



**ERIE COUNTY**

**REQUEST FOR PROPOSAL (RFP) FOR  
TRAUMA-INFORMED CARE TRAINING AND  
ORGANIZATIONAL IMPLEMENTATION  
INITIATIVE**

**RFP # 2026-030VF**

**3/27/2026**

**Commissioner Randall Hoak**

**Erie County Department for the Aging**

**EDWARD A. RATH COUNTY OFFICE BUILDING**

**95 FRANKLIN STREET**

**BUFFALO, NY 14202**

**COUNTY OF ERIE, NEW YORK**

# REQUEST FOR PROPOSALS (“RFP”)

RFP# 2026-030VF

## FOR TRAUMA-INFORMED CARE TRAINING AND ORGANIZATIONAL IMPLEMENTATION INITIATIVE

### I. PURPOSE

The Erie County Department for the Aging (ECDFA), previously known as the Department of Senior Services, seeks proposals from qualified organizations to provide **trauma-informed care training, professionally recognized credentialing, evaluation, and organizational implementation support** for Department staff and its nonprofit partner organizations serving older adults throughout Erie County.

The selected proposer will design and implement a **trauma-informed staff development program** that includes:

- Trauma-informed care training
- Assessment and evaluation of the department
- Leadership staff development
- Coaching and consultations
- Professional certification of training completion and digital badges
- Identify small group of internal staff to be developed into specialists capable of sustaining trauma-informed practices

The purpose of this initiative is to strengthen the capacity of the aging services network to **deliver trauma-informed, culturally responsive, and resilient services** to older adults and caregivers.

### II. BACKGROUND

The Erie County Department for the Aging administers programs funded through the **Older Americans Act, New York State Office for the Aging, and Erie County resources**.

The Department collaborates with a network of nonprofit organizations providing services including:

- Case management and care coordination
- Caregiver support services
- Nutrition services including home-delivered meals
- Transportation services
- Community wellness programs
- Outreach and social engagement initiatives

Older adults receiving services may have experienced **lifetime trauma, social isolation, health crises, financial hardship, and systemic inequities.**

Staff serving these individuals may also experience **secondary trauma, compassion fatigue, and burnout.**

The Department seeks to strengthen and empower the system by adopting a **trauma-informed approach across the aging services network**, promoting improved outcomes for both clients and staff.

### **III. PROJECT GOALS**

The goals of this initiative are to:

1. Establish a **shared trauma-informed system** across the Erie County aging services network.
2. Assess organizational trauma-informed readiness and culture.
3. Provide **training opportunities** for leaders, supervisors, and frontline staff that will provide professionally recognized certification through use of digital badges.
4. Strengthen **trauma-informed leadership and supervision practices.**
5. Equip frontline staff with **trauma-responsive strategies.**
6. Develop **internal specialized staff** capable of sustaining trauma-informed changes.
7. Evaluate outcomes and workforce impact after implementing proposed initiative.

### **IV. PROPOSALS**

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

It is the County's intent to select the Proposer(s) that provides the most thorough, efficient, and cost-effective solution to meet the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

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

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability,

marital status, sexual orientation, citizenship status protected by New York State and Federal laws.

## **V. PROPOSAL PROCEDURES**

### **A. ANTICIPATED SCHEDULE OF PROPOSAL**

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

**Issue RFP:** 3/27/26

**Non-Mandatory RFP Informational meeting:** 4/7/26, 2:00-3:30 pm EST via Webex

#### **MEETING INFO:**

**Join from the meeting link:**

<https://erie.webex.com/erie/j.php?MTID=mf119e071b60063f714227bc00c0ee317>

**Join by meeting number:**

Meeting number (access code): 2485 274 9367

Meeting Password: WQvyBpFi435

**Join from a mobile device or by phone:**

1-716-858-2250 or 1-415-655-0003

**Proposals Due:** 4/27/2026

**Selection Made:** June 2026

**Contract Signed:** Following all necessary County approvals

Any questions or requests for clarification of this RFP must be written and submitted to [melissa.dentice@erie.gov](mailto:melissa.dentice@erie.gov) and [Jaclyn.strawbrich@erie.gov](mailto:Jaclyn.strawbrich@erie.gov) no later than **4:00 p.m. EST** on **Friday, April 10<sup>th</sup>, 2026**. Formal written responses will be distributed by the County on approximately **Wednesday, April 15<sup>th</sup>, 2026**, and will be made available at <http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>

### **B. GENERAL REQUIREMENTS**

Each proposal should be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation. One (1) electronic copy of the service proposal and one (1) electronic copy of the budget proposal shall be

submitted. Proposals MUST be signed, including “Schedule A”. Unsigned proposals will be rejected. **No cost or budget information shall be provided within the service proposal.** Proposals should be limited to ten (10) pages.

- Proof of adequate insurance as shown in “Schedule B” must be provided with the proposal.
- Electronic proposals must be submitted to [melissa.dentice@erie.gov](mailto:melissa.dentice@erie.gov) and [Jaclyn.strawbrich@erie.gov](mailto:Jaclyn.strawbrich@erie.gov)

**All proposals must be electronically submitted to the e-mail address above on or before Monday April 27<sup>th</sup>, 2026. Proposals received after this date and time will not be considered. The County is under no obligation to return proposals.**

- No communications of any kind will be binding against the County, except for the formal written responses to any request for clarification.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those Proposers will be notified to arrange specific times.
- No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, proposals from any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County, may be rejected. Any proposer who has had a Departmental contract terminated for performance is required to provide evidence of significant improvement in each of the identified problem areas. The Department reserves the right to complete further assessments, including on-site assessment to determine satisfactory improvement.
- Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) Proposers should include the Erie County certification letter with the proposal.
- If Proposer is a Veteran Owned Business, Proposer should include letter indicating company is 51% or more Veteran-owned.
- Service Disabled Veteran Owned Business (SDVOB) or “State-Certified Business” proposers should include the New York State certification letter with the proposal.
- By submitting this proposal, the proposer understands and agrees there must be compliance with federal, state, and local laws regarding privacy practices and safeguards. Therefore, the proposal must include the proposer’s privacy practices and procedures, i.e., client confidentiality policy. The proposer’s practices and procedures must thoroughly address possible breach situations.

## **VI. SCOPE OF PROFESSIONAL SERVICES**

The proposer will provide:

- Training curriculum and materials
- Training facilitation
- Professionally recognized training certification and digital badges
- Assessment tools for trauma informed program
- Consultation and coaching
- Specialized development program for sustainability
- Evaluation reports
- Final project report

### **A. Target Participants**

Training will be delivered to three groups of participants.

#### **1. Leadership Staff**

Group may include:

- Department leadership
- Executive staff from partner organizations
- Program directors

Training should develop participants to be trauma-informed leaders capable of bringing about organizational and culture change.

#### **2. Supervisory Staff**

Group may include:

- Program Managers
- Supervisors
- Unit leaders

Training should provide trauma-informed tools for supervision to support workforce.

#### **3. Frontline Staff**

Participants may include:

- Case managers
- Care coordinators
- Outreach staff
- Intake/referral specialists
- Direct service providers

Training should provide trauma-informed strategies and tools to support and engage potential clients.

## **B. Training Model**

- The proposer must be able to provide training programs resulting in professionally recognized training certification and digital badges after completion.

Digital badges must:

- Be issued by an established credentialing or educational organization
- Contain verifiable information including:
  - issuer
  - date awarded
  - competency criteria
  - evidence of completion
- Be easily shareable across digital platforms including professional profiles and portfolios

## **C. Training Requirements**

### **1. Basics of Trauma-Informed Care**

Foundational training should be designed to build an understanding of trauma and its impact and cover a minimum of trauma related topics including:

- Trauma resulting from childhood experiences or adverse community surroundings
- Individual, racial, historical, and systemic trauma
- Impacts of trauma on the human body
- Re-traumatization prevention
- Basic trauma-informed strategies for engagement of those who experienced any type of trauma
- Workforce well-being

### **2. Trauma-Informed Supervision Training**

Training should provide the necessary information and tools for supervisory staff to provide successful trauma-informed oversight of subordinate staff, and at minimum cover trauma-informed topics such as:

- Understand, identify, and acknowledge unique staff experiences
- Tools on how to recognize trauma in the workplace
- Assess the impact of the work performed by staff and have gained ability to provide cultural and trauma-informed guidance
- Supporting employee wellbeing
- Tools to decrease and neutralize workplace stressors

### **3. Trauma-Responsive Practices**

Training should be designed for front-line staff and provide information and tools for practical application and at minimum cover trauma-informed topics such as:

- Tools for recognizing trauma responses
- Open Trauma-informed communication
- Manage stress reactions
- How to de-escalate challenging situations
- Maintaining staff wellness while supporting others while maintaining own well-being

**All training courses must provide successful participants with a unique digital badge in each category.**

#### **D. Organizational Assessment and Evaluation**

The proposer should conduct assessments to evaluate organizational readiness and progress in adopting trauma-informed approaches. The evaluation activities should at minimum include:

- Focus Groups to gather insights from staff and/or service recipients
- Surveys that assess workplace culture, policies, readiness for change and staff well-being
- Interviews with leadership and other key staff
- Review and existing information or data that relates to workplace and service outcomes

Assessments can be conducted at different stages of training implementation; prior, during, at conclusion.

#### **E. Consultation and Coaching**

The proposal should address methods of consultation, coaching and technical assistance to support training implementation. These methods should at minimum include:

- Small group consultation sessions
- Strategy sessions for trauma-informed practices
- Complete presentations at staff meetings
- Strategic planning support
- Coaching leadership staff
- Technical assistance, consultations and staff support groups
- Assessment of workplace environment
- Review department policy and procedures that relate to topics being covered

This support can be provided in-person, virtually or hybrid, based on mutual agreement between proposer and department.

#### **F. Development of Specialized Internal Trauma-informed staff**

The proposer should identify and develop a small group of internal staff to become specialists in sustaining trauma-informed practices within the department. These individuals will reinforce learning curriculum, align across all units and teams, and support any long-term efforts for change. These specialists should at minimum be provided an initial in-person orientation with proposer and receive ongoing monthly coaching and technical support, and address areas such as leadership, communication, staff supports, safety in the workplace, cross collaboration, and continuous improvement.

## **G. Budget and Allowable Costs**

Proposers must submit a **detailed project budget** distinguishing between direct and indirect costs.

### **Direct Costs**

Direct costs may include:

- Curriculum development
- Training delivery
- Training materials
- Credentialing fees
- Evaluation activities
- Consultation and coaching

### **Indirect Cost Limitations**

Indirect costs **may not exceed 10% of the total contract amount.**

Indirect costs may include administrative overhead, general management expenses, and other non-programmatic costs.

Proposals exceeding the **10% indirect cost limit** may be deemed non-responsive.

Organizations with federally approved indirect rates must submit documentation, however reimbursement under this contract will not exceed **10%**.

## **II. PROPOSAL REQUIREMENTS:**

A successful proposal must include the following sections:

### **1. Organizational Background**

Description of the organization, relevant experience and proof of eligibility to provide professionally recognized credentialing.

### **2. Training and Implementation Approach**

Description of the training model, curriculum, and implementation strategy.

**3. Project Staffing**

Qualifications of staff assigned to the project to include resumes and experience.

**4. Work Plan and Timeline**

Detailed implementation plan and training schedule.

**5. Budget Proposal**

Detailed budget and budget narrative.

**6. References**

At least **three (3) references from similar projects.**

**VIII. PROPOSAL SUBMISSION**

Proposals must be submitted by the date and time specified in the procurement timeline.

Submission must adhere to the following requirements:

- One (1) electronic copy of the service proposal and one (1) electronic copy of the budget proposal shall be submitted to [melissa.dentice@erie.gov](mailto:melissa.dentice@erie.gov) and [Jaelyn.strawbrich@erie.gov](mailto:Jaelyn.strawbrich@erie.gov)
  - i. All proposers submitting a service proposal must also include a budget proposal in a **SEPARATE** e-mail clearly labeled with the proposer's name, due date of the RFP, and the proposal name "**Trauma-Informed Care Training RFP #2026-030VF**" and subject labeled "**Budget Proposal RFP #2026-030VF**".
- All Proposals must be signed, including "Schedule A". An unsigned proposal will not be accepted
- Proposals should be of sufficient length to fully address the requirements of the RFP, to a maximum of 10 pages. This does not include the required budget proposal and supplemental materials

**IX. STATEMENT OF RIGHTS**

**UNDERSTANDINGS**

**Please take notice,** by submission of a proposal to this Request for Proposals, the proposer agrees to and understands:

- That any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- Submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- By submitting a proposal, the Proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- That any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this Request for Proposal is duly executed by the both parties and approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this Request for Proposals;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for the negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);

- To request or obtain additional information the County deems necessary to determine the ability of the Proposer;
- To modify dates;
- All proposals prepared in response to this Request for Proposals are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation or submission of any proposal;
- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this Request for Proposals process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

## **EVALUATION**

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

- Proposer's demonstrated capability to provide the services;
- Evaluation of the professional qualifications, personal background, references, experience and resume(s) of individuals involved in providing services;
- Proposer's organizational experience to perform the proposed services;
- Evaluation of the Proposer's budget proposal and its cost effectiveness. (It should be noted that while price is not the only consideration, it is an important one);
- A determination that the Proposer has submitted a complete and responsive proposal as required by this Request for Proposals;
- An evaluation of the Proposer's training curriculum and approach, implementation and coaching plan to meet the requirements of this Request for Proposals;
- The Proposer's evaluation methodology;
- Evaluation of the Proposer's work plan and project management outline;
- The Proposer's presentation at and the overall results of any interview conducted with the Proposer;
- Proposer MUST sign the Proposal Certificate attached hereto as Schedule "A". Unsigned proposals will be rejected;
- Proposer may be required to give an oral presentation to the County to clarify or elaborate on written proposal;

- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

## **CONTRACT**

After selection of the successful Proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties, and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.**

The term of the contract shall be for the period of one (1) year, commencing once final contract is signed. [The County in its sole discretion may extend the agreement up to one (1) year beyond its initial time frame to allow proposer meet terms of contract].

## **INDEMNIFICATION AND INSURANCE**

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

“In addition to, and not in limitation of the insurance requirements contained herein the Consultant agrees:

- (a) That except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Consultant shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney’s fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Consultant or third parties under the direction or control of the Consultant; and
- (b) To provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

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

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

## **INTELLECTUAL PROPERTY RIGHTS**

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

"All deliverables created under this Agreement by the Consultant are to be considered 'works made for hire'. If any of the deliverables do not qualify as 'works made for hire', the Consultant hereby assigns to the County all rights, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Consultant agrees to assist the County, if required, in perfecting these rights. The Consultant shall provide the County with at least one copy of each deliverable.

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

All records compiled by the Consultant in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar data, shall become and remain the property of the County. The Consultant may retain copies of such records for its own use."

## **NON-COLLUSION**

The Proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement of the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

## **CONFLICT OF INTEREST**

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

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

## **COMPLIANCE WITH LAWS**

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

## **CONTENTS OF PROPOSALS**

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

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

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

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

and

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

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

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

#### **EFFECTIVE PERIOD OF PROPOSALS**

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

**SCHEDULE "A"**

**PROPOSER CERTIFICATION**

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

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

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

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

By: \_\_\_\_\_

*Name and Title*

**SCHEDULE B**  
**COUNTY OF ERIE**  
**STANDARD INSURANCE REQUIREMENTS**

**Vendor Insurance Classification G: General Purpose Contracts or Public Entity Services For  
Cities, Villages and Towns, including but not limited to, Snow Removal,  
Food & Transportation for the Elderly, Criminal Justice, Youth Delinquency, and  
Transportation of Handicapped Persons**

1. The contractor/municipality shall obtain, at its own cost and expense, the following insurance coverages with insurance companies licensed in the State of New York and shall provide a certificate of insurance as evidence of such coverages on the County of Erie Standard Insurance Certificate Form.
  - A. Commercial General Liability - with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$2,000,000 Products – Completed Operation Aggregate. The coverage shall include:
    - Premises and Operations
    - Products and Completed Operations
    - Independent Contractors
    - Contractual Liability (sufficient to cover all liability assumed under contracts with the County of Erie)
  - B. Automobile Liability - with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 each occurrence. The coverage shall include Owned, Hired, and Non-Owned Autos (Symbol "1" should be designated for Liability coverage on the Business Auto Policy).
  - C. Excess "Umbrella" Liability - with a minimum limit of \$1,000,000 each occurrence / \$1,000,000 aggregate.
  - D. Worker's Compensation and Employer's Liability - providing statutory coverage in compliance with the Worker's Compensation Law of the State of New York (Forms C-105.2; SI-12; GSI-105.2; or U-26.3).
  - E. Disability Benefits - providing statutory coverage in compliance with the New York State Disability Benefits Law (Forms DB-120.1 or DB-155).

**Failure to maintain coverage herein shall constitute a material breach of this contract and the Contractor shall suspend all work immediately upon such lapse in coverage.**

2. Commercial General Liability, Automobile Liability and Excess "Umbrella" Liability shall name the County of Erie and any Board, Bureau, Commission or Agency thereof as additional insureds on ISO Form CG 2010 1185 Edition. Coverage should be provided on a primary and non-contributory bases. Waiver of Subrogation is required on all lines in favor of Erie County.
3. All policies in which the County of Erie is named as an additional insured shall provide that:
  - A. The insurance company or companies issuing the policies shall have no recourse against the County of Erie for payment of any premiums or for assessments under any form of policy.
  - B. The insurance shall apply separately to each insured (except with respect to the limit of the liability).
4. Prior to cancellation, non-renewal or material change of the above policies, at least forty-five (45) days advance written notice shall be given to the County of Erie, Department of Law, 95 Franklin Street, Room 1634, Buffalo, N.Y. 14202, and the Agency requesting the certificate.
5. All certificates of insurance shall be approved by the Erie County Department of Law prior to the inception of any work.
6. The "ACCORD" form certificate may be used in place of the Erie County Standard Insurance Certificate, provided that all of the requirements set forth in the instructions for the Erie County Standard Insurance Certificate are incorporated into the "ACCORD" form certificate.

**INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE**

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
  - A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202"
  - B. Coverage must comply with all specifications of the contract.
  - C. Must be executed by an insurance company, agency or broker, which is licensed by the NYS Department of Financial Services.  
If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.

III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.

IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concessionaires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Products Completed Operations Liability	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Blanket Broad Form Contractual Liability	INCLUDE						
Contractual Liability		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Broad Form P.D.	INCLUDE						
X.C.U. (explosion, collapse, Underground)	INCLUDE						
Liquor Law				INCLUDE	INCLUDE		
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Cyber Liability	\$1,000,000	N/A	\$5,000,000	N/A	N/A	N/A	\$1,000,000
Erie County, To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000. Larger projects may require higher Excess Limits
- VI Coverage must be provided on a primary-non contributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Project Endorsement CG 25 03 is required.
- VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.
- IX. **Waiver of Subrogation: Required on all lines unless noted**
- X Transportation of people in buses, vans or large SUVs requires a \$5,000,000 excess liability limit.
- XI. Workers Compensation: State Workers' Compensation / Disability Benefits Law  
Use Applicable Certificates Below:

**Workers Compensation Forms**

CE-200	Exemption
C105.2	Commercial Insurer
SI-12	Self Insurer
GSI-105.2	Group Self Insured
U-26.3	New York State Insurance Fund

**DBL (Disability Benefits Law) Forms**

CE-200	Exemption
DB-120.1	Insurers
DB-155	Self Insured

- XII. Cyber Liability coverage must be provided in instances where vendors/contractors have access to the County's IT network and/or any personal and confidential information on behalf of the County
- XIII. Pollution/Environmental Liability coverage required for projects involving the remediation, handling, transporting and/or disposal of hazardous waste Including but not limited to asbestos, lead and any other substance determined to be a Pollutant or Contaminant by the DEC
- XIV. Endorsement CG2038 (Additional Insured) or equivalent should be used in construction contracts where there is no direct contract between the Contractor performing services and ECC/Erie County
- XV. Abuse and Molestation coverage must be included under the General Liability for activities/services involving children and/or vulnerable adults with mental or physical disabilities. Coverage must be evidenced on the Acord Certificate.

See separate Insurance Specs Addendum for Social Service Agency Contract

# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A :	
	INSURER B :	
INSURED	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> OCCUR <b>EXCESS LIAB</b> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**

**CANCELLATION**

[Empty space for Certificate Holder information]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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