



**ERIE COUNTY**

**REQUEST FOR PROPOSAL (RFP)**

**TO PROVIDE**

**SENSORY ROOMS FOR CHILDREN AND YOUTH**

**RFP # 2026-036VF**

April 27, 2026

**Gale R. Burstein, MD, MPH, FAAP, Commissioner**  
**Department of Health**

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

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**COUNTY OF ERIE, NEW YORK**  
**REQUEST FOR PROPOSALS (“RFP”) #2026-036VF**  
**TO PROVIDE SENSORY ROOMS FOR CHILDREN AND YOUTH**

**I. BACKGROUND**

The County of Erie, New York (the “County”) is currently seeking proposals from qualified not-for-profit agencies (“Proposer”) interested in providing sensory rooms for children and youth with special health care needs (“CYSHCN”). Proposers with the capacity to create and furnish a sensory room space for CYSHCN are invited to respond to this request. Preference will be given to community-based organizations who currently serve marginalized, minority, and underserved communities in Erie County, including but not limited to racial and ethnic minority communities, LGBTQIA+ communities, and rural communities.

It is the County's intent to select the Proposer(s) that provides the best solution for the County's 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**

This is a reimbursement funding opportunity. Reimbursement claims are submitted on a monthly basis by submitting a set of claim forms. The County reserves the right to make multiple awards to Proposers whose proposals meet the criteria stated in this RFP. Funding amounts may range from \$10,000-\$31,000. **All funds must be spent by September 30, 2026.** The start date of the project must fall after the funding decisions are announced. These funds are for a one-time grant and will not be sustained for future years. All contract appropriations are subject to Legislative approval.

*Note: By Executive Order from the NYS Governor and the Erie County Executive, administrative costs may not exceed 15% of the requested funds.*

**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: April 27, 2026

RFP Informational Meeting: May 7, 2026, at 11:00am via Webex  
Join the meeting link

<https://erie.webex.com/erie/j.php?MTID=m0b216b0a2e371b99c34c04beecb9b3f3>

**Join by meeting number**

Meeting number (access code): 2495 500 6195

Meeting password: BfiZQ3mtC37

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

+1716-858-2250,,24955006195## United States Toll (Buffalo)

+1-415-655-0003,,24955006195## United States Toll

**Join by phone**

+1 716-858-2250 United States Toll (Buffalo)

+1-415-655-0003 United States Toll

[Global call-in numbers](#)

**Join from a video system or application**

Dial [24955006195@webex.com](tel:24955006195@webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Proposals Due: May 15, 2026 at 4pm

Selection Made by: June 15, 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. Submission of the proposals shall be emailed to Evanna Ramos at [HealthEquity@erie.gov](mailto:HealthEquity@erie.gov)
3. If unable to email the proposal, a printed submission may be submitted to: Erie County Office of Health Equity, Attn: Evanna Ramos, 95 Franklin Street, 9<sup>th</sup> Floor, Buffalo, NY 14202.
4. All proposals must be delivered to the above office on or before May 15, 2026, at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.
5. Requests for clarification of this RFP must be written and submitted to Evanna Ramos at the above address, or at [HealthEquity@erie.gov](mailto:HealthEquity@erie.gov) no later than 4:00 pm on May 6, 2026. A list of questions and answers will be posted on the County website by May 11, 2026. No communication of any kind will be binding against the county, except for the formal written responses to any request for clarification.
6. Proposers may be required to give an oral presentation and/or additional information to the County to clarify or elaborate on the written proposal. Those Proposers will be notified to arrange specific times.
7. No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

8. Information on the Standard Insurance Provisions required by agencies selected as a contractor for 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.
9. 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. 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.
10. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers should include the Erie County MBE/WBE Certification letter with their proposal.
11. A business that is a certified Service-Disabled Veteran Owned Business (SDVOB) under the New York State Service-Disabled Veteran-Owned Business Act should include the letter indicating their company is 51% or more veteran-owned with their proposal.
12. All proposers must disclose the 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.
13. 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.
14. 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.

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

### **A. Introduction**

The Erie County Office of Health Equity ("ECOHE") was established in compliance with the [Erie County Health Equity Act of 2021](#). The ECOHE's mission is to evaluate a wide variety of specific health outcomes among diverse populations to fully understand the depth and scope of health disparities in Erie County and to partner with community members, health care providers, faith and philanthropic leaders, and organizations to enact programs that help disadvantaged, marginalized and diverse populations in Erie County achieve maximum health and wellness. The vision of the ECOHE is for all disadvantaged, marginalized, and diverse populations in Erie County to achieve maximum health and wellness.

The [Erie County Children and Youth with Special Healthcare Needs \("CYSHCN"\) Program](#) seeks to improve the coordination of care for children and youth who have special health care needs. This program serves families with infants, children, and youth from birth to 21 years old who have serious or chronic medical, physical, behavioral, emotional, or developmental conditions. A diagnosis is not required for enrollment in the Erie County CYSHCN Program. The CYSHCN Program matches families with community resources and provides referrals to community programs. The CYSHCN Program can also help by providing advocacy with health care providers and school districts, linkage with medical providers and specialists, and assistance with health insurance. The CYSHCN Program can assist with linkage to special education services, support groups, play groups, educational resources, and job and vocational counseling. The CYSHCN Program can also assist older youth with the transition from pediatric to adult services.

CYSHCN programs are administered by local health departments across New York State. Because of its unique location within the ECOHE, Erie County's CYSHCN Program is setting the standard for navigating special health

care needs through an equity lens. This includes addressing the social determinants of health and structural barriers such as racism and other forms of discrimination that affect CYSHCN and their families.

Community Accessibility and Inclusion (“CAI”) projects for CYSHCN are funded by the New York State Department of Health Bureau of Child Health Division of Family Health. CYSHCN CAI projects are implemented by Local Health Departments (LHDs) and focus on one or both of the following:

- Enhancement of physical spaces to support CYSHCN and their families; and/or
- Creation of recreational or social support opportunities for CYSHCN.

## **B. Program Information**

This initiative will use CAI funds to create sensory rooms throughout Erie County to support children and youth who experience developmental, behavioral, emotional, and sensory challenges, **with or without a diagnosis**. These rooms will be established in community spaces and family resource hubs to provide safe, calming, and therapeutic environments that promote self-regulation, engagement, and inclusion.

A **sensory room** is a controlled and intentionally created space that provides multi-sensory resources to support a child or youth’s sensory needs. Sensory rooms are versatile spaces that can benefit a wide range of individuals, including those with sensory processing challenges, disabilities, or specific therapeutic needs. Sensory rooms have been shown to reduce anxiety and behavioral incidents, support early intervention and developmental outcomes, increase participation in community services, and alleviate caregiver stress. Prioritizing high-need and under-resourced areas, this equity-focused initiative will ensure broad access while incorporating evidence-based design, staff training, and accessible, trauma-informed practices. Overall, the creation of sensory rooms will enhance well-being and improve equitable access to supportive services for CYSHCN and their families across Erie County.

Priority will be given to proposals from organizations located in or serving specific geographic areas and communities of focus in alignment with the [Erie County Health Equity Act of 2021](#), which emphasizes reducing health disparities and investing in community-based organizations that already have trusted relationships with historically underserved populations.

Prioritized geographic areas include:

- The East Side and West Side of Buffalo (ZIP codes: 14204, 14206, 14208, 14209, 14211, 14212, 14213, 14214, 14215)
- The City of Lackawanna (ZIP codes: 14218, 14219)
- Rural Erie County (ZIP codes: 14001, 14004, 14006, 14013, 14025, 14030, 14033, 14034, 14037, 14047, 14055, 14057, 14069, 14070, 14080, 14081, 14085, 14091, 14102, 14111, 14134, 14139, 14141, 14145, 14170)

Prioritized communities of focus include:

- Racial and ethnic minority communities
- LGBTQIA+ communities
- Rural communities

Proposals may be prioritized based on:

- The proposer’s established presence in high-need communities
- The proposer’s geographic distribution relative to similar pre-existing resources to ensure equitable access
- The proposer’s demonstrated history of serving populations experiencing health disparities, including but not limited to racial and ethnic minority communities, LGBTQIA+ communities, and rural communities in Erie County
- The proposer’s existing infrastructure and readiness to implement sensory spaces within the grant period

The intent is not simply to purchase equipment, but to partner with trusted organizations that already serve identified communities of focus. By situating sensory rooms within established community organizations, the ECOHE intends to utilize CAI funds to reduce barriers to access, particularly for children and individuals with

sensory and developmental needs who may otherwise face transportation, stigma, or systemic access challenges.

### **C. Scope of Work**

Successful proposers will:

- Use funds to develop and furnish a sensory room to meet the below requirements, including costs for labor and materials.
- Provide public access to the sensory room and not restrict access based on membership or program enrollment.
- Provide space in the sensory room to display Erie County CYSHCN Program materials.
- Have a non-discrimination policy and not deny youth or families access to the sensory room based on ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any other protected characteristic under local, state, and federal law.
- Maintain regular communication with the ECOHE in a timely manner.
- Participate in a mandatory staff training included in the total proposed budget.
- Submit all proposed purchases and other expenses to the CYSHCN Project Coordinator for review and written approval prior to purchasing.
- Submit detailed monthly status reports.
- Complete all spending and activities prior to September 30, 2026.
- Maintain sensory rooms for at least two (2) years after the funding period is completed.
- Allow the ECOHE to take photos or provide photos to the ECOHE of the sensory room.
- Allow the ECOHE to advertise, promote, or otherwise share information about the sensory room at the ECOHE's discretion.

Proposers are encouraged to furnish sensory rooms to meet the unique needs of the children, youth, and families they serve. Successful proposals will include at least one item from each of the following categories:

- **Lighting (Visual):**
  - **Calming:** Bubble Tubes, Jellyfish/lava lamps, fiber optic strands, projectors (stars/images), dimmable/colored lights, soft glow lights, blackout curtains/light covers.
  - **Stimulating:** Sensory tiles/Interactive floors
- **Sound (Auditory):**
  - **Calming:** White noise machines, nature sounds, soft music (classical, instrumental), noise-canceling headphones.
  - **Stimulating:** Musical instruments, music puzzles, sound walls.
- **Touch (Tactile):**
  - **Calming:** Weighted blankets/lap pads, textured pillows, soft rugs, beanbags, crash pads, sensory dough (Play-Doh).
  - **Stimulating:** Sensory bins (rice, beans, pasta), textured balls, sequined items, fidget toys, therapy putty, water beads.
- **Smell (Olfactory):**
  - Essential oil diffusers (lavender, chamomile), scented playdough, scented kinetic sand.
- **Comfort & Space:**
  - Quiet corners, soft furnishings, neutral wall colors (white, blues, greens), organized storage(bookcase), Calming posters, books, sensory walls/panels.

Successful proposals may also include at least one item from the following category (optional but strongly encouraged):

- **Movement (Vestibular/Proprioceptive)**
  - **Calming:** Pod swings, hammocks, rocking chairs, crash pads (for deep pressure).

## **D. Eligibility**

To be eligible for this funding, your organization must:

- Be located in Erie County and/or provide in-person services to Erie County residents; AND
- Be a 501(c)(3) nonprofit organization, an education organization, or a public library; AND
- Currently provide services to families with children and youth ages 0-21.

## **E. Application**

Submission of the proposals shall be sent via email to Evanna Ramos at [HealthEquity@erie.gov](mailto:HealthEquity@erie.gov).

Electronic versions of the RFP Coversheet, Schedule A, and Budget Form are available on the Erie County Purchasing website at:

<https://www3.erie.gov/purchasing/requests-proposals-construction-bids>

## **PROPOSAL CONTENT**

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. All proposals must be **limited to ten (10) pages, not including required schedules and attachments**.

- Completed **RFP Coversheet**.
- Organization's background. (1 page)
  - A summary of the organization's mission, goals, history, programs, populations served, major accomplishments, and challenges. Briefly describe your organization's current services and programs for families with children and youth.
  - Give the name and title of person(s) authorized to bind the Proposer, e-mail address, the main office address, and the telephone number (including area code).
  - Provide any other information that you feel would distinguish your organization's approach to the delivery of the requested services, including any prior experiences and successes.
- Project Description (2-3 pages)
  - Include a detailed description of the components of your proposed sensory room, including any construction, equipment, furniture, lighting, and other supplies.
  - Describe how a sensory room would help your organization help the communities you serve. If applicable, describe any features of your sensory room that are meant to meet your community's unique needs.
  - Describe how this project will serve ECOHE communities of focus.
  - Outline your timeline for development and implementation of the project.
  - Explain your plan for how you will continue to maintain sensory room spaces after funding has ended.
- Completed **Budget Form**.
- Signed **Schedule A - Proposer Certification**.
- List of Officers and Board of Directors.
- Copy of most recent annual audit.
- Recommended attachments (optional):
  - Photos of the proposed sensory room space.
  - Letters of support from community partners and/or community members.

## **VI. STATEMENT OF RIGHTS**

### **UNDERSTANDINGS**

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

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

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County reserves the right, and may at its sole discretion, 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 it 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 deadline stated. 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:

- The Proposer’s demonstrated capability to provide the services.
- The Proposer’s experience in performing the proposed services.
- The Proposer’s financial ability to provide the services.
- Evaluation of the Proposer’s proposed budget.
- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the Proposer’s projected approach and plans to meet the requirements of this RFP.
- The Proposer’s presentation at and the overall results of any interview conducted with the Proposer.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule “A”. Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the 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.

## **EVALUATION PROCESS**

Each proposal will undergo an initial administrative review for completeness. 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 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 individuals from the Department of Health. The proposal should be written so as to clearly describe the services provided to someone not familiar with service delivery.

The proposals will be scored based on the overall proposal (30%), population and goals (30%), program plan and capacity (30%), and compliance with RFP requirements and fiscal components (10%).

## **SCORING RUBRIC**

Your proposal will be scored based on:

- Overall proposal (30%)
- Project plan, including design, availability, and capacity to complete all spending and activities within the funding period and maintain sensory rooms after the funding period is completed (40%)
- Population and goals, including location and population(s) served (30%)
- Compliance with RFP requirements and fiscal components

Proposals will receive a score of 0-4 for each criterion from each reviewer. Each score will be assigned as follows:

- Unacceptable, 0 Points
  - A proposal that does not meet the requirements of this RFP and is missing one or more required components.
- Marginal, 1 Point
  - A proposal that does not demonstrate an adequate approach or understanding of the requirements.
- Acceptable, 2 Points
  - A proposal with an acceptable approach and understanding of requirements but has no strengths.
- Good, 3 Points
  - A proposal with a thorough approach and understanding of requirements that contains at least one strength.
- Outstanding, 4 Points
  - A proposal with an exceptional approach and understanding of requirements that contains multiple strengths.

## **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 ECOHE. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

## **INDEMNIFICATION AND INSURANCE**

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

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

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage.

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

## **INTELLECTUAL PROPERTY RIGHTS**

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

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

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

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

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

## **NON-COLLUSION**

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

## **CONFLICT OF INTEREST**

All Proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its subsidiaries or affiliates.

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

## **COMPLIANCE WITH LAWS**

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

## CONTENTS OF PROPOSAL

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

a) insert the following notice in the front of its proposal:

### **"NOTICE**

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

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

**and**

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

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

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

## **EFFECTIVE PERIOD OF PROPOSALS**

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

**Erie County Equal Pay Certification**

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

\_\_\_\_\_  
Signature

**Verification**

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

A)  
\_\_\_\_\_, being duly sworn, states he or she is the owner of (or a partner in) \_\_\_\_\_, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

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

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

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

**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.

XVI. See separate Insurance Specs Addendum for Social Service Agency Contracts

## Proposal Checklist

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. All proposals must be **limited to ten (10) pages, not including required schedules and attachments.**

- Completed **RFP Coversheet.**
- Organization's background. (1 page)
  - Provide a summary of the organization's mission, goals, history, programs, populations served, major accomplishments, and challenges. Briefly describe your organization's current services and programs for families with children and youth.
  - Give the name and title of person(s) authorized to bind the Proposer, e-mail address, the main office address, and the telephone number (including area code).
  - Provide any other information that you feel would distinguish your organization's approach to the delivery of the requested services, including any prior experiences and successes.
- Project Description (2-3 pages)
  - Include a detailed description of the components of your proposed sensory room, including any construction, equipment, furniture, lighting, and other supplies.
  - Describe how a sensory room would help your organization help the communities you serve. If applicable, describe any features of your sensory room that are meant to meet your community's unique needs.
  - Describe how this project will serve Erie County Office of Health Equity communities of focus.
  - Outline your timeline for development and implementation of the project.
  - Explain your plan for how you will continue to maintain sensory room spaces after funding has ended.
- Completed **Budget Form.**
- Signed **Schedule A - Proposer Certification.**
- List of Officers and Board of Directors.
- Copy of most recent annual audit.
- Recommended attachments (optional):
  - Photos of the proposed sensory room space.
  - Letters of support from community partners and/or community members.

**ERIE COUNTY RFP COVERSHEET**  
**RFP #2026-036VF**

Name of Organization:	
Organizational Mailing Address:	
Executive Director:	
Executive Director's Phone Numbers:	
Executive Director's Email:	
Project Contact Person:	
Project Contact Person's Phone Number:	
Project Contact Person's Email:	
Agency Website:	
Federal Employer ID# (FEIN):	
Is agency debarred/suspended from receiving funds/doing business with the Federal government?	
Please provide DUNS #, if available:	
Is agency a non-profit or unit of government?	
If non-profit, please provide 501(c)(3) not-for-profit entity ID # and date established as such:	
If non-profit, please provide roster of agency's volunteer board:	Please provide attachment
Copy of agency's most recent annual audit:	Please provide attachment
Is agency a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE)?	Please provide the Erie County MBE/WBE Certification letter as attachment
Is agency a Veteran-Owned Business?	Please provide the letter indicating their company is 51% or more veteran-owned as attachment
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:	
List of all prime and subcontractors that your agency does business with:	Please provide attachment if more space needed

**Budget Form  
RFP #2026-036VF**

<b>Budget Items</b>	<b>Total</b>
A. Salary	
B. Fringe Benefits	
D. Supplies	
E. Equipment	
F. Professional Services	
G. Indirect Costs	
H. Other	
<b>Total</b>	

- A. Salaries: Provide position titles, role description, employee names (if known), annual salary rate, and percentage of the position's time and effort to be spent on the grant.**
- B. Fringe: Describe calculations for fringe benefit rate.**
- C. Supplies: Describe what supplies will be needed. Include calculations like price per item and number of items, cost per month, etc.**
- D. Equipment: Provide information on any large purchases of equipment that will be needed.**
- E. Professional Services: Include all services that will be provided by an outside entity.  
NOTE: Must include \$300 for mandatory staff training.**
- F. Indirect Costs: Up to 15% of total budget. State the percentage requested and provide a breakdown of what funds will be used for.**
- G. Other: Explain other expenses not covered in any other category.**

**SCHEDULE A**  
**PROPOSER CERTIFICATION**

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

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

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

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

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

By:

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

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