



**ERIE COUNTY**

**REQUEST FOR PROPOSAL (RFP)**  
**TO PROVIDE**  
**YOUTH DEVELOPMENT PROGRAM**  
**SERVICES**

**RFP # 2026-009VF**

**Erie County Department of Social Services**

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

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## **I. INTRODUCTION**

The County of Erie, New York (the “County”) is currently seeking proposals from qualified agencies (“Proposer”) interested in providing Youth Development Program services to at-risk youth under 21 years of age residing in Erie County for the period 10/1/2026 – 9/30/2027. Proposers interested in providing this service are invited to respond to this request.

In responding to this RFP, Proposers must follow the prescribed format as outlined. By so doing, each Proposer will be providing the ECDSS comparable data, and thus, be assured fair and objective treatment in the ECDSS review and evaluation process. It is the ECDSS’ intent to select the Proposer that provides the best solution for the needs of youth in Erie County.

ECDSS utilizes a Solutions Focused Principles-Trauma Informed Care system of care framework into its practices and procedures. The Erie County Youth Bureau serves youth and families through asset development and advocacy, prevention and intervention programs that strengthen families and communities.

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**

A maximum of \$30,000 is potentially available per funding request for local not-for-profit agencies and local youth bureaus. All applications, regardless of type of entity and past funding allocations, will be subject to the same competitive scoring criteria and process.

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.

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 (ECDSS) requirements. More than one provider may be selected for funding for –2026-27.

### 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:	02/18/2026
RFP Informational Meeting:	February 24, 2026 at 9:00AM
	Via WEBEX – see instructions below

**Join from the meeting link**

<https://erie.webex.com/erie/j.php?MTID=ma93a086b783161e5a0693afa3be69e02>

**Join by meeting number**

Meeting number (access code): 2494 102 2216

Meeting password: SfwHhU7DB33

**Tap to join from a mobile device (attendees only)**

[+1716-858-2250..24941022216##](tel:+1716-858-2250..24941022216##) United States Toll (Buffalo)

[+1-415-655-0003..24941022216##](tel:+1-415-655-0003..24941022216##) 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 [24941022216@webex.com](tel:24941022216@webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Proposals Due:	March 18, 2026
Selection Made by:	Summer 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.

**NOTE: THERE IS A LIMIT OF ONE PROPOSAL PER AGENCY.**

2. Your proposal must be comprised of 3 sections:

### Appendix A

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

### Appendix B

- Signed Fiscal Cover Sheet
- [EC Youth Bureau Budget Form](#)

### Appendix C

- Most recent Audit Report prepared by an independent CPS
  - Most recent Management Letter
  - Listing of Officers and Board of Directors
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: Judith Kolmetz, 95 Franklin Street Room 804, Buffalo, NY 14202. All proposals must be submitted on or before March 18, 2025 at 4:00 p.m. **Proposals received after the above date and time will not be considered.** The County is under no obligation to return proposals.
  6. Requests for clarification of this RFP must be written and submitted to Judith Kolmetz at the above address, or at [Judith.Kolmetz@erie.gov](mailto:Judith.Kolmetz@erie.gov) no later than 4:00 pm on 03/18/2026. A list of questions and answers will be posted on the County website by 03/06/26 if applicable. No communications of any kind will be binding against the county, except for the formal written responses to any request for clarification.
  7. 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.
  8. 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.
  9. 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.

10. 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 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.
11. All potential contract-holders with Erie County shall agree that administrative costs may not exceed 15% of the requested funds.
12. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers shall include the Erie County MBE/WBE Certification letter with their proposal.
13. 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.
14. 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.
15. 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.
16. 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.
17. All proposers must include the name of their Language Access Coordinator. A copy of your Language Access Policy is required at contracting.
18. 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**

The purpose of this Request is to solicit applications to the Erie County Youth Bureau for 2026-27 Youth Development (YDP) Programming. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Erie County. As a trauma-informed organization, ECDSS incorporates the five principles of trauma informed care (collaboration, safety, trustworthiness, empowerment, and choice) throughout its services to promote resilience and healing. The mission of the Erie County Youth Bureau is to serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities. All grants are appropriated by the Erie County Youth Bureau and Department of Social Services, and awarded to local applicants targeting 'at risk' youth under 21 years of age.

Eligible applicants are local non-profit 501(c)3 organizations or local youth bureaus in Erie County providing services to at-risk youth in the targeted age group. Use of other organizations' 501(c)3 status as a "pass through" is not permitted. Charter schools may not apply; however, programs may take place at charter schools, provided that they are run by an eligible applicant.

### **HISTORY AND CONTEXT**

The mission of the Erie County Youth Bureau is to serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities. The Youth Bureau achieves this mission through support of youth-serving agencies across six funding programs: Youth Development Program, Youth Team Sports, Youth Sports and Education Programs, Supervision and Treatment Services for Juveniles, Runaway and Homeless Youth Services, and Summer Primetime.

The purpose of Youth Development Program funding is to promote positive youth development, advance the well-being of youth, and address long-term juvenile delinquency prevention. The priority of Youth Development Program funding is to create equitable opportunities for all youth in Erie County to thrive and support a continuum of care providing opportunities for youth to achieve whole-child well-being throughout their development.

### **SCOPE OF WORK**

Due to the limited amount of funding available only programs providing the services and program types listed below as defined by the [OCFS Life Areas Coding Document](#) will be considered for funding. It is encouraged that all applicants utilize current research, best practice and a needs-based approach in any and all program design.

Work Readiness Supports	A program which develops a youth's capacity to move toward employment. Includes but is not limited to assisting youth with creating resumes, job seeking, interviewing, understanding employer and workplace expectations, positive work habits, job shadowing/unpaid internships, and understanding behaviors, attitudes, and skills necessary to compete in the labor market.
Career Development Supports	A program to assist youth in making occupational or career decisions which includes, but is not limited to, evaluation of youth's abilities and interests, provision of information career/occupational materials or career fairs, establishment of career goals, and planning practical development activities geared towards attaining youth's career and occupational goals.
Life Skills Supports	Programs which seek to enhance the skills of youth in areas of self-care, daily living, personal finance and budgeting, managing interpersonal relationships, information technology, and any other topics that develops the skill set of youth to reach independence
Mental Health Supports	Programs that provide individual counseling and group drop-in sessions and scheduled opportunities to support and reinforce emotional and mental health. Programs typically range from 1 on 1 counseling to treatment and support groups which assist the youth and the family, such as: resiliency building, crisis intervention, and self esteem workshops, or case management
Dropout Prevention Services	A program or service designed to support the retention of all students, and the prevention of dropouts from the most at-risk youth. These may include but are not limited to learning disabilities, bilingual education, alternative education, and other programs or services geared toward retention.
Youth Leadership / Empowerment Opportunities	Programs that provide character education, leadership skills development and/or community/civic activities.
Juvenile Delinquency Prevention Services	Such programs provide youth court, juvenile justice diversion services, juvenile aid bureau/officer, gang & violence prevention/intervention.
Safe Place Out of School Time Services (cannot be stand-alone; must be paired with a second SOS)	Such programs or services that promote constructive use of leisure time, access to a variety of enrichment activities and foster success in school and life. These programs can broaden a child's or youth's competencies in various life areas such as dance, cooking, literacy, technology or any program that may address deficits and/or build various skill sets.
Family Supports	Programs which focus on an approach to strengthening families and communities so they can foster the optimal development of children, youth, and adult family members. Programs might address family communication, resiliency, and family or domestic violence.
Anger Management/Conflict Resolution Supports	Programs which teach youth to identify anger and potential conflicts and give them the skills needed to develop appropriate coping mechanisms. This type of program often includes problem solving strategies and anger management skills, as well as resolution techniques.
Mentoring Supports	Programs which link youth to positive role models that are sustained over a period of time (generally more than 6 months). Mentoring can occur through traditional mentoring (one adult to one young person); group mentoring (one adult to as many as four young people), and team mentoring (several adults working with small groups of young people, in which the adult to youth ratio is not greater than 1:4.

All Youth Development Program grantees must embed the principles of positive youth development, and promote the well-being of youth, by fostering the following:

- Physical and psychological safety.
- Appropriate structure.
- Supportive relationships.
- Opportunities to belong.
- Positive social norms.
- Support for efficacy.
- Opportunities for skill-building.
- Integration of family , school and community efforts.

Programs awarded funding will be required to submit forms at the start of the program year articulating how the funded program aligns with each of these principles. Programs will be evaluated throughout the year on features of each of these criteria.

When selecting a service category please refer to the specific program components and associated performance measures listed in the [Quality Youth Development System Program Coding Document](#). All funded programs will be required report on the outcome measurements listed and selected at the end of the award year. A clear plan on how this data will be captured will help insure later success.

“At-Risk Youth” shall be described as any Erie County youth under 21 years of age and described as one or more of the following:

- Living within a family below 200% of federal poverty line
- At risk of becoming Persons In Need of Supervision (PINS)
- Juvenile delinquents or youth charged with committing a crime
- Victims of child abuse, domestic violence, maltreatment and/or neglect
- Exhibiting self-destructive behavior
- School dropouts
- Youth in need of safe places, caring adults &/or structured activities
- Youth with 3 or more hours of idle time per day
- Lack of parental support or positive role model
- Homeless youth or youth who has run away from home
- Considered for placement outside the home

## **GENERAL REQUIREMENTS:**

Successful proposers will:

- Run program from October through September.
- Maintain a child-to-staff ratio of no more than 15:1.
- Not turn away a youth based on the inability of the youth’s family to afford any membership fees associated with program participation. A funded program may not charge a fee for programs without sufficient proof that a scholarship or tier-cost system is utilized to ensure equal access to all participants regardless of financial resources.
- Have a non-discrimination policy and not deny youth services based on ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any other protected characteristic under local, state, and federal law.
- Be monitored unannounced during the course of the program period, in order to ensure safety and programmatic/fiscal accountability.

- Attend specified trainings, as directed by the Erie County Youth Bureau.
- Complete and submit a Program Annual Report at the conclusion of the program year. This will be required 30 days upon completion of the program year. The Annual Report will be provided by the Youth Bureau and will be pre-filled with the estimates provided at the start of the year.
- Complete and submit [New York State Quality Youth Development System \(QYDS\) forms 5001, 5002, and 5003](#).
- Procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Erie County Department of Social Services in types and in such amounts as are specified in the Erie County Standard Insurance Certificate, which shall be completed and signed by the Contractor's insurance company prior to contract execution. Said certificate need not be submitted with the proposal but will be required prior to contract execution and payment for services.
- Manage and retain a skilled and appropriately educated workforce.
- Maintain regular communication with ECDSS/Erie County Youth Board in a timely manner.
- 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. Utilize trauma-informed, solution focused techniques incorporating the five principles of collaboration, safety, trustworthiness, empowerment, and choice throughout services to promote resilience and healing. (Helpful Guides: [Resource 1](#) [Resource 2](#) )
- Adhere to documentation standards as set forth by Federal and State regulation, as well as ECDSS policies.
- Provide staff training and internal quality assurance audits on a regular basis
- Manage funds from a government funding source and maintain billing systems.
- Submit all documentation in a timely manner and adhere to stated deadlines for reporting and claims forms.

## COMPENSATION

- The Unit of Service is defined as One Youth Participant.
- This is a reimbursement grant. Reimbursement claims are submitted on a quarterly basis by submitting a set of [claim forms](#). Expense reports and backup documentation must accompany claims. [Information on the claiming and reimbursement process](#).

## VENDOR EXPERIENCE AND QUALIFICATIONS

- Demonstrate knowledge, experience and understanding of the needs, risks, challenges and opportunities faced by the target population, as well as demonstrate experience in effectively implementing programs that promote positive client outcomes.
- [Provide a Solution-Focused Trauma-Informed Care environment incorporating the five principles of collaboration, safety, trustworthiness, empowerment, and choice throughout services to promote resilience and healing](#).
- Encompass the Eight Principles of Positive Youth Development in the program and program space.
- Ensure policies, practices, systems, and structures improve outcomes for everyone, prioritizing measurable change in the lives of people of color to eliminate racial disparities and promote racial equity.
- Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines.501(c)3 or local municipal youth bureaus.
- Demonstrate competence in the areas of governance, monitoring, evaluation, partnership, and financial stewardship.
- Serve youth in New York State.

## **PERFORMANCE MEASURES AND DATA COLLECTION**

- Performance Measures will vary depending on program type selected. Refer to the [Touchstones Coding Document](#) to identify the specific performance measures associated with the program type you are proposing in this application. These performance measures will be reported on at the end of the program year in the Annual Report.
- Complete and submit program description, estimates of youth to be served, and articulation of how the program aligns with the principles of Positive Youth Development at the start of the program year. Forms will be provided.
- Completion of a Program Annual Report at the conclusion of the program year. Forms will be provided. This will be required 30 days upon completion of the program year. This report is informed by the QYDS forms referenced above.

## **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:

- Compliance with RFP requirements.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- Population and Goals
- Program Plan
- Performance Measurement
- Trauma-Informed Care Plan
- Program Staffing Plan and Qualifications
- Accessibility Plans
- Infrastructure
- Collaboration
- Experience performing 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.
- 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**

- a. Each proposal will undergo an initial administrative review for completeness. In order for a proposal to be evaluated, it must include all required documents.
- b. 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.
- c. 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.
- d. 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.
- e. The proposals will be scored based on the overall proposal, population and goals, program plan, performance measurement, trauma informed, program staffing, accessibility plans, infrastructure, collaboration, experience, MWBE utilization, 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 Department'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.

## ERIE COUNTY EQUAL PAY CERTIFICATION

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together " Equal Pay Law"). 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 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.

### OR

B)  
\_\_\_\_\_, of \_\_\_\_\_, being duly sworn, states that he or she is the \_\_\_\_\_, the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_

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

Notary Stamp

## GUIDELINES FOR STANDARD INSURANCE PROVISIONS REQUIRED

<b>Commercial General Liability</b>	\$1,000,000 minimum each occurrence
<b>Umbrella/ Excess</b> * If CGL general aggregate is \$2,000,000 or more, Umbrella/ Excess is not necessary	\$1,000,000 minimum each occurrence
<b>Automobile</b> * If transporting; otherwise a Waiver must be executed	\$1,000,000 minimum combined single limit
<b>Professional Liability</b> * Not needed for all contracts	\$5,000,000 minimum
<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 in order 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
  - For agencies not contracted with ECDSS to provide the requested service in 2025/2026, please provide references and data from similar work. For agencies contracted in 2025/2026, performance reviews will be considered in the review.
- Appendix B
  - Signed Fiscal Form
  - [Erie County Youth Bureau Program Budget Form](#)
- Appendix C
  - Most recent Audit report prepared by an independent CPA
  - Most recent Management Letter *(If not available, the latest tax return may be submitted in lieu of the audit report and/or 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 may see an error at the end of the submission. You will receive an email confirming if it has been submitted.*

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.

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.



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

**AGENCY INFORMATION**

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

<b>Official Agency Name</b>		
Agency Name –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>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>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>		

RFP APPENDIX A: Proposal to Provide Service  
RFP# 2026-009VF

Agency Name - List the official name of your organization.		
<input type="checkbox"/> Local government -or- <input type="checkbox"/> 501(c)(3), date established as 501(c)(3):		
Federal Employer ID# (FEIN)	Erie County Legislative District	
Name of Language Access Coordinator	Name of Americans with Disabilities Act Coordinator	
Erie County Employees - 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.		
<input type="checkbox"/> Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) Certification Letter attached <input type="checkbox"/> Letter indicating agency is 51% or more veteran-owned attached if applicable		
<b>Program Summary</b>		
Program Location(s) , if different than agency address		
Program Start Date	Program End Date	Youth: Staff Ratio (15:1 max.)
Program hours (e.g. Monday – Friday 9am-5pm)	Frequency <input type="checkbox"/> Daily <input type="checkbox"/> Other (explain):	
Provide a brief summary description of the program to be supported with these funds and key program features.		
Ages served	A nutritious meal and/or snack is provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Field trip(s) are offered <input type="checkbox"/> Yes <input type="checkbox"/> No
Fee charged to participant \$	Scholarship or tiered-cost system provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do youth receive a stipend for participation in the program? If yes, please specify. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of youth to be served at a given time:		Total number of youth to be served in a year:
Programming [see <a href="#">OCFS Life Areas Coding Document</a> for details]: Select what you will be providing:		
<b>Life Area: Economic Security</b> <input type="checkbox"/> Work Readiness Supports <input type="checkbox"/> Career Development Supports <input type="checkbox"/> Life Skills Supports <b>Life Area: Physical and Emotional Health</b> <input type="checkbox"/> Mental Health Supports <b>Life Area: Education</b> <input type="checkbox"/> Dropout Prevention Services <b>Life Area: Citizenship and Civic Engagement</b> <input type="checkbox"/> Youth Leadership / Empowerment Opportunities <input type="checkbox"/> Juvenile Delinquency Prevention Services <input type="checkbox"/> Safe Place Out of School Time Services - must be paired with at least 1 additional service <b>Life Area: Family</b> <input type="checkbox"/> Family Supports <input type="checkbox"/> Anger Management / Conflict Resolution Supports <b>Life Area: Community</b> <input type="checkbox"/> Mentoring Supports		

Target population and geographic areas to be served.
Describe experience agency has providing this program, working with the target population, and reasons it is equipped to assist this group.
Describe any specialized services and resources you provide. In this section, please explain how you will accommodate youth with special needs, language translation and cultural differences.
Describe how each of the five trauma-informed care principles are implemented (i.e., collaboration, safety, trustworthiness, empowerment, and choice).
Describe how you will implement each of the <a href="#">Eight Features of Positive Youth Development</a> .
Describe how equity is promoted and methods implemented to increase awareness, attitude, knowledge, and skills so as to prioritize measurable change in the lives of underserved populations.
Describe how performance outcomes for services and programs will be measured. Please reference the outcomes required with the Life Area and Program Type (SOS) you selected above. (See <a href="#">Coding Document</a> for more information.)
Describe if funding will be used to enhance an existing program and if so, how. (Ex: provide scholarships to 10 youth, buy additional sports equipment, etc.)
If additional funds became available, would you be interested and how would you use them?
If you do not receive your full requested amount of funding, how will that impact your program?
Does the program for which you are applying for funding have a SACC license? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you receiving funding from any of the following sources (check all that apply): <input type="checkbox"/> 21 <sup>st</sup> Century CLC <input type="checkbox"/> NYS LEAPS <input type="checkbox"/> NYS BOOST <input type="checkbox"/> Child Care Subsidy

**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.

\_\_\_\_\_  
*Proposer Agency Name*

By:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name and Title*

**EXAMPLE**



**RFP APPENDIX B: Fiscal**  
Department of Social Services  
RFP# 2026-009VF

**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)	

**UNIT COST**

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

**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

**Erie County Youth Bureau - Program Budget**

Agency/Municipality		Fiscal Year	
Program Title			

**Personnel Services** (program-related only - list admin below)

Position Title	Rate of Pay	Basis (H,W,BW,SM)	Total Cost	Funds Requested
<i>Total Salaries and Wages</i>			0	
<i>Fringe Benefits (*request not to exceed 25% of salaries)</i>				
<b>Total Personnel Services</b>			0	0

**Contracted Services and Stipends**

Type of Service or Consultant Title	Rate of Pay	Basis (S,M,HR)	Total Cost	Funds Requested
<i>Total Contracted Services</i>			0	0

**Maintenance and Operation**

Expense	Total Cost	Funds Requested
<i>Total Maintenance and Operation</i>		0

**Facility Repairs and/or Rentals**

Address	Rent or Repair?	Total Cost	Funds Requested
<i>Total Facility Repairs or Rentals</i>		0	0

**Administrative Costs** (request cannot exceed 15% of total award)

Expense (Ex: Executive Director, Internet, Phone, Etc.)	Total Cost	Funds Requested
<i>Total Administrative Costs</i>		0

<b>TOTAL COST OF PROGRAM</b>	0	
	<b>FUNDS REQUESTED</b>	0

**Other Funding Sources for Program (list all)**

Funding Source	Program Funding	
<i>Total Other Funding</i>		0



**RFP APPENDIX C: Supplemental Information**

Department of Social Services

RFP# 2026-009VF

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.