



**ERIE COUNTY**

**REQUEST FOR PROPOSAL (RFP)  
TO PROVIDE  
STAFF TRAINING AND EDUCATION SERVICES**

**RFP # 2026-003VF**

**Erie County Department of Social Services**

**EDWARD A. RATH COUNTY OFFICE BUILDING  
95 FRANKLIN STREET  
BUFFALO, NEW YORK 14202**

**COUNTY OF ERIE, NEW YORK**  
**REQUEST FOR PROPOSALS (“RFP”) # 2026-003VF**  
**TO PROVIDE STAFF TRAINING AND EDUCATION SERVICES**

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## **I. INTRODUCTION**

The County of Erie, New York (the “County”) is currently seeking proposals from qualified public colleges, universities, or community colleges (“Proposer”) interested in providing Staff Training and Education services. Proposers interested in providing this service are invited to respond to this request.

It is the County's intent to select the Proposer(s) that provides the best solution for the County's needs. Erie County Department of Social Services (ECDSS) is a trauma-informed organization and believes in the power of its principles when serving the citizens of Erie County. Erie County is committed to racial equity.

The County reserves the right to amend this RFP, reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive any irregularities or informalities, 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, and to award negotiated contracts to one or more Proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

## **II. FUNDING AND BUDGET**

The award is subject to annual contract renewal, contingent upon the Proposer's successful performance of project objectives and the continued need and desire for such services as articulated by Erie County ECDSS. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose. All contract appropriations are subject to Legislative approval.

The training contracts are cost reimbursable contracts. The primary funding sources will be under Federal Social Security titles TANF, XIX, IV-E, VII, IV-D, and XX. Generally, the reimbursement levels contained in Federal regulations determine the rates of reimbursement for the training contracts. The educational institutions are expected to contribute the local share in the form of actual costs (direct expenses and in-kind costs). After donation of the State or Local match, contractors ultimately receive reimbursement for a percentage of the total costs.

Future awards will be dependent on available funds and subject to the demonstrated fiscal and programmatic stability of the applicant agency, as well as their meeting all of the Erie County Department of Social Services requirements.

## **III. PROPOSAL TIMEFRAMES**

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

Issue RFP: January 21, 2026

RFP Informational Meeting: February 5, 2026 at 9:00 a.m. via Webex

**Join from the meeting link**

<https://erie.webex.com/erie/j.php?MTID=m23c7282056eae35e194f9db35609025f>

**Join by meeting number**

Meeting number (access code): 2488 027 8164

Meeting password: 3pJmUMEyX85

**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 [24880278164@webex.com](mailto:24880278164@webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Register for the Informational Meeting

by contacting:

Carrie.Godfrey@erie.gov by February 4, 2026.

Proposals Due:

February 21, 2026 by 4:00 p.m.

Selection Made by:

Fall 2026

Contract Signed:

Following all necessary County approvals.

## **IV. GENERAL REQUIREMENTS**

1. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. Your proposal must be comprised of 3 sections:

[Appendix A](#)

- Proposal to Provide Service
- Signed Schedule A
- Training Activity Summary
- For agencies not currently contracted with ECDSS to provide the requested service:  
References and data from similar work

[Appendix B](#)

- Signed Fiscal Form
- [OCFS-3104A](#)

[Appendix C](#)

- Most recent Audit report prepared by an independent CPA
- Most recent Management Letter
- Listing of Officers and Board of Directors

Failure to follow the prescribed format for responses may result in disqualification.

3. Proposals MUST be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.
4. Submission of the proposals shall be uploaded as three separate documents (Appendix A, B and C) to: [OnBase Unity Form](#). You may see an error at the end of the submission. You will receive an email confirming if it has been submitted.

5. If unable to upload the proposal, a printed submission may be submitted to: Erie County Department of Social Services, Attn: Carrie Godfrey, 95 Franklin Street Room 804, Buffalo, NY 14202. Note: must be on 8.5x11 paper, one-sided and no staples.
6. All proposals must be submitted on or before February 21, 2026 at 4:00 p.m. Regardless of cause, proposals received after the above date and time will not be considered. Requests for extension will not be granted. The County is under no obligation to return proposals.
7. Requests for clarification of this RFP must be written and submitted to Carrie Godfrey at the above address, or at Carrie.Godfrey@erie.gov no later than 4:00 pm on February 5, 2026. A list of questions and answers will be posted on the County website by February 9, 2026, if applicable. No communication of any kind will be binding against the county, except for the formal written responses to any request for clarification.
8. 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.
9. 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.
10. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included in this RFP. This document is for informational purposes only and is not to be submitted by the Proposer for the purposes of this RFP.
11. All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. (A copy of Executive Order 13 is available here: [Executive Order 13](#)). All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.
12. All potential contract-holders with Erie County shall agree that administrative costs may not exceed 15% of the requested funds.
13. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers shall include the Erie County MBE/WBE Certification letter with their proposal.
14. A business that is a certified Service-Disabled Veteran Owned Business (SDVOB) under the New York State Service-Disabled Veteran-Owned Business Act shall include the letter indicating their company is 51% or more veteran-owned with their proposal.
15. All proposers must disclose the name, title, and department of any employee or officer who is or was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
16. If requested, proposers must provide a list of at least three references from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered.
17. All proposers must provide a list of all prime contractors and subcontractors that their agency does business with related to the service in this RFP.
18. All proposers must include the name of their Language Access Coordinator. A copy of your Language Access Policy is required at contracting.
19. All proposers must include the name of their Americans with Disabilities Act (ADA) Coordinator. A copy of a written ADA policy is required at contracting.

## **V. SCOPE OF PROFESSIONAL SERVICES REQUIRED**

### **INTRODUCTION**

Erie County Department of Social Services is an outcomes-based organization. All contracted services are required to support the Department's mission to engage people in need and provide a broad range of efficient and effective assistance and services with community partners to facilitate a brighter future for the people of Erie County. As a trauma-informed agency, ECDSS recognizes the impact of trauma and incorporates principles of collaboration, safety, trustworthiness, empowerment, and choice throughout its services to promote resilience and healing. ECDSS also seeks to embrace and respect individual's differences and cultivate a diverse and inclusive environment to encourage all individuals with unique characteristics to contribute to their full potential. Any proposer chosen to partner with ECDSS in service provision must demonstrate their alignment with these principles in their overall project design, and in all aspects of its implementation.

ECDSS is seeking proposals to provide ECDSS staff with opportunities to improve their professional competence and skills. ECDSS is seeking qualified public colleges, universities, or community colleges accredited by the appropriate body recognized by the U.S. Secretary of Education in the field for which a training is proposed. Proposers other than educational institutions supported by State and Local funds would only be considered where the training could not be provided through State or County educational institutions and a Local County match would be required.

In-service training is critical for staff members to increase job skills proficiency. Training will be provided for approximately 1,400 employees through half-day to three-day courses on-site at ECDSS facilities, usually during normal business hours or off-site at a location provided by the vendor that will enhance the job skills and personal development of the targeted training group.

Training programs must:

- address specific staff deficiencies
- increase skill and competence related to specific tasks performed by employees
- prepare employees for upward mobility and increased responsibility
- prepare employees for employment in the social services system
- assist local districts in implementing new programs or in modifying current programs

The expected implementation date is January 1, 2027. Selected proposal(s) must be approved by New York State Office of Children and Family Services and the Office of Temporary and Disability Assistance.

### **HISTORY AND CONTEXT**

This service has been in place for over 20 years, with a collaboration of County government and Educational Institutions/Research Foundations, responsible for staff development of the entire ECDSS department of approximately 1,400.

### **SCOPE OF WORK**

#### **A. Department-Wide Enhancing Skills**

##### **1. Wellness Programs**

Recognizing that a healthy workforce is a productive and efficient workforce, ECDSS seeks to partner with consultants to provide wellness topics of interest to the workforce, based off needs assessments conducted since 2019. The wellness workshops/sessions correlate with ECDSS's expectations in the areas of professional growth for its staff and culture change within the department. They are to be offered throughout the year to provide information on best practices that will assist employees in managing the ECDSS work environment.

The workshops/sessions are to provide staff with tools and resources to battle the effects of working with a traumatized population. Thus, creating a better understanding and contributing toward the enhancements of skills defined by the County Department's Core, Specialized and Related competencies.

Topics:

- Mental health and resiliency
- Building the wellness/wellbeing of employees
- Building self-care skills
- Identifying and addressing burnout and/or Vicarious Trauma
- Time and stress management
- Personal safety
- Employment related health services; mental illness in adults/families
- Conflict management
- Stress control techniques, such as exercise and mediation

## **2. Communication, Customer Service and Safety**

Communication, customer service and safety training is for all new ECDSS staff to understand and use professional interaction techniques with customers. Because of the nature of the work ECDSS provides, the clients and families serviced are in some state of crisis. Many of the clients have complicated or stressful situations that can be difficult to resolve. In addition, the workers caseloads are significant, and many clients need to be seen in one day. How these types of situations are handled is crucial to the customers and the workers' wellbeing.

Upon completion of this training, participants will:

- Be able to apply learned techniques to handle problematic situations and select and implement the best method for a quick and positive solution; there for reducing complaints.
- Be able to discuss the ethical standards of behavior for an employee of ECDSS.
- Identify the importance of supporting customers and work in partnership with them.
- Understand the broad range of customer backgrounds and needs and list techniques to enhance the communication process.
- Apply communication techniques with on the job coaching and counseling.

Topics:

- How to maintain safety and wellbeing for both the customer and self
- Providing good customer service to internal and external customers
- Using knowledge of differences to provide good customer service to both internal and external customers
- Providing good customer service when faced with challenges
- Preventing workplace violence and creating a safe environment for both staff and customers
- Skills to manage controversial and heated issues
- Professionally discuss issues in a way that makes it safe for everyone to speak
- Speaking persuasively versus abrasively and how to listen when others are upset
- Create an environment where people share their best ideas, make wise choices, and then act on their choices with conviction

## **3. Building Strength and Community**

ECDSS is a large and strength-based organization and must rely on its staff to interact appropriately with customers and staff from across the county. To ensure that the values of the department are supported by all staff, it is necessary for staff to understand the value of an engaged workforce and how the experience that staff bring to the table can enhance the work, with both co-workers and customers.

As a result of this training for all ECDSS staff, the department's staff will be able to determine how interactions focused on belonging and engagement enhance the workplace. This will lead to behavior changes that will enhance productivity and lead to higher customer satisfaction as well as staff safety and wellbeing in the workplace.

Upon completion of this training, participants will understand:

- How building on strengths helps build capacity in the workforce and in our community
- How context and the environment shapes thinking and behavior
- How to work collaboratively with all members of the multidisciplinary team
- How changes in behavior can lead to higher rates of client satisfaction and better working teams

Topics:

- The culture of survival and the impact on our work
- The interrelatedness of poverty and addiction
- How people move from one economic class to another
- Personal skills needed for working with people from poverty
- Ways agencies can improve collaboration to better serve those in all areas of Erie County
- Identifying strengths of the workforce to build stronger teams
- Identifying strengths of our clients to build stronger communities
- Writing policies that address all needs across our workforce and community
- Addressing respectful language across all areas of our work

#### **4. Communication and Coaching Skills for Supervisors**

Provide staff with tools and resources to communicate transparently with their employees, be able to set expectations clearly, and then follow up for accountability. The goal is for supervisors to be able to engage, motivate, coach and have successful conversations with staff.

Upon completion of this training, participants will be able to:

- Display a coaching mindset
- Engage in coaching conversations to build capacity on their teams
- Set expectations and follow up when feedback is needed on performance
- Hold their teams accountable for the work getting done

Topics:

- Coaching mindset
- Coaching for success
- Using the SBI method to give feedback
- How to set expectations and follow through

#### **5. Communication and Difficult Discussions**

Provide staff with tools, assessments, and resources to learn how to build accountability for their teams through difficult discussions, giving feedback, setting goals, and following the progressive discipline process.

Upon completion of this training, participants will be able to:

- Display a Coaching mindset

- Engage in difficult discussions to build a more skilled workforce
- Set expectations and follow through
- Be able to engage, motivate, coach and have successful conversations with staff

Topics:

- Having difficult discussions
- Coaching through feedback
- How to follow the progressive discipline track when necessary
- How to build accountability for the employee

## **6. Train the Trainer/ Solution Focused, Trauma Informed Care Training**

Provide department-level internal trainers with knowledge of adult learning and learning styles, principles of curriculum development, delivery of training material, and assessment and evaluation of learning, as well as custom trainings on specific topics.

As a result of this training the department's internal trainers will:

- Be more knowledgeable regarding adult learning and the various components of training
- Develop subject matter curriculum
- Deliver training in a consistent manner
- Utilize their own knowledge and skills as well as that of their trainees
- Evaluate the learner's knowledge and the overall learning process
- Utilize implementation of science principles in bringing about organizational change

Topics:

- Adult learning principles
- Types of individual learning styles
- The personal role in facilitating staff development
- Individual Training Needs Assessment (ITNA) Tool
- Collaboration among all training partners to support transfer of learning

## **7. Succession Planning**

Provide staff with tools, assessments and resources to learn "leveling up" skills as the next level in executive leadership. It will help prepare them for higher levels of leadership, as retirements begin to take place.

As a result of this training, department leaders will be able to:

- Engage in self-awareness and navigate an executive leadership role
- Prioritize and delegate
- Understand their strengths and challenges and lead within those
- Have critical conversations
- Grow in political savvy
- Become better at decision making

Topics:

- Strength-Based Leadership
- From Busy to Impactful – Prioritizing and Delegating Like an Executive
- Communicating with Impact and Master Tough Conversations
- On-the-job Learning Activities
- Group Coaching Sessions
- Individual Coaching Sessions

## **8. Technology and Computer Skills**

Improve the skills and proficiency of staff in the use of computer and technological tools.

As a result of this training, staff will:

- Become more proficient in using technological tools required for their job duties
- Improve upon transfer of learning after attendance at software courses
- Utilize software to design and implement computer assisted instruction training initiatives
- Conduct technology needs assessments in program areas and work units to identify tools and resources to improve work efficiency

Topics:

- Microsoft Office 365 Business Premium
- Adobe Captivate
- Technology Assistance
- Tutoring
- Efficiency Labs
- Online System Training Tools
- In-House Systems

## **E. Human Resource Organization Development**

### **1. Staffing**

Due to ongoing Human Resource Development (HRD) needs, and to accomplish the goals of this, it is necessary to provide a staffing of two (2) full-time trainers/training managers, one (1) EEP Coordinator/training specialist, one (1) part-time clerical/support staff, and one (1) full-time technical database developer/administrator. Bidders may propose an alternative staffing structure if structure meets the volume of training and skills outlined in this RFP.

These personnel will enable the division to:

- Establish a clear organizational structure for the Human Resource Development Division within this department and various program areas.
- Clearly delineate the roles and responsibilities of the Division of Human Resource Development and program areas in the assessment of the need for training, planning, managing, producing, and evaluating Human Resource Development programs within the department.

Trainer/training manager goals would be to support Department outcomes by providing new and ongoing educational opportunities to all staff, with the objective of enhancing workers' skills and promoting upward mobility. The trainer/training manager responsibilities would include but not limited to the following:

- Preparing and delivering training, including orientation
- Developing and formalizing training procedures
- Maintaining a liaison relationship with assigned program areas and its training committees
- Conducting needs assessments
- Planning and developing training curricula
- Maintaining records and assisting in the writing of reports
- Facilitating contracted training
- Development and writing of job competencies
- Identification of training resources
- Implementation and evaluation of the Individual Training Needs Assessment (ITNA)

**Clerical/Administrative Assistant staff** would be responsible for inputting all material pertinent to staff operations; reviewing accounts, reports, and other documents for completeness and accuracy; indexing and filing documents and correspondence; assembling data from office records for necessary reports; answering telephones, providing routine information to the public and making appointments for staff; providing overall administrative assistance for the office; and providing

assistance with the accounts payables regarding the contract. Computer data entry knowledge is necessary.

**Sr. Technical Developer/Administrator** would be responsible for:

- Coordinating the technology requirements of HRD with ECDSS Information Systems management.
- Administration of the ECDSS Student Learning Platform (Percipio/Skillsoft), working closely with the Erie County Administrator
- Identifying and supporting technology tools and resources that will increase work efficiency. (identifying tools that allow staff to do more with reduced human resources by utilizing technological resources).
- Developing, supporting and maintaining technology projects required by the ECDSS units.
- Development and maintenance of technology-based solutions and systems consistent with NYS OCFS and OTDA initiatives.
- Development and maintenance of data transfers that report local contracted training deliveries to state and local training databases (HSLC).
- Management of various applications, including, but not limited to: QR Code Generators, Captivate, Articulate, Adobe Pro, Skillsoft, Survey Monkey, and Copilot.
- Conducting technology needs assessments in the ECDSS Program Areas and work units
- Developing virtual learning courses in Articulate (SCORM), to be transferable to HSLC or Skillsoft learning platforms.
  - The deliveries include designing and implementing computer-assisted instruction, self-paced learning, and blended instruction.
- Developing classroom and hybrid courses to support required technology skills in ECDSS.
- Providing virtual and classroom training on technology as required by ECDSS HRD.
  - Participants will be provided with all the necessary materials (including books and software) for use in class and for future reference. The training target group is department wide.
- Providing individual technological assistance to ECDSS staff, as required. (Tutoring)
  - Assisting staff in applying what was taught at any of the technology training courses or as the result of a technological solution (transfer of learning). This activity will entail one-on-one instruction or small group instruction.
- Providing front-line support for ECDSS HRD technology, including, but not limited to: Webex, audio and video issues, laptop and thin client support, for ECDSS Training rooms.
- Coordinating any contract related duties required by the contracting agency.

*\*The vendor must be able to support user-friendly computer-based data systems. It is essential that the contractor works with HRD and Technical Support staff to ensure that all systems are compatible with computer programming and operating systems in existence at Erie County Department of Social Services.*

## **VENDOR EXPERIENCE AND QUALIFICATIONS**

### Vendors/Independent Contractors

- Trained in Solution Focused principles and Trauma Informed Care
- Demonstrate knowledge, experience and understanding of the needs, risks, challenges, and opportunities faced by the population, as well as demonstrate experience in effectively implementing programs that promote positive outcomes.

### On-going Project Staffing Specifications:

- **Trainers/training Managers – (2 full-time equivalent)**
  - Master's degree and 2 years of full-time experience in a social services agency, one year of which involved staff in-service training on a full-time basis, or

- Bachelor's degree and 3 years of full-time experience in a social services agency, one year of which involved staff in-service training on a full-time basis.
- **Clerical Personnel/Administrative Assistant – (1 full-time equivalent)**
  - Associates degree in Secretarial Science or equivalent required experience in duties listed under the clerical/administrative Assistant responsibilities.
- **Sr. Technical Developer/Administrator – (1 full-time equivalent)**
  - Master's degree with 3 years of full-time experience in the development and support of training related applications, as well as a background in technical purchasing and support of required training hardware and software for ECDSS HRD.
  - 2 years of full-time experience managing professional staff
  - 1 year of full-time experience managing the budget and reporting results for a \$500,000+ contract/grant.
- **Employee Education Program Coordinator – (1 full-time equivalent)**
  - Master's degree and 2 years of full-time experience working with an adult learner program, one year of which should have involved also working with higher education institutions.
  - Bachelor's degree and 3 years of full-time experience working with an adult learner program, two years of which should have involved also working with higher education institutions.

Any contracts resulting from proposals submitted in response to this RFP will not be required to retain any staffing patterns, salaries, or benefits created by previous contracts. Erie County Department of Social Services reserves the right to institute a hiring process at the beginning of any newly executed contract and has final approval of all staff hired through any contract resulting from this RFP.

## **GENERAL REQUIREMENTS:**

- Use culturally sensitive practices, trauma-informed principles, and solution focused techniques, incorporating the five principles of collaboration, safety, trustworthiness, empowerment, and choice throughout services to promote resilience and healing.
- Demonstrate that diversity, equity and inclusion are embraced in processes, policies and practices to improve outcomes for everyone, prioritizing measurable change in the lives of people of color to eliminate racial disparities and promote racial equity.
- Provide culturally appropriate services to individuals with special needs, i.e. disabilities, language and cultural barriers, etc., including language translation services, which can be included in budgeted direct operating costs.
- Support user friendly computer-based data systems. It is essential that the contractor works with HRD and Technical Support staff to ensure that all systems are compatible with computer programming and operating systems in existence at Erie County Social Services.
- Manage and retain a skilled and appropriately educated workforce.
- Maintain regular communication with ECDSS in a timely manner.
- Adhere to documentation standards as set forth by Federal and State regulation, as well as ECDSS policies.
- Abide by Federal and State confidentiality statutes and regulations.
- Provide staff training and internal quality assurance audits on a regular basis.
- Manage funds from a government funding source and maintain billing systems.
- Submit required data and abide by designated documentation regulations in a timely manner, as instructed by County to claim reimbursement for services.

## **COMPENSATION**

It is critical that the proposer allocates sufficient training days (100) for either the direct delivery of training or training through a consultative arrangement. This should be reflected in a consultant line in the amount of \$124,500.

A total allocation of \$45,000 should be made for consumables to be used for the purchase of resource material for the division such as books, periodicals and magazine subscriptions and software (online training fees, online training assessments, hardware and software supports for current equipment, and other training-related consumables).

Sufficient resources should be made for consumables to be used for the purchase of resource material for the division library (books, periodicals, and magazines subscriptions) and software (Survey Monkey, QR Code Chimp, OnBase), hardware and software support for current equipment, and other training-related consumables.

Sufficient resources in the amount of \$42,500 should be allocated for travel, per diem, lodging and registration fees related to educational/training institutes, specialized Oracle/OnBase/computer seminars, and other training seminars/workshops.

Sufficient resources in the amount of \$350,000 should be allocated for tuition, fees, and payments related to educational/training institutions.

- Unit of service: a deliverable, such as a training
- Funding source: NYS
- Reimbursement method: Reimbursements are made per vendor invoice, including personnel costs, equipment, curricula, tuition costs, etc.

## **PERFORMANCE MEASURES AND DATA COLLECTION**

- Data and benchmarks to be tracked by ECDSS
  - Assessment of the impact of the training on the trainee's job performance. The basic assessment methodology/instrument, including the proposed plan for implementing it, must be included in the proposal.
- Data and benchmarks to be tracked by vendor
  - Post-course trainee reaction questionnaire.
  - Pre- and post-test of trainee knowledge on the subject matter presented.
  - Quarterly evaluation of all courses completed.

## **VI. STATEMENT OF RIGHTS**

### **UNDERSTANDINGS**

**Please take notice.** by submission of a proposal in response to this request for proposals, the Proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County 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 for the required services;
- by submitting a proposal, the Proposer agrees and understands that the County 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, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County reserves the right, and may at its sole discretion, to 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 or informalities 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;
- 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 before 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:

- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- The Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications and experience of program staff.
- The Proposer's experience in performing the proposed services.
- The Proposer's financial ability to provide the 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.
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this RFP.

- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Any information shared by the Proposer's presentation will be considered while scoring.
- 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.

## **EVALUATION PROCESS**

Each proposal will undergo an initial administrative review for completeness. In order for a proposal to be evaluated, it must include all required documents. Upon completion of the administrative review, and at the sole discretion of the Commissioner, the Department will request any missing documentation from the Proposer, and will review all documents for completeness upon receipt of the missing documents. All required documents for a complete proposal, as set forth in this RFP, must be submitted and be completed to the satisfaction of the Department within forty-eight (48) hours of request in order for the proposal to be deemed responsive and eligible for Contract award.

Complete proposals will be judged by a scoring committee. The scoring committee will consist of Department of Social Services employees and experienced individuals from outside the Department. The proposal should be written so as to clearly articulate the services provided to someone not familiar with service delivery.

The proposals will be scored based on the overall proposal, target population and goals, cultural competency and equity, program plan, performance measurement, trauma informed, program staffing, accessibility plans, infrastructure, collaboration, experience, MWBE/SDVOB participation, compliance with RFP requirements and fiscal components.

## **CONTRACT**

After selection of the successful Proposer, a formal written contract will be prepared by the County 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 IF NECESSARY 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 contract will include the submitted proposal and any subsequent agreement with the Department to service provision.* The award period will be for a one-year term, with the option to renew for additional terms, subject to annual contract renewal, contingent upon the Proposer's successful implementation of the program, data collection, monitoring, goal attainment, and compliance with required reporting. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

## **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 Proposer agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer 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 Proposer or third parties under the direction or control of the Proposer; 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 applicable insurance coverage.

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

The Proposer agrees to defend, 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 Proposer 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 Proposer 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 Proposer may retain copies of such records for its own use.

NOTE: All contracts executed by the Erie County Department of Social Services will be posted electronically on the County's website.

## **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. 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 as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall: a) insert the following notice in the front of its proposal:

### **"NOTICE**

**The data on pages \_\_\_ of this proposal identified by an asterisk (\*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the Proposer's competitive position.**

**The Proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this Proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."**

**and**

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page "**\* THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

## **EFFECTIVE PERIOD OF PROPOSALS**

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than one hundred eighty (180) days from the proposal date.



(For Informational Purposes Only)

## ERIE COUNTY EQUAL PAY CERTIFICATION

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, 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.

---

Contractor Signature

### Verification

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS:

A)

\_\_\_\_\_, being duly sworn, states they are 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.

**OR**

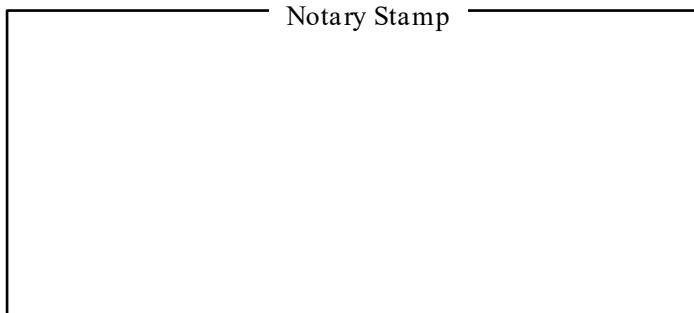
B)

\_\_\_\_\_, being duly sworn, states that they are the \_\_\_\_\_, of \_\_\_\_\_, the enterprise making the foregoing Certification, that they have read the Certification and knows its contents, that the statements and representations made in the Certification are true to their 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 Stamp

\_\_\_\_\_  
Notary Public



## GUIDELINES FOR STANDARD INSURANCE PROVISIONS REQUIRED

<b>Commercial General Liability</b>	\$1,000,000 minimum each occurrence
<b>Umbrella/ Excess</b>	\$1,000,000 minimum each occurrence * If CGL general aggregate is \$2,000,000 or more, Umbrella/ Excess is not necessary
<b>Automobile</b>	\$1,000,000 minimum combined single limit * If transporting; otherwise a Waiver must be executed
<b>Professional Liability</b>	\$5,000,000 minimum * Not needed for all contracts
<b>Workers' Compensation</b>	NYS Certificate

Certificate holder must be listed as:

County of Erie or Erie County 95  
Franklin Street  
Buffalo, NY 14202

It can include "Department of Law".

It cannot include "Department of Social Services" or any other department of Erie County (i.e. Department of Health, Youth Bureau, etc.).

The County must also be listed as an Additional Insured for all the above policies. That can be done by placing a "Y" or "X" in the "ADDL INSR" column next to each policy, or it can be specifically noted in the "Description" box near the bottom of the page.

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.

## **PROPOSAL REQUIREMENTS**

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive. Currently funded programs must re-apply to be considered for continued funding.

Your proposal must be comprised of 3 sections, presented as separate documents:

### Appendix A

- Proposal to Provide Service
- Signed Schedule A
- Training Activity Summary
- For agencies not currently contracted with ECDSS to provide the requested service:  
References and data from similar work

### Appendix B

- Signed Fiscal Form
- [OCFS-3104A](#)

### Appendix C

- Most recent Audit report prepared by an independent CPA
- Most recent Management Letter
- Listing of Officers and Board of Directors

Submission of the proposals shall be uploaded as three separate documents (Appendix A, B and C) to: [OnBase Unity Form](#). *You will receive an email confirming if it has been submitted.*

Electronic versions of Appendix A and B are available as Additional Files for the RFP on the Erie County Purchasing website: <https://www3.erie.gov/purchasing/requests-proposals-construction-bids>.

*Please note: Indirect Administrative Costs must be itemized or a copy of your Federal Indirect Cost Rate must be attached.*

By application, you certify that your agency can provide the following documentation at any time during the course of the selection process: (You do not need to provide it now, only if asked.)

- Proof of 501(c)(3) status, if applicable.
- Agency's most recent organizational chart and a letter of support signed by the CEO and the Board President.
- Resumes for all program staff (associated with the proposed service), including administrators, program supervisors, direct service staff and aides.
- References or letters of testimony from other agencies for whom you have provided this or a similar service, with contact information.

**\* For agencies that are currently contracted with ECDSS to provide the service**, annual performance reviews will be considered in the review. Please **do not** include copies of supporting research, annual reports, exhibits, letters of support, attachments and other supporting material with your proposal, unless changing the service model. ECDSS reserves the right to disqualify proposals that do not adhere to the correct format.

**For agencies that are not currently contracted with ECDSS to provide the service**, please submit references and data from similar work demonstrating the agency's ability to:

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

- understand laws and meet regulatory expectations

Applications are expected to comply with stated guidelines including but not limited to desired program outcomes identified in the Request for Proposal (RFP). It will be the responsibility of the applicant to submit proposals consistent with the RFP requirements. By applying, your agency asserts that the Request for Proposal document has been reviewed in its entirety and that, if selected, the agency will abide by the conditions for funding set forth therein.



## **RFP APPENDIX A: Proposal to Provide Service**

Department of Social Services

RFP#2026-003VF

**All fields must be completed. If not applicable, list "N/A". Incomplete proposals may be considered non-responsive.**

### **AGENCY INFORMATION**

*(If submitted electronically, this information will be completed upon upload)*

<b>Official Agency Name</b>		
<b>Agency Name</b> – List another name if used.		
<b>Agency Telephone Number</b>		
<b>Agency Mailing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Website address</b> (if applicable)		
<b>Leadership</b> - List the name of your agency's Chief Executive Officer, Executive Director, or President.		
<b>Leader's E-mail Address</b>		
<b>Contact Person for proposal</b>		
<b>Contact Person's Telephone Number</b>		
<b>Contact Person's E-mail Address</b>		
<b>Federal Employer ID# (FEIN)</b> - Please provide your agency's Employer Identification Number.		
<b>501(c)(3) not-for-profit entity</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE)</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Service-Disabled Veteran Owned Business (SDVOB)</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Subcontractors</b> - List all subcontractors that your agency does business with related to this service.		
<b>Amount of Funding Request to ECDSS for this proposed contract</b>		
\$		
<b>Unit of Service for this proposal (e.g.: hour):</b>		
<b>Number of units to be served</b>		
<b>Cost per unit of service for this proposal (county funding + in-kind)/# units:</b>		
<b>Name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal</b>		



RFP Appendix A: Proposal to Provide Service  
Department of Social Services  
RFP#2026-003VF

**Agency Name** - List the official name of your organization.

**Federal Employer ID# (FEIN)** - Please provide your agency's Employer Identification Number.

**501(c)(3) not-for-profit entity** - If non-profit, please provide date established as 501(c)(3).

**Language Access Coordinator** - List the name of the designated Language Access Coordinator. (Required)

**ADA Coordinator** - List the name of the designated ADA Coordinator. (Required)

Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) Certification Letter attached

Letter indicating agency is 51% or more veteran-owned attached

## PROGRAM INFORMATION

### Start of Program Operations

Describe your agency's ability to implement and staff the program in a timely manner, including provision of services, effective the date noted in the RFP. Include the management and implementation of the project, such as hiring of staff, development, planning, performing the activity(ies), and preparation of reports

### Program Summary

Provide a complete description of the work to be accomplished and under what circumstances it will take place. Provide a clear and concise narrative description of project activities and describe how the activities relate to ECDSS' priorities.

## TARGET POPULATION SERVED & GOALS

### Special Populations

Describe any specialized services and resources, including accommodation of those with special needs, language translation and cultural differences.

### Capacity

Indicate the proposed number of individuals to be served at a given time as well as the total number of individuals to be served in a year. Include an explanation, as needed.

Number of individuals to be served at a given time:

Total number of individuals to be served in a year:

### Experience

Describe the proposer's qualifications and experience. Include information on accreditation status and any subcontractor involved in the development or implementation of the project.

## CULTURAL COMPETENCY

### Racial Equity, Diversity and Inclusion

Describe how racial equity is promoted and methods implemented to increase awareness, attitude, knowledge, and skills so as to prioritize measurable change in the lives of people of color.

Describe what group(s) has experienced disparities related to this program and whether their thoughts and knowledge are included in the program design. If so, how and if, not why.

Explain whether the program produces any intentional benefits or unintended consequences for the population impacted.

Describe whether the program results in a systemic change that addresses institutional racism.

## PROGRAM PLAN

### Program Design

Describe the service delivery model that will be used. Specify if this has been designated as an evidence-based or promising practice by any authoritative organization. Describe how fidelity to this model will be kept.

### Location(s) of Service

Provide information for all program locations including any satellite locations where you operate.

### Safety

Provide information regarding the time of day that services are offered, security personnel available, open doors or locked, waiting room appearance, etc.

### Collaboration

Discuss any partnerships or networks that are used to meet your program participant needs.

### Program Difference

Provide any other information that you feel would distinguish your agency's approach to the delivery of the services requested, including any prior experience and successes.

## PERFORMANCE MEASUREMENT

### Performance Measures

Describe your proposed approach for program evaluation to provide information regarding trainee learning and accomplishments and reporting to ECDSS. Clearly define how this project will meet the performance targets associated with this RFP, including follow-up, as well as how you will monitor compliance, outcome-based performance and implement a plan for quality improvement. Specify how poor performance will be addressed when requested by ECDSS or when the outcomes of the program fail to be achieved.

### Data Collection

Describe how you collect program data, including specific procedures, tools and frequency.

## TRAUMA-INFORMED CARE

### Implementation

Describe if, and how, your agency implements trauma-informed care, specifically how it understands, recognizes, and responds to the effects of trauma.

## BUDGET

### Billing

Describe how your agency monitors and verifies the accuracy and sufficiency of its billing system to ensure all claims made are proper and that adjustment is sought when issues are identified.

## PROGRAM STAFFING

### Program Staff

Describe program staff, including job titles, responsibilities, level of education/credentials, qualifications, experience and training that will be required for each position. Specify their role in providing the services and supervision protocols.

Job Title	Responsibilities	Qualifications	Supervisor Job Title

### Professional Development

Describe all mandatory or optional professional development opportunities, including trainings, available to program staff.

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

It is understood and agreed that the County 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 reserves all rights specified in the Request for Proposals (RFP).

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (example on pp. [ ] of this RFP), and that it will be complete and acceptable to Erie County.

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

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*Proposer Agency Name*

By:

---

*Signature*

---

*Name and Title*



## RFP Appendix A: Training Activity Summary

Department of Social Services

RFP#2026-003VF

### **Please complete one form for each training activity.**

The information provided should be in sufficient detail to provide an adequate basis for monitoring contract compliance throughout the life of the agreement.

Proposer	
Activity (Course, workshop, seminar, or another deliverable to be offered by the proposer)	
Time Frame (Number of times a particular activity is to be offered or performed)	
Total Number of Trainees	Total Number of Days/Hours That Each Trainee Will Receive
Target Group	
Course Topics	
Course Objectives	
Training Methodology	
Curriculum and Materials to be Developed	
Describe the products and how they will accomplish one or more of the DSS' objectives. Include a list of any instructional materials to be developed for training, such as texts, manuals, workbooks, handouts, exercises, or audio-visual materials, and describe why these materials were chosen. Include a separate listing of materials or curricula that were previously produced or are commercially available, that will be used for training activities	
Special Considerations	



**RFP APPENDIX B: Fiscal**  
Department of Social Services  
RFP#2026-003VF

### **FINANCIAL INFORMATION**

Payee Name of Agency (if different than Legal Name)	
Financial Contact Person Name/Title	
Street Address/City/State/Zip	
Financial Contact Person Phone Number	Financial Contact Person Email
Agency's Fiscal Year (Start date - End date)	
Amount of Funding Request to ECDSS for this proposed contract	
FY of Request (Start date - End date)	

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### **UNIT COST**

Unit of Service for this proposal as defined in the RFP (e.g.: hour):	a deliverable
Number of units to be served	
Cost per unit of service for this proposal (county funding + in-kind)/# units:	

Completed [OCFS-3104A \(I-VIII\)](#) All Other Administrative Activities Sub-Budget and DAB-1666 Reporting Attached

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### **V. CERTIFICATION**

The undersigned certifies that he or she is a principal officer of the applicant agency and has knowledge of and certifies that the information contained herein is complete and accurate.

Furthermore, the undersigned certifies that the applicant sponsored programs, services and activities are available to the general public, advertised as such, and not subject to discrimination based on sex, race, creed, religion or national heritage.

---

SIGNATURE

---

DATE

---

NAME/TITLE



## **RFP APPENDIX C: Supplemental Information**

Department of Social Services  
RFP#2026-003VF

Provide one copy of the most current information as noted below. These materials cannot be returned.

- Most recent Audit report prepared by an independent CPA
- Most recent Management Letter
- Listing of Officers and Board of Directors

If not available, the latest tax return may be submitted in lieu of the audit report and/or management letter. Tax-Exempt Organizations not required to File Form 990 or 990-EZ, shall submit Form 990-N.