



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP) TO CONDUCT A MULTI-COUNTY STUDY TO DEVELOP TARGETED CHILDHOOD VACCINATION EDUCATION STRATEGIES

RFP # 2026-044VF

July 28, 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”) #2026-044VF

TO CONDUCT A MULTI-COUNTY STUDY TO DEVELOP TARGETED CHILDHOOD VACCINATION EDUCATION STRATEGIES

I. BACKGROUND

The County of Erie, New York (the “County”) is currently seeking proposals from qualified not-for-profit agencies and independent contractors (“Proposer”) interested in conducting a multi-county study to develop targeted childhood vaccination education strategies and create marketing materials. Proposers with the capacity to develop and implement this study are invited to respond to this request.

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 November 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:	July 28, 2026
Proposals Due:	August 11, 2026 at 4pm
Selection Made by:	September 1, 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 Health@erie.gov
3. If unable to email the proposal, a printed submission may be submitted to: Erie County Department of Health, Attn: RFP Submissions, 95 Franklin Street, 9th Floor, Buffalo, NY 14202.
4. All proposals must be delivered to the above office on or before August 11, 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. 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.
6. 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.
7. 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.
8. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County MBE/WBE Certification letter with their proposal.
9. 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.
10. 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.
11. 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.
12. 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

Childhood vaccination coverage remains uneven across Western New York, with substantial variation across Erie County, Niagara County, Cattaraugus County, and Chautauqua County. These disparities reflect distinct community contexts across urban, suburban and rural areas. Patterns of vaccination gaps are driven by context-

specific structural, social, and perceptual barriers. Current educational approaches are often generalized and may not resonate across all populations.

B. Program Information

This project seeks to conduct a multi-county study that is community-informed to develop locally tailored strategies based on direct input from parents and caregivers in under-vaccinated areas. The project has the following priorities:

1. Increase childhood immunization coverage
2. Reduce disparities among underserved populations
3. Community engagement and partnerships
4. Data-driven intervention design

C. Scope of Work

Successful proposers will conduct 8 focus groups (2 per county) between September – November 2026 to inform the development of childhood vaccination educational materials tailored to communities with low childhood vaccination rates, based on NYSIIS 2-year MMR vaccination rates. Participants will be recruited through local community groups and agencies who have trusted relationships with the target populations. Successful proposers will analyze the focus groups in a rigorous way, leveraging advanced research methodologies and theory-driven insights about consumer decision-making to generate actionable, community-specific messaging strategies.

Successful proposers will integrate educational programming into the project through facilitated focus group sessions that include structured discussion, exposure to educational materials, and iterative feedback. Successful proposers will use focus group findings to create messaging to increase immunization rates specific for urban, suburban and rural populations addressing challenges and beliefs identified in each of the focus groups. Successful proposers will use these messages to create a marketing campaign and will shared with the four LHDs to disseminate to members by December 31, 2026.

Target Population

- Parents and caregivers of children ages 0–5 years
- Residents of ZIP codes with low MMR coverage (identified via NYSIIS data)
- Emphasis on populations facing vaccine confidence or access barriers
- Emphasis on underserved populations in urban and rural settings

Activities

1. Recruitment
 - Target recruitment in lowest-performing ZIP codes
2. Focus Groups (8 total)
 - 8-10 participants per group, 2 focus groups per county
 - Moderated discussions (60–90 minutes)
 - Topics should include: Vaccine beliefs and concerns; Information sources and trust; Barriers to vaccination; Reactions to existing messaging; Preferences for tone, framing, and delivery channels; Reactions to existing resources available as well as learning from existing published vaccination communication academic studies.
3. Analysis & Insight Development
 - Thematic coding of transcripts
 - Identification of key barriers, motivators, and messaging opportunities
 - Areas of improvement for existing vaccination education materials

4. Educational Material Development

- Develop office materials (posters, handouts) targeting caregivers of young children
- Develop social media content
- Develop community outreach messaging

5. Integration with Outreach - Materials will be designed for use in real-world educational settings (clinics, community events, digital outreach)

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 or an independent contractor; AND
- Have staff with expertise in research design, qualitative analysis, and consumer decision-making; AND
- Identify the moderator(s) and describe their expertise related to moderating focus groups; AND
- Have staff with experience related to vaccine hesitancy research, including publications on vaccine hesitancy; AND
- Currently work in Western New York, demonstrate an understanding of the four counties of focus and express a willingness with work with community partners.

E. Application

Submission of the proposals shall be sent via email to Health@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 activities.
 - Describe how you will accomplish the scope of work.
 - Outline your timeline for development and implementation of the project.
- ☐ Completed **Budget Form**.
- ☐ Signed **Schedule A - Proposer Certification**.
- ☐ List of Officers and Board of Directors.
- ☐ Copy of most recent annual audit.

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 activities within the funding period (30%)
- Population and goals, including location and population(s) served (30%)
- Compliance with RFP requirements and fiscal components (10%)

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	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.O.	INCLUDE						
X.C.U. (explosion, collapse, Underground)	INCLUDE						
Liquor Law				INCLUDE	INCLUDE		
Auto Uab.	\$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 Uab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker(s) Compensation	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
& Employee(s) Liability							
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Cyber liability	\$1,000,000	NIA	\$5,000,000	NIA	NIA	NIA	\$1,000,000
Erie County, To Be Named Add'l Insd.	Gen. Uab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. liab., Auto Uab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Uab., 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 ECG/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)
 - 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 activities.
 - Describe how you will accomplish the scope of work.
 - Outline your timeline for development and implementation of the project.
- ☐ Completed **Budget Form**.
- ☐ Signed **Schedule A - Proposer Certification**.
- ☐ List of Officers and Board of Directors.
- ☐ Copy of most recent annual audit.

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

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 #2026-044VF**

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

- 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