



## **ERIE COUNTY**

# **REQUEST FOR PROPOSAL (RFP) TO PROVIDE SUPERVISION & TREATMENT SERVICES FOR JUVENILES PROGRAM (STSJP)**

**RFP # 2026-012VF**

**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”) # 2026-012VF**

**TO PROVIDE SUPERVISION & TREATMENT SERVICES FOR JUVENILES PROGRAM  
(STSJP)**

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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 SUPERVISION & TREATMENT SERVICES FOR JUVENILES PROGRAM (STSJP) for the Erie County Youth Bureau. The Supervision and Treatment Services for Juveniles Program (STSJP) is a key mechanism of support for Juvenile Delinquency / Juvenile Justice diversion in Erie County. The Erie County Youth Bureau utilizes a Solutions-Focused Principles-Trauma Informed Care system of care framework. 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 Erie County Department of Social Services (ECDSS) comparable data, and thus, be assured fair and objective treatment in the review and evaluation process. It is the ECDSS’ intent to select the Proposer that provides the best solution for their needs.

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 total of \$1,100,000 is potentially available for the requested Supervision and Treatment Services for Juveniles Program (including STSJP-Raise the Age services) for October 1, 2026 – September 30, 2027. The final amount will be determined by the adopted New York State 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 the Erie County Youth Bureau. Initial award and renewals are subject to the 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 Youth Bureau requirements. More than one provider may be selected for funding for the 2026 – 2027 program year.

### 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: February 18, 2026

RFP February 24, 2026 at 2:30PM via Webex

Informational Meeting:

Meeting

Link: <https://erie.webex.com/erie/j.php?MTID=mf67d048cd1fec803d4a95e47c421eb02>

Register for the Informational Meeting by contacting:

Judith.Kolmetz@erie.gov by 2/20/2026

Proposals Due: March 18, 2026 by 4:00 p.m.

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.
2. Your proposal must be comprised of 3 sections:

### Appendix A

- Proposal to Provide Service- **including separate descriptions of each component of service being applied for, as described on page 11.** A fillable copy of Appendix A for this RFP has been posted to the [Erie County Purchasing website](#) alongside this RFP, and is also available by emailing a request to [Judith.Kolmetz@erie.gov](mailto:Judith.Kolmetz@erie.gov). **It is not the standard Appendix A.**
- 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 Form
- Budget Forms – **including a separate budget for each component of service being applied for.**

### 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 will receive an email confirming if it has been submitted.*  
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.
5. All proposals must be submitted on or before March 18, 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.
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 2/27/2026. A list of questions and answers will be posted on the County website by 03/06/2026 if applicable. No communication of any kind will be binding against the county, except for the formal written responses to any request for clarification.
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 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**

**These services are being sought for the time frame October 1, 2026 – September 30, 2027.**

The Erie County Youth Bureau is an outcomes-based organization under the umbrella of the Erie County Department of Social Services. 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, the Erie County Youth Bureau recognizes the impact of trauma and incorporates principles of collaboration, safety, trustworthiness, empowerment, and choice throughout its services to promote resilience and healing. In addition, the Erie County Youth Bureau programs and services are aligned with a Positive Youth Development Framework which impacts eight (8) domains of youth well-being. Any proposer chosen to partner with the Erie County Youth Bureau in service provision must demonstrate their alignment with these principles in their overall project design, and in all aspects of its implementation.

The Erie County Youth Bureau 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 the Erie County Youth Bureau in service provision must demonstrate their alignment with these principles in their overall project design, and in all aspects of its implementation.

### **STSJP**

The Supervision and Treatment Services for Juveniles Program (STSJP) plays a key role in transforming New York State's Juvenile Justice System. Since its inception in 2011, STSJP incentivizes local programs to divert youth from detention to residential care.

STSJP services are intended to prevent and divert youth from penetrating the Juvenile Justice System, and to successfully and productively maintain youth in the community during any period of system involvement. STSJP funds are used to provide local services that are intended to divert youth who are at risk of becoming, alleged to be, or adjudicated as Persons In Need of Supervision (PINS) or Juvenile Delinquents (JD), and youth who are alleged to be, or convicted as Juvenile Offenders (JO), Adolescent Offenders (AO), or adjudicated as Youthful Offenders (YO) from detention, placement in residential care, or incarceration. These services are also intended to maintain the youth's safety in the community pending a family court disposition or conviction in criminal court.

STSJP services are organized into five "domains", each with distinct outcome goals and eligibility criteria. See Scope of Work below for more information.

STSJP services are implemented with non-Raise the Age youth as well as youth who are considered eligible for Raise-the-Age designation.

### **Raise the Lower Age (RTLA)**

New York State has passed legislation that raises the lower age of juvenile delinquency to 12 years old. The new law requires each local department of social services (LDSS) to develop a differential response for children younger than 12 who do not fall under the definition of juvenile delinquent (JD). This legislation provides a critical opportunity for New York State to shift from criminalizing certain behaviors to providing young people with support services and assistance from differential response programs.

STSJP and RTLA services involve collaboration with the Erie County Department of Social Services, Erie County Department of Mental Health, Probation Department, local law enforcement, local courts, service providers, schools, and Youth Development Programs. Referrals to STSJP, STSJP-RTA and RTLA services originate at the Family Services Team (FST), Juvenile Delinquency Services Team (JDST), and/or the Department of Probation.

RTLA services are being solicited in this RFP within the Prevention domain. The target population will be youth under the age of 12 who are exhibiting behaviors which have or may bring them into contact with law enforcement.

Specific services sought for RTLA-eligible youth are as follows:

- Case Management Services – Provide community services/linkages to youth and their families when preventive services are not desired or appropriate. In some instances, preventive services or wraparound services are too intensive during the Prevention phase for youth who are eligible for RTLA services.
  - Services providers are expected to complete a risk/needs assessment to address risk reduction and address family needs.
  - Examples of service linkages may include but are not limited to: mental health counseling, psychiatric evaluation, parental and educational supports, peer supports, prosocial and positive youth development activities, other identified supports.

**Target Population:**

The population to be served are youth who are at risk of becoming, alleged to be or adjudicated / convicted Person in Need of Supervision, Juvenile Delinquent, Juvenile Offender, Adolescent Offender, or Youthful Offender. Youth will be referred by Probation or the Department of Social Services. Youth may fall under non-RTA or RTA.

STSJP services and target populations are organized by Service Domains.

Service Domain	Target Population and Goals
Prevention	<p>Only Prevention services for Raise the Lower Age-eligible youth are being solicited in this RFP (children under 12 years of age who do not fall under the definition of a juvenile delinquent (JD) as of December 29, 2022, and whose behavior would otherwise bring them within the jurisdiction of the family court under Article 3 of the Family Court Act (FCA).)</p> <p>Prevention programs serve youth with no juvenile justice involvement but who exhibit behaviors that place them at risk for juvenile justice contact.</p>
Early Intervention	<p>Youth on JD adjustment, PINS Diversion, or Voluntary Assessment and Case Planning Services (VACPS).</p> <p>EI programs utilize prosocial activities in a targeted strategy to engage youth at risk of becoming, or alleged to be, a JD or PINS, or an alleged AO or JO engaged in VACPS who has not been referred for detention, to prevent further involvement in the juvenile justice system.</p>

<p>Alternatives to Detention / Alternatives to Pre-Dispositional Placement</p>	<p>Programs that aim to reduce reliance on detention for youth alleged to be JDs, JOs, and AOs, or on pre-dispositional placement for youth alleged to be a PINS.</p> <p>ATD/ATPDP programs help ensure that youth return to court and remain crime free until the disposition of their case. The program service period is limited to the court case processing time frames.</p>
<p>Alternative to Placement</p>	<p>Programs that serve <b>adjudicated</b> youth who would otherwise be placed out of home if not for programs that can maintain youth safely in the community.</p> <p>ATP programs can be used for youth adjudicated as PINS, JDs and YOs, or convicted as JOs or AOs.</p> <p>These programs target and address known criminogenic risk factors and identified needs.</p>
<p>Reentry / Aftercare</p>	<p>Programs that support youth’s reentry and reintegration into the community once released from a youth-justice related residential placement. Programs that reduce length of stay in residential placement.</p> <p>Links the youth and family to community services, supports and supervision.</p>

## HISTORY AND CONTEXT

The [Supervision and Treatment Services for Juveniles Program \(STSJP\)](#) is overseen by the NYS Office of Children and Family Services. STSJP plays a key role in transforming New York State’s juvenile justice system. Since its inception in 2011, STSJP incentivizes local programs to divert youth from detention to residential care.

## SCOPE OF WORK

Diversion from PINS referrals, arrest, detention, probation, violation, and placement for non-RTA and RTA youth are markers of successful STSJP interventions. Specific youth outcomes targeted by STSJP services will depend on the decision point within a youth’s case and the criminogenic factors presented. The decision points are organized by [Service Domains](#). Refer to “Target Population” information above for more information.

### Domains of Service

STSJP services align with key decision points in the juvenile justice system. STSJP organizes the diversion services delivered at different points in a youth’s case into “[Service Domains](#)”. Goals, outcomes, and eligibility criteria vary by Service Domain. If applying for funding in multiple Service Domains, proposers are expected to provide differentiated services based on outcomes sought in each Domain.

There are five Service Domains. For the purposes of this RFP, all five (5) Service Domains will be funded, however only services for RTLA youth ( youth under the age of 12 who are at risk of juvenile justice involvement) will be funded within the Prevention Domain.

Outcomes vary by Service Domain and will be reported quarterly. These outcomes include but are not limited to:

- Program Engagement
- Positive Adult Relationships
- Connection to Pro-Social Activities
- Prevent Warrant Issued
- Prevent Remand or Detention
- Increase School Attendance
- Prevent Failure to Appear at Court

For specific outcomes sought by Service Domain, please refer to the chart below. Funded programs will be expected to achieve positive results in the outcomes listed. Service approaches should vary by Service Domain and outcomes expected.

### **Service Types**

Service delivery should be rooted in Positive Youth Development and Trauma-Informed Care Frameworks. Successful programs will provide intensive services and connect youth and families to support and resources that they need to be successful and avoid future system involvement. Services should be designed to consider the specialized needs of the target population and age, taking into account nuanced differences based on age, stage and developmental levels.

The specific types of services proposed may vary by Service Domain and Target Population. Proposers should rely on current research on effective diversion practices when proposing their services and programs. Examples of effective services for Juvenile Justice target populations and service domains can be found below.

Often, the most successful interventions blend a variety of service approaches and rely on quality collaboration between services, programs, and families/community (i.e. case management + electronic monitoring + pro-social activities). All proposed services must aim to mitigate criminogenic factors and divert youth from further justice involvement. Optimal services address and positively impact criminogenic factors while also addressing related youth and family needs which impact and contribute to criminogenic behavior. All services should anticipate the need for intensive and effective parent/family engagement.

In addition to delivering innovative, collaborative, and intensive services to affect positive outcomes for justice-involved youth, funded agencies should budget for related supports such as bus passes, incentives, gift cards, support for addressing basic needs, expenses related to connecting youth to pro-social and recreational opportunities, and related ancillary items.

Service Domain	Effective Services and Programs	Target Outcomes
<p><b>Prevention</b></p> <p><b>**RTLA Youth Only**</b></p>	<p>Mentoring; Positive Youth Development Programs; Family Engagement and Parenting Support; Pro-Social and Recreational Opportunities; Case Management</p>	<ul style="list-style-type: none"> <li>• Active Engagement in Services</li> <li>• Positive Adult Connection</li> <li>• Connection to Prosocial Activities</li> <li>• Reduction in Truancy</li> <li>• Prevent School Suspension</li> <li>• Prevent PINS Referral</li> <li>• Prevent Arrest/Probation Intake</li> </ul>
<p>Early Intervention</p>	<p>Intensive Case Management; Family Case Management; Mentoring; Youth Advocate Programs; Peer Advocates; Recreation Programs; Restorative Justice Programs; Evidence-Based Mental Health treatments; Mobile Crisis Services; Respite Services; Mediation; Assessment Centers; Positive Youth Development Opportunities</p>	<ul style="list-style-type: none"> <li>• Active Engagement in Services</li> <li>• Positive Adult Connection</li> <li>• Connection to Prosocial Activities</li> <li>• Reduction in Truancy</li> <li>• Prevent School Suspension</li> <li>• Prevent PINS Referral</li> <li>• Prevent Arrest/Probation Intake</li> <li>• Successful Adjustment</li> </ul>
<p>Alternatives to Detention and Pre-Dispositional Placement</p>	<p>Specialized Community Supervision; Calling Services; Electronic Monitoring Programs; Intensive Case Management; Evidence-Based Mental Health Treatments including multi-modal delivery strategies; Youth Advocates; Peer Advocates.</p>	<ul style="list-style-type: none"> <li>• Active Engagement in Services</li> <li>• Positive Adult Connection</li> <li>• Connection to Prosocial Activities</li> <li>• Prevent Failure to Appear in Court</li> <li>• Prevent Arrest/Probation Intake</li> <li>• Prevent Warrant Issued</li> <li>• Prevent Detention or Jail Admission / Pre-Dispositional Placement</li> </ul>
<p>Alternatives to Placement</p>	<p>Evidence-Based Cognitive Behavioral Interventions; Prosocial Activities; Peer Navigators/Credible Messengers and Mentors; Substance Abuse Supports; Intensive Case Management</p>	<ul style="list-style-type: none"> <li>• Active Engagement in Services</li> <li>• Positive Adult Connection</li> <li>• Connection to Prosocial Activities</li> <li>• Prevent Arrest/Probation Intake</li> <li>• Prevent Warrant Issued</li> <li>• Prevent Detention or Jail Admission / Pre-Dispositional Placement</li> <li>• Prevent Violation of Probation Filed</li> <li>• Prevent New Placement</li> </ul>
<p>Reentry/Aftercare</p>	<p>Educational Advocacy; Vocation and Job Skills Training; Prosocial Activities and recreation; Mentors and Credible Messengers; Housing and Basic Needs Supports; Intensive Case Management</p>	<ul style="list-style-type: none"> <li>• Active Engagement in Services</li> <li>• Positive Adult Connection</li> <li>• Connection to Prosocial Activities</li> <li>• Prevent Arrest/Probation Intake</li> <li>• Prevent Warrant Issued</li> <li>• Prevent Detention or Jail Admission / Pre-Dispositional Placement</li> <li>• Prevent New Placement</li> <li>• Prevent Return to Placement</li> </ul>

## Service Requirements

- Engagement Timeframe - Service providers are expected to attempt or make initial contact with youth and families within 48 hours of receipt of the referral. Length-of-stay is typically, but is not limited to, 3-6 months. Contact with target youth and family is expected to take place at a minimum once per week, preferably in-person. Agency staff are expected to be responsive by phone and email.
- Documentation and Reporting Requirements - Service providers submit two forms of documentation and reporting:
  - Monthly case summaries – status reports
  - Quarterly data rosters – outcomes reports
  - Connections is not utilized in implementation of STSJP services

Due to the nature of the legal system and reporting needs for court, service updates may be requested outside of these documentation timeframes.

- Flexible Scheduling and After-Hours/Weekend Availability - Service providers are highly encouraged to provide services and/or availability during evenings and weekends.
- Engagement in the Community - In-person engagement in the community with clients and their families is expected. Clients should have the opportunity to meet service providers in a location with which they are comfortable and which is accessible to them and not limited to one office location. This may necessitate meetings in various sites as well as home visits.
- Family Involvement - It is expected that service providers will fully engage family/parents/guardians in development of the youth's service plan and refer to additional family-centered services, if needed. Minimally, parents/guardians should be familiar with service provider staff and understand their role and goals with youth.
- Linkage and Referral to Additional Services – STSJP services are intended to address criminogenic factors identified during intake and communicated on service referrals. However, additional needs are likely to present. STSJP providers are expected to link and refer youth and families to services which meet needs which are contributing to criminogenic factors. Collaboration with Youth Bureau and DSS staff may be necessary to meet these needs and case conferencing is expected when needed.
- Cross-System Collaboration - Collaboration with community-based pro-social, mental health, child welfare (if applicable), family support, and Positive Youth Development agencies and programs is expected.

Applicants are strongly advised to review the [STSJP webpage](#) on the OCFS website for comprehensive information about STSJP services. STSJP Annual Plans from other Counties, including Erie County, are available and provide detailed information on program models and approaches. [Juvenile Justice and Placement Data](#) is also available via this page.

## PROPOSAL GUIDELINES:

As part of the application, proposers must complete an individual program description for each Service Domain to be funded and separated by non-RTA and RTA youth. This will allow reviewers to compare proposed programs for each Service Domain to one another. For example, a proposer may provide a program description for Early Intervention services and a separate program description for Early Intervention (RTA) services. Although both in the Early Intervention Domain, these descriptions and proposals should be

distinct, as the needs of non-RTA and RTA youth tend to differ due to age, stage, and developmental differences.

Each program description should answer the following questions. Answers to the questions below should be included in Appendix A of the application package (see form below):

- Which service domains will your program service?
- What is your target population(s)?
- Please provide a detailed service/program description explaining how your service/program results in positive outcomes for the target population in that service domain.
- How many youth do you intend to serve at any given time?
- What are your youth and family engagement strategies?
- Do you use any assessments? Please explain.
- Please share any data you may have which illustrates the effectiveness of your program vis-à-vis juvenile justice diversion.
- Please explain how your program will accommodate for those with special needs, including language translation services and cultural differences. Interpretation costs may be included in budgeted operational costs.
- Where will your services take place?
- What are your hours of operation?
- Provide a description of any specific materials or curricula that will be used
- Explain how your service staff will communicate with the referring source, officer, or worker and any other service providers throughout the lifetime of the case.
- Explain your discharge planning process.
- Explain your staff training plan/program.
- What indirect services / family supports will be provided? Incentives are allowed to be included in your budgeted costs.
- Reference data supporting the need for services in this domain.
- If a new program, timeline and plan for start-up to ensure program is ready by start of program year (October 1).

In addition, the application must meet the following requirements:

### **GENERAL REQUIREMENTS:**

- Use culturally sensitive practices, trauma-informed principles, and solution focused techniques when working with ECDSS clients, incorporating the five principles of collaboration, safety, trustworthiness, empowerment, and choice throughout services to promote resilience and healing.  
Resources:
  - [Trauma-Informed Care Resources Guide](#)
  - [How to Implement Trauma-informed Care to Build Resilience to Childhood Trauma](#)
- 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.
- Manage and retain a skilled and appropriately educated workforce.
- Verify the credentials and licensing of staff and employees as contained in county, state, and federal requirements.

- 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.
- Retain case files in accordance with Federal, State and Local laws and regulations.
- Provide staff training and internal quality assurance audits on a regular basis (Program area should specify if there is a mandated amount.)
- 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 in order to claim reimbursement for services.

## **COMPENSATION**

- Unit of service: A unit of service is defined as one youth enrolled and receiving services.
- Funding source: State and Local funding.
- Reimbursement method: Quarterly invoicing for actual program costs incurred.

## **VENDOR EXPERIENCE AND QUALIFICATIONS**

- Trained in Solution Focused principles and Trauma Informed Care.
- 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.
- Demonstrate experience in effectively implementing programs that promote positive client outcomes for youth and families involved in the juvenile justice system, including training, skills, and education programs.

## **PERFORMANCE MEASURES AND DATA COLLECTION**

- Data and benchmarks to be tracked by vendor will be recorded on youth “rosters” which will be provided by the Youth Bureau in advance. These rosters are in Excel spreadsheet format and include demographic data and outcomes of closed cases. Training in proper completion of data rosters will be provided prior to start of program year.
- Outcomes sought and reported on vary by Service Domain. See Service Domain sections for more information.

Program Involvement	Service Domains				
	Prevention	Early Intervention	ATD / ATPDP	ATP	Reentry / Aftercare
Active Engagement	Report	Report	Report	Report	Report

Primary Outcomes	Service Domains				
	Prevention	Early Intervention	ATD / ATPDP	ATP	Reentry / Aftercare
Positive Adult Connection	Report	Report	Report	Report	Report
Prosocial Activities	Report	Report	Report	Report	Report
Reduction in Truancy	Report	Report			
School Suspension	Report	Report			
PINS Referral	Report	Report			
Arrest/Probation Intake	Report	Report	Report	Report	Report
Successful Adjustment		Report			
Failure to appear in court			Report		
Warrant Issued			Report	Report	Report
Detention or Jail Admission / Pre-Dispositional Placement (PINS)			Report	Report	Report
Violation of Probation Filed				Report	
New Placement				Report	Report
Return to Placement					Report

[Visit the STSJP webpage for more information on data recording.](#)

# ADDENDUM / APPENDIX

## DEFINITIONS:

### **Persons in Need of Supervision (PINS)**

**At risk:** Youth younger than 18 at risk of having a PINS petition filed as demonstrated by factors that may include poor academic attendance, history of abuse or neglect, weak social ties, low parental involvement, previous trauma, increasing behavioral issues and/or behavioral health needs.

**Alleged:** Denotes that a petition pursuant to Article 7 of the Family Court Act has been filed, alleging that a youth, less than 18, is a PINS, or that a person or entity has sought or attempted to file a petition pursuant to Article 7 of the Family Court Act against the youth, and as a result, diversion services are being arranged or provided for in accordance with Family Court Act § 735.

**Adjudicated:** A Family Court has heard the case and determined that the youth is a PINS.

### **Juvenile Delinquent (JD)**

**At risk:** As of December 29, 2022, youth at least 12 years of age and under 18 years of age who have been arrested, warned or otherwise come to the attention of the juvenile justice system, or are at risk of engaging in delinquent behavior as demonstrated by factors that may include but are not limited to: poor academic performance, poor school attendance, history of abuse and neglect, past adjudication as a PINS, weak social ties, antisocial or delinquent peers, low parental involvement, substance abuse, and increased aggression towards self and community.

**Alleged:** As of December 29, 2022, youth at least 12 years of age and under 18 years of age who have had a petition filed under Article 3 of the Family Court Act alleging that they have committed an act that would be a crime if committed by an adult, or youth between the age of seven and 12 who are alleged to have committed a homicide offense. This includes youth who were initially charged as Juvenile Offenders or Adolescent Offenders and whose cases were removed from the Youth Part of Superior Court to Family Court.

**Adjudicated:** A Family Court has heard the case and determined that the youth is a JD.

### **Juvenile Offender (JO)**

**Alleged:** Youth was charged with a JO criminal offense as defined in NYS Penal Law § 10.00.

**Convicted:** Youth was convicted of a JO criminal offense.

### **Adolescent Offender (AO)**

**Alleged:** Youth charged with a felony committed on or after October 1, 2018 when they were 16 years old or on or after October 1, 2019, when they were 17 years old.

**Convicted:** Youth was convicted of an AO criminal offense.

### **Youthful Offender (YO)**

**Finding:** Youth charged with committing a crime between 13-19 years old may be eligible for a YO finding. A YO finding is substituted for the conviction of an eligible youth upon a determination that the interest of justice would be served by relieving the youth of the burden of a criminal record.

## SERVICE DOMAINS

### Prevention (P)

Programs that serve youth with no juvenile justice involvement but who exhibit behaviors that place them at risk for juvenile justice contact. These programs utilize prosocial activities that engage at-risk youth to lower their risk of entering the juvenile justice system. Prevention programs could also serve children under 12 years of age who do not fall under the definition of a JD as of December 29, 2022, and whose behavior would otherwise bring them within the jurisdiction of the family court under Article 3 of the Family Court Act (FCA).

For the purposes of this RFP, the services in the Prevention Service Domain are being solicited only to serve RTLA-eligible youth and their families.

### Early Intervention (EI)

Programs serve youth who have had some contact with the juvenile justice system; a youth who is on JD adjustment, PINS Diversion, or Voluntary Assessment and Case Planning Services (VACPS) would be a good candidate for this service type. These programs utilize prosocial activities in a targeted strategy to engage youth at risk of becoming, or alleged to be, a JD or PINS, or an alleged AO or JO engaged in VACPS who has not been referred for detention, to prevent further involvement in the juvenile justice system. These programs target and address known criminogenic risk factors and identified needs.

**Examples:** youth courts for alleged JD youth, respite services, restorative justice programs, mediation, workforce development programs, educational advocacy, linkage to GED and employment.

**Outcomes Measured:** Active Engagement; Positive Adult Connection; Prosocial Activities; Reduction in Truancy; School Suspension; PINS Referral; Arrest/Probation Intake; Successful Adjustment

### Alternatives to Detention (ATD)/Alternatives to Pre-Dispositional Placement (ATPDP)

Programs that are intended to reduce the reliance on non-secure, secure, or specialized secure detention for youth alleged to be JDs, JOs, and AOs, or on pre-dispositional placement for youth alleged to be a PINS. ATD/ATPDP programs help ensure that youth return to court and remain crime free until the disposition of their case. The program service period is limited to the court case processing time frames. These programs target and address known criminogenic risk factors and identified needs.

**Examples:** specialized community supervision, calling services to remind youth to return to court, and electronic monitoring programs.

**Outcomes Measured:** Active Engagement; Positive Adult Connection; Prosocial Activities; Arrest/Probation Intake; Failure to appear in court; Warrant issued; Detention or Jail Admission or Pre-Dispositional Placement

### Alternatives to Placement (ATP)

Programs that serve **adjudicated** youth who would otherwise be placed out of home if not for programs that can maintain youth safely in the community. ATP programs can be used for youth adjudicated as PINS, JDs and YOs, or convicted as JOs or AOs. These programs target and address known criminogenic risk factors and identified needs.

**Examples:** evidence-based cognitive behavioral interventions, prosocial activities that target youth with leisure time/peer-group concerns, navigators/credible messengers/mentors, and substance abuse supports.

**Outcomes Measured:** Active Engagement; Positive Adult Connection; Prosocial Activities; Arrest/Probation Intake; Warrant Issued; Detention or Jail Admission or Pre-Dispositional Placement; Violation of Probation Filed; New Placement

### Reentry/Aftercare (R/A)

Programs that support youth's reentry and reintegration into the community once released from residential placement and programs that reduce length of stay in residential placement. Links the youth and family to community services and supports. These programs target and address known criminogenic risk factors and identified needs.

**Examples:** vocational or educational support programs, prosocial activities for positive leisure time/building alternative choices, mentors/credible messengers/navigators, and housing supports.

**Outcomes Measured:** Active Engagement; Positive Adult Connection; Prosocial Activities; Arrest/Probation Intake; Warrant Issued; Detention or Jail Admission or Pre-Dispositional Placement; New Placement; Return to Placement

### Indirect Services (IS)

These programs are not on the continuum of service domains as they do not provide ongoing services to youth; however they do support the ultimate goals of STSJP.

**Examples:** incentives for youth, transportation vouchers for families and youth, youth justice coordination at the local level, and contractual assessments.

Additionally, STSJP funding can support expenditures of differential response programs, established in conjunction with the lower age of juvenile delinquency being raised for children under 12 years of age.

Indirect Services are not being solicited in this RFP.

# **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 racial 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, 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 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 their 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 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 to be considered for continued funding.

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

- Appendix A
  - Proposal to Provide Service: which includes a **separate program description** for EACH domain/component of service being applied for, as described on page 10.
  - 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 Form
  - Budget Forms- **Separate budget forms are required for each service domain being applied for.**
- Appendix C
  - Most recent Audit report prepared by an independent CPA<sup>1</sup>
  - 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.*

A fillable copy of Appendix A for this RFP has been posted to the [Erie County Purchasing website](#) alongside this RFP, and is also available by emailing a request to [Judith.Kolmetz@erie.gov](mailto:Judith.Kolmetz@erie.gov). **It is not the standard Appendix A.**

An electronic version of Appendix B is available on the ECDSS website at: [ECDSS RFP Appendix B](#)

*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,

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<sup>1</sup> 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.

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.





**EXAMPLE.** A fillable version is available on the Erie County Purchasing Website, or by contacting Judith.Kolmetz@erie.gov

<b>Agency Name</b> - List the official name of your organization.
<b>501(c)(3) not-for-profit entity</b> - If non-profit, please provide date established as 501(c)(3).
<b>Language Access Coordinator</b> – List the name of the designated Language Access Coordinator. (Required)
<b>ADA Coordinator</b> – List the name of the designated ADA Coordinator. (Required)
<b>Erie County Employees</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.

- 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

**Provide a separate response for each service domain you are applying for.**

<b>Start of Program Operations</b>
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 (October 1, 2026).

<b>Program Summary</b>
Please complete a separate summary for each service domain applying for.
- Which service domain will your program service?
- Cite reference data supporting the need for services in this domain.
- Provide a brief summary description of the program, including agency and program name, population served, and key program features.

### TARGET POPULATION SERVED & GOALS

<b>Description</b>	
Identify the target population, geographic areas to be served, and capacity for service.	
<b>Special Populations</b>	
Describe any specialized services and resources, including accommodation of those with special needs, language translation and cultural differences.	
<b>Capacity</b>	
Indicate the proposed number of individuals or families to be served at a given time, the total number of individuals or families to be served in a year, as well as an explanation as needed.	
Number of individuals or families to be served at a given time:	
Total number of individuals to be served in a year:	
Total number of families to be served in a year:	

### **Experience**

Describe experience agency has working with the target population, and reasons it is equipped to assist this group. Please provide any data you have which illustrates the effectiveness of your program vis-à-vis juvenile justice diversion.

## **CULTURAL COMPETENCY**

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

Describe whether the program results in a systemic.

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. Groups may include specific race, gender, sexual orientation, ethnicity, physical ability, neurodivergence, socioeconomic class, etc.

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

## **PROGRAM PLAN**

### **Program Design**

Provide a detailed service/ program description that includes an explanation of how your service/program results in positive outcomes for the target population in that service domain. Specify if this has been designated as an evidenced-based or promising practice by any authoritative organization. Explain what indirect services / family supports will be provided. Incentives are allowed to be included in your budgeted costs.

### **Availability**

Provide information about your days and hours of service availability as well as time frames for intake and engagement.

### **Location(s) of Service**

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

### **Process**

Describe the criteria and process for serving referred individual(s), include intake and discharge protocols, and strategies for youth and family engagement. Explain how your service staff will communicate with the referring source, officer, or worker, and any other service providers throughout the lifetime of the case.

### **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 requested services, including any prior experiences and successes.

**PERFORMANCE MEASUREMENT**

**Performance Measures**

Describe your proposed approach to program evaluation 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. Please describe any assessment tools your program utilizes.

**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 assure 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.

**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*



**RFP APPENDIX B: Fiscal**  
 Department of Social Services  
 RFP#2025-012VF

**EXAMPLE.** Complete Separate Budget Forms for each service domain you are applying for.

**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 they are 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

**APPENDIX B - RFP Fiscal Calculations**

AGENCY: \_\_\_\_\_

RFP# and NAME \_\_\_\_\_

FUNDING PERIOD: \_\_\_\_\_

\_\_\_\_\_

The Budget Calculation pages request information in the following tables:

- 1) Summary Funding Request
- 2) Direct Program Expense Budget - County Funded
- 3) Administrative Overhead - County Funded
- 4) Agency In-Kind or Indirect Service Contributions
- 5) Revenue
- 6) Rate Calculation
- 7) Flex Fund Request (if applicable)
- 8) Staffing Review - Program Related County Funded
- 9) Staffing Review - Administrative County Funded

**It is recommended that items 8 and 9 on the Staffing Detail be completed first. Blue highlighted cells contain formulas and will populate automatically.**

Indicate in the following budget tables estimated program and administrative expense and revenue for the proposed fiscal year. Comparative current year funding information should be included if the agency is requesting a continuation of a program funded by the Department of Social Services. New proposers can disregard Current Contract column.

1) SUMMARY FUNDING REQUEST (All cells will populate automatically from information entered in Tables 2-9)

SUMMARY PROGRAM COST AND REVENUE	Current Contract	Proposed Budget
Total Direct Program Operating Expense	-	-
Total Administrative Overhead Expense	-	-
Flex Funds - County Funded	-	-
<b>TOTAL COUNTY FUNDED PROGRAM EXPENDITURES</b>	-	-
In-Kind Agency Expenditures	-	-
<b>TOTAL PROGRAM EXPENDITURES</b>	-	-
REVENUE	Current Contract	Proposed Budget
County Funding	-	-
Agency In-Kind Revenue	-	-
<b>TOTAL REVENUE (Should match total Program Expense)</b>	-	-

<b>Agency In-Kind Revenue as % of Total Revenue</b>	-	-
---	---	---

2) DIRECT PROGRAM EXPENSE BUDGET - County Funded

Indicate all expense items related to the direct provision of program services, including only **cash expenditures that will be provided with County funds**. Do not include Agency in-kind contributions or County Flex Funds.

DIRECT PROGRAM EXPENSE - County Funded	Current Contract	Proposed Budget
<b>Direct Program Staffing (from Staffing Table 8)</b>		
Total Salaries, Wages	-	-
Total Fringe Benefits	-	-
<b>Subtotal Salary and Fringe Benefits</b>	-	-
<b>Direct Operating Expense:</b>		
Employee travel/mileage		
General program related supplies		
Postage		
Maintenance and repairs		
Phones		
Utilities		
Insurance (directly related to program)		
Lease/Rent Vehicle		
Translation/Interpretation		
Equipment (List items):		
Contracted Client Services (List contracts):		
Contracted Services Not Client Related (List contracts):		
Other (specify):		
<b>Subtotal Direct Operating Expense</b>	-	-
<b>TOTAL DIRECT PROGRAM COSTS</b>	-	-

3) ADMINISTRATIVE OVERHEAD - County Funded

As per County policy, County funded Administrative Overhead cannot exceed 15% of the total Direct Service Program Budget. Detail agency cash expenditures only.

<b>Administrative Overhead - County Funded</b>	<b>Current Contract</b>	<b>Proposed Budget</b>
<b>Personal Services (From Staffing Table 9)</b>		
Total Salaries, Wages	-	-
Total Fringe Benefits	-	-
<b>Subtotal Administrative Salary and Fringe Benefits</b>	-	-
<b>Administrative Operating Expense:</b>		
Please itemize below:		
Staff Development		
Public Relations		
Audit, Legal, Cons. Fees		
Dues, Licenses, Permits		
Other (Please list items below):		
<b>Subtotal Administrative Operating Expense</b>	-	-
<b>Total Administrative Overhead</b>	-	-
<b>Total Direct Program Costs (from table 2)</b>	-	-
<b>Administrative Expense as Percent of Program Cost Not to Exceed 15%</b>	-	-

4) AGENCY IN-KIND or INDIRECT SERVICE CONTRIBUTION

In-Kind donations, or indirect services, are defined as the provision of services by an agency for support of the program specified in this contract without charge to the county. Examples can be the use of space, equipment or the provision of staff time either program or administrative. The source of funds for these items may not be State, Federal or other County funded programs. In-Kind donations are not required but helps the Department of Social Services maximize revenue.

<b>In-kind Donations (List type of in-kind or indirect service contributions specific to this proposal along with an estimated value)</b>	<b>In-Kind Contribution Value Current Contract</b>	<b>In-Kind Contribution Value Proposed Budget</b>

<b>Total In-Kind</b>	-	-

5) REVENUE

Detail below all revenue sources directly related to the total proposed program.

Revenue	Current Contract	Proposed Budget
Total Funds Requested from the County (Program plus Flex)		
Source of Agency In-Kind Services:		
<b>Total Revenue</b>	-	-

6) RATE CALCULATION

The agency reimbursement rate calculation excludes Flex Funds and In-kind services estimates.

Agency Reimbursement Rate Calculation	Current Contract	Proposed Budget
<b>Total Direct and Administrative Program Costs</b>	-	-
<b>Units of Services from Program Description</b>		
<b>Hourly Unit of Service Cost - Agency Reimbursement Rate</b>	-	-

7) FLEX FUNDS REQUEST - (Only for agencies who received ECDSS prior flex fund approval)

Provide a summary of the type of items that may be purchased with Flex funds. The maximum allocation is \$10,000. Flex funds are for client special needs and wrap around services. Payments will be subject to pre-approval by assigned caseworker. Flex funds are listed for direct reimbursement purposes and are not included in rate calculation.

FLEX FUNDS - County Funded	Current Contract	Proposed Budget
<b>Total Flex Fund Request</b>	-	-



9) STAFFING REVIEW ADMINISTRATIVE - COUNTY FUNDED<sub>0</sub>

In the following columns list all administrative staff. Indicate full or part time employees. Include all Full and Part-Time Executive, Administrative Support and Clerical Staff who do not provide direct client service and service supervision. Comparative current year staffing levels should be included if the agency is requesting a continuation of a program previously funded by the Department of Social Services.

Administrative Staffing Detail	Current Contract				Proposed Contract			
	# of Staff	% of Time	Annual Salary	Total Current Budget	# of Staff	% of Time	Annual Salary	Total Proposed Budget
Full Time Position Title:								
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
Part Time Position Title:				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
<b>Total Salary:</b>			-	-			-	-
<b>Administrative Fringe</b>	<b>Rate</b>			<b>Total Current Budget</b>	<b>Rate</b>			<b>Total Proposed Budget</b>
FICA								
Pension/Retirement								
Workers' Comp.								
State Disability Insurance								
Life Insurance								
Health Insurance								
Other (Please list):								
<b>Total Fringe Benefit Cost:</b>				-				-
<b>Fringe Benefits as percent of total salary:</b>				-				-
Please attach fringe benefit rate sheet and detailed explanations if total fringe exceeds 35% of salary.								



**RFP APPENDIX C: Supplemental Information**

Department of Social Services  
RFP#2026-012VF

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.