the same courses that will be offered in person on June 23-24, 2025, as we have secured a location at the Erie County Emergency Operations Center at 3359 Broadway St, Cheektowaga, NY 14227. There are additional dates in July in case of weather or prior engagements scheduled by trainer selected.

IV. PROPOSALS

Proposers interested in providing services to the Department are invited to respond to this request.

It is the County's intent to select the Proposer(s) that provides the most thorough and informative information during the training.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all 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 protected by New York State and Federal laws.

V. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

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

Issue RFP: 4/4/2025

Pre-Proposal web conference call: 4/11/2025

Erie County Senior Services Transportation Services Training
CONFERENCE CALL INFO: **2:00 pm EST**

Join from the meeting link

<https://erie.webex.com/erie/j.php?MTID=m8e187fa241c4fb54fd8e1e236f62f886>

Join by meeting number

Meeting number (access code): 2485 706 2654

Meeting password: ESyCpztg885

Tap to join from a mobile device (attendees only)
+1716-858-2250,,24857062654## United States Toll (Buffalo)
+1-415-655-0003,,24857062654## United States Toll

Join by phone
+1 716-858-2250 United States Toll (Buffalo)
+1-415-655-0003 United States Toll
Global call-in numbers

Join from a video system or application
Dial 24857062654@webex.com
You can also dial 173.243.2.68 and enter your meeting number.

If you are a host, click [here](#) and login site to view host information.

Need help? Go to <https://help.webex.com>

Proposals Due: 4/25/2025

Selection Made: 5/2/2025

Contract Signed: Following all necessary County approvals

Questions regarding this RFP may be submitted to Melissa.Dentice@erie.gov up to April 15, 2025. A formal Q&A document will be posted on Erie County Division of Purchasing website on April 17, 2025.

B. GENERAL REQUIREMENTS

- 1.** Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. Proposals shall be no more than fifteen (15) pages.
- 2.** Cost proposals must be submitted separately from proposal in a sealed envelope and as an individual electronic document.
- 3.** Four (4) originals must be submitted. Proposals **MUST** be signed. Unsigned proposals will be rejected. One (1) copy of the proposal shall be submitted electronically to Marjorie.Chapman@erie.gov .

4. Submissions of the proposals shall be directed to:

Commissioner Randall Hoak
Erie County Department of Senior Services
95 Franklin Street, 13th Floor
Buffalo, NY 14202

All proposals must be delivered to the above office on or before April 25, 2025, by 4:00 pm EST. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

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

All Proposers submitting proposals must include a cost proposal in a separate sealed envelope clearly labeled with the proper name, due date of proposal, proposal name “PROVIDE FORMAL TRAINING TO THE GOING PLACES TRANSPORTATION SERVICES FOR OLDER ADULTS RFP# 2025-030VF” and Cost Proposal.

VI. SCOPE OF PROFESSIONAL SERVICES REQUIRED

Background:

The Erie County Department of Senior Services provides an array of services to support older adults and their caregivers. Our Transportation Services, as they currently operate, were created decades ago primarily in response to significant fiscal restraint and have not been substantially updated since. The deliverable(s) of the proposal, if selected, should include, at a minimum:

1. A training session pertaining to the Americans with Disabilities Act (ADA), how it pertains to the transportation of older adults and how to best serve clients while observing the elements of the ADA. As some agencies do not have wheelchair accessible vehicles, the training will make sure they are aware if they do transport a client with a disability.
2. A training session pertaining to Defensive Driving for drivers while alone and while passengers are in vehicles. The aim is to make sure that the drivers use the best defensive driving techniques to ensure the safety of the clients and themselves while providing transportation services.
3. A training session pertaining to the use of a wheelchair lift, as well as properly securing a client who uses a wheelchair in the van for transportation services. This training will use wheelchair lift equipped vehicles of the Going Places Transportation Program fleet.
4. An ability to access the courses online for the areas listed above (Americans with Disabilities Act, Defensive Driving and Wheelchair Lift and Client Securement) for self-training purposes to be used by agency drivers or other agency transportation staff that may be hired after the training is complete. ECDSrS will assist in the hands-on portion of wheelchair lift and client securement training for drivers who come after training.

Successful Proposal:

The Department is interested in developing a sustainable, countywide transportation system capable of serving Erie County's older adults and their caregivers. The preferred solution will include a cohesive plan using the best practices to improve the transportation system of the Department.

The successful proposal will plan to:

1. Be available on or around June 23-24, 2025, to offer training at Erie County Emergency Operations Center.*(Alternative Dates Will Be Rescheduled for July 2025)*
2. The proposer will be able to offer the training topics listed above in-person and through access to online self-training courses.
3. Offer online courses for future drivers that would mirror the training being held on June 23-24, 2025.
4. Identify the best way to serve older adults, disabled persons and caregivers in the County regarding the training areas (ADA, Defensive Driving and Wheelchair lift and client securement). This will better equip our drivers of the program to better meet our client's needs.
5. Collaborate with the Department on best practices to continue ongoing training of current partners and assist in training other transportation providers in Erie County.
6. Must provide references and examples of successful consultation for similar organizations.

VII. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal 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 Request for Proposal is duly executed by the 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 Request for Proposals;
- 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 the 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 Request for Proposals, 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 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 Request for Proposals 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 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 Request for Proposals process;

- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Proposer's demonstrated capability to provide the services;
- Evaluation of the professional qualifications, personal background, references, and resume(s) of individuals involved in providing services;
- Proposer's experience to perform the proposed services;
- Evaluation of the Proposer's fee submission. (It should be noted that while price 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 Request for Proposals;
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this Request for Proposals;
- The Proposer's presentation at and the overall results of any interview conducted with the Proposer;
- Proposer MUST sign the Proposal Certificate attached hereto as Schedule "A". Unsigned proposals will be rejected;
- Proposer may be required to give an oral presentation to the County to clarify or elaborate on 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.

CONTRACT

After selection of the successful Proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties, and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY 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 be for the period commencing June 1, 2025 and terminating no later than December 31, 2025 [The County in its sole discretion may extend the agreement beyond its initial time frame to allow proposer meet terms of contract].

INDEMNIFICATION AND INSURANCE

The Proposer accepts and agrees that the language in substantially the following form will be included in the contract between the Prosper 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, attorney’s fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Consultant or third parties under the direction or control of the Consultant; and
- (b) To provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the insurance coverage described in Schedule “B”.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

“All deliverables created under this Agreement by the Consultant 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 rights, title and interest (including ownership of copyright) in such deliverables and such an assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Consultant agrees to assist the County, if required, in perfecting these

rights. The Consultant shall provide the County with at least one copy of each deliverable.

The Consultant agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Consultant agrees to enable the County's continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Consultant in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar 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 of the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All Proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

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

COMPLIANCE WITH LAWS

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

CONTENTS OF PROPOSALS

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 State Freedom of Information Law shall:

- a) Insert the following notice on the front page of its proposals:

“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.

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 terms proposed). Such period shall not be less than 180 days from proposal date.

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals,

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By: _____

Name and Title

SCHEDULE B
COUNTY OF ERIE STANDARD INSURANCE REQUIREMENTS

1. The Agency shall obtain, at its own cost and expense the following insurance coverage with insurance companies licensed in the State of New York and shall provide a Certificate of Insurance as evidence of such coverages on the attached County of Erie Standard Insurance Certificate or its equivalent. It is also agreed that such insurance will be kept in full force during the life of the contract, and in default thereof, this contract shall be void and of no effect.

A. Comprehensive/Commercial General Liability -with a minimum combined single limit of bodily injury and property damage of \$1,000,000 per occurrence and annual aggregate. The coverage shall include Premises and Operations; Products/Completed Operations; Independent Contractors; Contractual Liability (sufficient to cover all liability assumed under contracts with the County of Erie); -Personal Injury Liability (Coverages A, B & C)

B. Automobile Liability -with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 each occurrence. The coverage shall include Owned, Hired, and Non-Owned Autos (Symbol "1" should be designated for Liability Coverage on the Business Auto Policy).

C. Excess "Umbrella" Liability -with a minimum limit of \$1,000,000.

D. If professional services are provided - Professional Liability -with a minimum limit of \$1,000,000.

E. Worker's Compensation and Employers' Liability -provides statutory coverage in compliance with the Worker's Compensation Law of the State of New York. Evidence of Workers' Compensation must be on forms approved by the New York State Workers' Compensation Board.

2. Comprehensive/Commercial General Liability, Automobile Liability, and Excess "Umbrella" Liability shall name the County of Erie as additional insured. The Certificate Holder should be addressed as follows: County of Erie, c/o Department of Law, 95 Franklin St., Room 1634, Buffalo, New York 14202.

3. All policies in which the County of Erie is named as an additional insured shall provide that

A. The insurance company or companies issuing the policies shall have no recourse against the County of Erie for payment of any premiums or assessments under any form of policy.

B. The insurance shall apply separately to each insured (except with respect to the limit of liability).

4. All entities which have elected to become self-insurers for liabilities formerly covered by policies of Automobile, General, Excess Umbrella Professional Liability Insurance, Worker's Compensation and Disability Benefits are required to provide to the Department, proof of coverage equivalent to the limits required.

5. Prior to cancellation or non-renewal of the above policies, the insurer will endeavor to provide 30 (thirty) days advance written notice to the County of Erie, Department of Law, 95 Franklin Street, Room 1634, Buffalo, New York 14202, and the Agency requesting the certificate.

6. All Certificates of Insurance shall be approved by the County of Erie Department of Law prior to the inception of work, and all payments will be delayed until the requirements are met.

SCHEDULE "G"
EQUAL PAY CERTIFICATION

In order to comply with Executive Order 13 date 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 ground for determining that a bidder is not qualified 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 (5) years and, in the alternative, if we were the subject of an adverse finding under the Equal Pay Law within the previous five (5) 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

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 he or she is the Name of Corporate Officer _____, of

_____, Title of Corporate Officer Name of Corporation
the enterprise making the foregoing Certification, that he or she has read the Certification and
knows its contents, that the statements and representations mad 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_____.

EXHIBIT "A"

**REFERENCES FOR PAST TRAININGS (PLEASE INCLUDE TYPE OF TRAINING,
AGENCY IT WAS FOR, AND CONTACT FOR AGENCY)**

EXHIBIT "B"

ANY AWARDS OR CERTIFICATIONS (PLEASE INCLUDE WHAT THE AWARD OR CERTIFICATION IS FOR AND ITS EXPIRATION DATE IF POSSIBLE)