

Q&A Session for RFP #2026-030VF – Trauma-Informed Care Training
Erie County Department for the Aging – Tuesday, April 7th, 2026

*** Any additional questions were submitted to Melissa Dentice and Jaclyn Strawbrich prior to 4:00 p.m. EST on Friday April 10, 2026**

Department for the Aging staff present: Commissioner Hoak, Melissa Dentice, Rachael Vega, Kim Leonard and Kae Savar

Q1: What is your vision this for grant to look like and what your overall goals would be?

A: Quite simply, we are looking to bring TIC training to our staff and partner agencies in an effort to implement and develop a trauma informed culture within our department and partner agencies.

Q2: Would the County consider a proposal responsive if digital badges are issued through a third-party verified digital credential platform on behalf of the proposer, or does ‘issued by an established credentialing or educational organization’ require the badge issuer itself to be a university, accredited CE provider, professional association, or other external credentialing body?

A: We have no specifications on certifying body and would consider digital badges through an accredited third party platform, university, or other organization.

Q3: Is this contract renewable?

A: Yes, the contract is renewable for up to 1 year.

Q4: Would the county be able to share the weighted scale or rubric that proposals are being scored on?

A: No, we do not share scoring metrics or the weight of the evaluation criteria. Please refer to page 12 of the RFP under Evaluation.

Q5: Will you share the attendee list with contact information so that M/WBE's can more easily conduct outreach to partner?

A: No

Q6: Is there a proposed budget already for this project?

A: No. Budget may be negotiated prior to formal legislative approval.

Q7: Are you looking to fund multiple grants or just one?

A: The grant will be awarded to one organization.

Q8: Who are the people looking to be trained?

A: Erie County Department for the Aging staff will need to be trained. However, we have several partners that help us provide case management services across Erie County. These are what we call ‘cluster agencies’ as they are responsible for servicing a cluster in Erie County. These agencies include organizations like the Matt Urban Center (MUC), People Inc, Harmonia, and South Buffalo Community Association (SBCA). We are looking to train both front-line workers and executive management staff. To Quote the RFP:

“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.”

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Q9: How many people will need to be trained in total?

A: At least 75 to 100 people.

Q10: Is the number of 75-100 people trained inclusive of the cluster agencies, or does it only include Department staff?

A: That number includes department staff as well as staff from our partner agencies.

Q11: How should this training be delivered? Would the County prefer virtual training to something in-person? Would we be able to use grant funds to offset any tech or equipment cost?

A: We are looking for predominately in-person training. We will also accept training that incorporates a virtual component. Please refer to 9 of the RFP that discusses Budget and Allowable costs.

Q12: Will the county share the info for attendees to contact each other?

A: No.

Q13: Would the county be providing subject matter experts to assist with development of training curriculum?

A: No, we will not be providing subject matter experts at this time.

Q14: Does someone currently have the grant?

A: No, this is a new offer.

Q15: Has Department for the Aging staff or partner staff received trauma-informed training before? Is so, can you name or describe the curriculum that was used in that training?

A: Erie County may have offered general TIC training to all departments in the past and there are training courses available online for anyone to access. It is not known if any current staff have participated in any past TIC training or if so, the exact curriculum is unknown. TIC training was not a requirement for staff, while this TIC training **will be** required training and the curriculum that we are looking for is outlined in the RFP.

Q16: Will proposer status, whether as MBE, WBE, Veteran Owned Business, or SDVOB, affect the evaluation of proposals? If so, how? If those statues do affect proposal evaluation, would the status of a subcontractor affect the evaluation as well?

A: We do not share scoring metrics or the weight of the evaluation criteria. Please refer to page 12 of the RFP under Evaluation.

Q17: Can you clarify what counts as supplemental materials for the purpose of the proposal 10-page limit? For instance, do resumes and the requested information about references count towards the page limit?

A: Supplemental materials that do not count towards the 10-page proposal maximum would be cover letters, budget, resumes, references, Supplement A, any insurance documents you may wish to include and any certifications of M/WBE, Veteran owned Business or SDVOB.

Q18: Can we use references from subcontractors where relevant, and have those count towards the 3 required references?

A: Yes

Q19: How many people do you anticipate being trained?

A: See question 9

Q20: I know you each need to receive an email with the technical and cost proposals. My question is, do you want separate emails, or can I attach to one email but as separate

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documents? Additionally, do you want the supplements to be with the technical proposal or the cost proposal? Lastly, I have Supplement "a" in the supplements section, which I assume is fine, so it doesn't count toward the 10 pages?

A: Please refer to page 10 of the RFP #2026-030VF, which states:

- *“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 and Jaclyn.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”. ”*

*******The separate service proposal email should be clearly labeled with the proposer’s name, due date of the RFP, proposal name “Trauma-Informed Care Training RFP #2026-030VF” and subject labeled Service Proposal RFP #2026-030VF

So, the answer is yes, they should be in separate emails. The supplements should be included in the service (technical) proposal and will not count towards the maximum of 10 pages. The budget also does not count towards the 10 pages.