



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
BEHAVIORAL HEALTH CRISIS RESPONSE
SERVICES

RFP # 2026-048VF

Erie County Department of Mental Health

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

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”) # 2026-048VF
TO PROVIDE BEHAVIORAL HEALTH CRISIS RESPONSE SERVICES

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I. INTRODUCTION

The County of Erie, New York (the “County”) is seeking proposals from qualified providers to implement a clinical service that will coordinate with the Buffalo Police Department (BPD) in responding to behavioral health related calls for service within the City of Buffalo (the “Services”). The initiative is designed to deploy licensed clinicians to support real-time, clinically informed responses to individuals experiencing behavioral health crises.

The Erie County Department of Mental Health (ECDMH) will utilize funding to support up to five (5) full-time Licensed Mental Health Professionals. As part of a phased pilot implementation, clinicians may be considered for future designation under New York State Mental Hygiene Law §9.45. Such authority is not assumed under this RFP and would only be conferred at a later stage upon approval from the Erie County Director of Community Services. Additionally, the Services will be implemented as a one-year pilot program within the City of Buffalo, with the potential to be expanded to other local jurisdictions at the County’s discretion.

Clinicians will function as behavioral health consultants in support of law enforcement response activities. Their role is to provide clinical assessment and real-time behavioral health guidance to officers responding to behavioral health related calls for service. Clinicians may assist in identifying appropriate diversion, referral, and crisis intervention options consistent with the least restrictive and clinically appropriate level of care. These positions will not provide ongoing case management or longitudinal follow-up services, which remain within existing system structures.

In responding to this RFP, Proposers must follow the prescribed format as outlined. By so doing, each Proposer will be providing the County with comparable data, and thus, be assured fair and objective treatment in the review and evaluation process. It is the County’s intent to select the Proposer that provides the best solution for the County’s needs.

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

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

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. FUNDING AND BUDGET

A total of \$500,000.00 is potentially available for the requested clinical services for one year.

The award is subject to annual contract renewal, contingent upon the Proposer’s successful performance of project objectives and the continued need and desire for such services as articulated by ECDMH. 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. All contract appropriations are subject to Legislative approval.

Future awards will be dependent on available funds and subject to the demonstrated fiscal and programmatic stability of the applicant agency, as well as their meeting all ECDMH requirements.

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 31, 2026
Submission of Questions:	August 5, 2026
ECDMH Response to Questions:	August 7, 2026
Proposals Due:	August 28, 2026
Selection Made by:	September 11, 2026
Final Legislative Approval:	October 22, 2026
Contract Signed:	Following all necessary County approvals
Anticipated State Date:	January 1, 2027

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. Proposal length maximum 12 pages.
2. The proposal shall consist of Appendices A-C and Appendix D, if applicable:

Appendix A

- Proposal to Provide Service
- Signed Schedule A
- For agencies not currently contracted with ECDMH to provide the requested service:
 - References and data from similar work

Appendix B

- Signed Fiscal Form
- Budget Forms

Appendix C

- Most recent Audit report prepared by an independent CPA
- Most recent Management Letter
- Listing of Officers and Board of Directors

Failure to follow the prescribed format for responses may result in disqualification. Proposals MUST be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.

Submission of the proposals shall be submitted to:

Erie County Department of Mental Health
Attn: RFP Selection Committee
95 Franklin Street Room 1237
Buffalo, NY 14202.

3. All proposals must be submitted on or before August 17, 2026, at 4:00 p.m. Regardless of cause, proposals received after the above date and time will not be considered. Requests for extension will not be granted. The County is under no obligation to return proposals. One original and five copies should be included in any mail in submissions.
4. Requests for clarification of this RFP must be written and mailed to Sarah A. Bonk to 95 Franklin Street Room 1237, Buffalo, NY 14202, or emailed to sarah.bonk@erie.gov no later than 4:00 pm on August 3rd, 2026. A list of questions and answers will be posted on the County website by August 7th, 2026, if applicable. No communication of any kind will be binding against the County, except for the formal written responses to any request for clarification.
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those Proposers will be notified to arrange specific times.
6. 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.
7. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included in this RFP. This document is for informational purposes only and is not to be submitted by the Proposer for the purposes of this RFP.
8. All potential contract-holders with the County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. (A copy of Executive Order 13 is available here: [Executive Order 13](#)). All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.
9. All potential contract-holders with the County shall agree that administrative costs may not exceed 15% of the requested funds.
10. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) Proposers shall 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 shall 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 is or was an employee or officer of the 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.
15. All Proposers must include the name of their Language Access Coordinator. A copy of your Language Access Policy is required at contracting.
16. All Proposers must include the name of their Americans with Disabilities Act (ADA) Coordinator. A copy of a written ADA policy is required at contracting.

V. SCOPE OF PROFESSIONAL SERVICES REQUIRED

PURPOSE AND CONTEXT

The County is seeking proposals from qualified providers to implement a clinical service that will coordinate with BPD in responding to behavioral health-related calls for service within the City of Buffalo.

This initiative may support the deployment of up to five (5) full-time Licensed Mental Health Professionals to provide real-time behavioral health consultation and assessment support to the Buffalo Police Department's Behavioral Health Team ("BHT") during calls for service involving individuals experiencing behavioral health crises. Clinicians will serve in a behavioral health consultation and support role by providing assessment, crisis de-escalation support, and real-time clinical guidance to law enforcement personnel responding to behavioral health-related calls for service. The pilot is intended to support and enhance existing crisis response capacity within the County's broader behavioral health system and to promote safe, least restrictive, and clinically appropriate intervention and disposition planning. This initiative is informed by findings from the Crisis to Care Collaborative and is consistent with New York State Mental Hygiene Law §41.13, applicable Office of Mental Health expectations related to coordinated and least restrictive crisis care, and recognized national standards for trauma-informed, recovery-oriented crisis response.

As part of phased pilot implementation, clinicians may be considered for future designation under New York State Mental Hygiene Law §9.45. Such authority is not assumed under this RFP and would only be considered at a later stage upon approval from the Erie County Director of Community Services. Additionally, the Services will be implemented as a one-year pilot program within the City of Buffalo, with the potential to be expanded to other local jurisdictions at the County's discretion.

This pilot does not include responsibility for ongoing treatment, routine case management, or longitudinal follow-up, which remain within existing treatment and care coordination systems. Clinicians may support referral and connection to appropriate community-based services when clinically indicated.

SCOPE OF SERVICES

The selected contractor shall implement a response model in which licensed behavioral health professionals respond in real-time and support specially trained law enforcement personnel responding to calls involving individuals experiencing mental health or substance use-related crises. The Services shall include real-time clinical consultation, behavioral health assessment, and crisis de-escalation support. Proposers should demonstrate the capacity to respond in a developmentally appropriate and age-responsive manner across the lifespan.

Under this model, law enforcement remains the primary responder to calls for service involving behavioral health emergencies, with clinicians deployed in a coordinated co-response role to support:

- Crisis triage, screening, and behavioral health/risk assessment
- Field-based de-escalation and crisis stabilization interventions
- Real-time clinical consultation to inform disposition decisions
- Support for diversion from arrest, emergency department utilization, or unnecessary hospitalization when clinically appropriate
- Immediate crisis safety planning and emergency rescue activation when indicated
- Referral and linkage to community-based support when appropriate

Services shall be delivered consistently with:

- Trauma-informed practices
- Culturally responsive and linguistically appropriate engagement
- Recovery-oriented decision-making

- Evidence-informed crisis intervention approaches
- Structured quality improvement processes
- Alignment with SAMHSA National Guidelines for Behavioral Health Crisis Care and applicable New York State standards

The selected contractor will be responsible for providing its clinicals with transportation to and from calls for service. Proposers must describe in detail the transportation arrangements, operational capacity, and contingency planning that will support timely, reliable, and consistent field deployment of staff in response to service needs. Responses should address, at a minimum, staff access to transportation, deployment procedures, geographic coverage capacity, response-time considerations, backup transportation contingencies, and any policies or protocols intended to ensure continuity of field response operations during routine operations, staffing disruptions, vehicle unavailability, or other operational barriers.

Pilot Design and Operational Requirements

The pilot shall operate Monday through Friday during designated program hours of 8:00 a.m. to 6:00 p.m. Both the Behavioral Health Team (“BHT”) officers and the five (5) clinicians shall work out of the same district station located at 1345 Bailey Avenue, Buffalo, New York 14206, to support coordinated field response, real-time consultation, and integrated operational communication. At minimum, Proposers must ensure that at least two (2) clinicians are staffed and available for deployment during all designated program operating hours to support timely response capacity, continuity of operations, and completion of required clinical documentation and reporting activities.

Clinicians assigned under this initiative shall consist of appropriately licensed mental health professionals authorized to practice within New York State and capable of operating within behavioral health crisis response environments. Acceptable disciplines may include, Licensed Master Social Workers (LMSWs), Licensed Clinical Social Workers (LCSWs), Licensed Mental Health Counselors (LMHCs), Psychiatric Nurse Practitioners, psychologists, psychiatrists, and/or other licensed mental health practitioners operating within their applicable professional scope of practice.

Clinicians are expected to work full-time schedules totaling forty (40) hours per week, currently anticipated as four (4) ten-hour shifts scheduled either Monday through Thursday or Tuesday through Friday to support operational coverage needs within the pilot design. No weekend or on-call coverage is required under this procurement. Initial pilot hours and staffing configurations reflect phased implementation parameters and may be refined through pilot evaluation, operational learning, service utilization trends, and identified system needs.

Based on publicly available data contained within the Crisis to Care status report, BPD receives an average of approximately eighteen (18) behavioral-health-related calls for service per day, with the report separately identifying 6,796 mental-health-related BPD calls during calendar year 2024, averaging approximately 18.6 calls daily. During pilot operating hours, clinicians are expected to provide timely field-based clinical guidance, behavioral health consultation, risk assessment support, de-escalation assistance and response to requests originating from BHT personnel and related operational workflows. While clinicians are not expected to respond to every behavioral-health-related call received by BPD, Proposers should demonstrate the operational capacity to support fluctuating call volumes, prioritize high-acuity situations, complete required encounter documentation within established timeframes, and maintain effective collaboration with law enforcement and community-based service systems throughout pilot operations. When clinicians are not responding to calls, it will be expected that the office time is spent completing encounter documentation.

BPD shall maintain responsibility for triaging calls for service and prioritizing clinician deployment based on acuity, safety considerations, and operational need. BPD maintains responsibility and authority for controlling the scene and has final decision-making authority.

The selected contractor shall ensure clinicians:

- Respond as a field-based clinical resource during behavioral health crisis encounters;

- Operate safely and effectively in high-acuity response environments;
- Maintain clear communication and collaboration with emergency responders and County oversight; and
- Support workforce safety through appropriate training, supervision, and support structures.

Due to the unpredictable nature of behavioral health crisis response, clinicians may be required to remain on scene or otherwise engaged in response activities beyond their scheduled shift end time. The selected contractor shall ensure that clinicians remain available through the safe and appropriate conclusion of the encounter. Proposers shall budget accordingly for anticipated overtime and staffing contingencies within the maximum contract amount.

The selected contractor shall participate in a quality review structure with ECDMH to support implementation refinement, operational problem-solving, performance review, and collaborative evolution of the pilot model over time. Such quality review information may be shared by ECDMH with BPD.

Clinicians assigned under this initiative shall remain employees or contracted personnel of the awarded provider organization, which retains responsibility for personnel management, administrative supervision, and clinical supervision.

BPD's BHT in coordination with and subject to the approval of ECDMH, shall provide day-to-day operational direction regarding deployment of clinicians and response coordination. Erie County retains authority for contract oversight, documentation expectations, quality review, and performance monitoring.

Eligible Applicants and Qualifications

Qualified applicants may include organizations or practice entities with demonstrated capacity to provide behavioral health crisis response or related services, including but not limited to:

- Community-based behavioral health providers
- Hospitals, health systems, or licensed behavioral health treatment organizations
- Nonprofit organizations serving individuals with serious mental illness, substance use disorders, or crisis needs
- Licensed group practices or clinician-led practice entities with sufficient staffing, supervision, and administrative infrastructure
- Collaborative partnerships or joint proposals among qualified organizations or practice entities
- Other entities able to demonstrate sufficient clinical, operational, fiscal, and risk management capacity

Individual solo practitioners are not eligible to apply independently under this procurement unless participating in an eligible organizational or group practice applicant. Collaborative proposals, shared staffing models, and subcontracting approaches may be proposed where sufficient to meet pilot requirements.

Applicants must demonstrate capacity related to:

- Crisis response or high-acuity behavioral health services
- Interdisciplinary and public systems collaboration
- Clinical supervision and workforce support
- Field-based operational readiness
- Data reporting and quality improvement participation

Clinical Governance, Risk, and Documentation

Services must be delivered in a manner that prioritizes safety, role clarity, and legally sound decision-making.

Role Delineation

Clinicians serve as clinical consultants within co-response operations and are responsible for:

- Behavioral health and risk assessment
- Clinical guidance regarding level of care and disposition
- De-escalation and stabilization support

Responding law enforcement, emergency medical services, and/or fire personnel retain authority over scene safety, incident command, and enforcement-related decisions. BPD retains authority over all law enforcement related decisions including MHL §9.41 determinations.

Clinicians shall not be expected to perform law enforcement functions or engage in specialized critical incident roles outside their scope of practice.

Staffing Requirements

Contractors must ensure clinicians:

- Are licensed and currently registered in New York State
- Are qualified to be considered for future §9.45 designation should the pilot evolve to include that function
- Demonstrate crisis response and interdisciplinary collaboration experience
- Have appropriate supervision, field support, and workforce safety structures Personnel must meet all applicable background checks, Justice Center, conflict of interest, and employment eligibility requirements.

Documentation Standards

Contractors shall maintain clear and accurate documentation of encounters in accordance with County requirements. Documentation shall be entered into the agency record system and required County reporting platform within twenty-four (24) hours absent exceptional circumstances.

Documentation must:

- Reflect assessment, decision-making, and actions taken
- Support quality review, audit, and compliance monitoring
- Be made available for County oversight, performance monitoring, and system evaluation

Risk Management

Contractors shall maintain protocols for:

- Reporting critical incidents and safety concerns
- Escalating clinical or operational risks
- Participating in case review, quality improvement, and corrective action processes

Contractors shall maintain appropriate professional and general liability coverage and ensure adequate supervision and organizational oversight.

VI. Compensation

The Services delivered under this initiative are fully funded through allocations provided to the County via the New York State Office of Mental Health State Aid Letter and are not eligible for reimbursement through Medicaid, Medicare, private insurance, or other third-party payers.

The selected contractor is prohibited from billing or seeking reimbursement from external funding sources for services delivered under this contract.

The total proposed budget shall include all costs necessary to operate the pilot, including but not limited to personnel salaries, fringe benefits, supervision, transportation, administrative expenses, training, and anticipated overtime (reflected in an overtime budget allowance) associated with response activities that extend beyond scheduled operating hours. The County will not provide separate reimbursement for overtime expenses incurred by the contractor outside of the budgeted allotment.

All costs associated with service delivery must be fully represented in the submitted proposal budget and shall include all staffing & fringe, supervision, transportation, operational, and administrative expenses (not exceeding 15% of proposed budget) associated with the proposed model.

VII. PERFORMANCE MEASURES AND DATA REPORTING

The selected contractor shall:

- Submit encounter documentation within twenty-four (24) hours of each response
- Track and report response activity, interventions, and outcomes as specified by the County
- Participate in utilization review, quality improvement, and pilot evaluation activities
- Maintain confidentiality and information security consistent with applicable federal and state requirements

To the extent feasible, routine performance reporting should utilize aggregate or de-identified data unless individual-level information is necessary and requested by ECDMH for authorized operational, safety, or quality oversight purposes.

Required Reporting Metrics:

Operational Measures

- Response volume
- Response times and deployment availability
- Service locations and duration of response

Clinical and Disposition Measures

- Acuity and assessment completion
- Dispositions
- Diversion outcomes
- Referrals and linkages
- Repeat calls for service

Quality Measures

- Documentation compliance
- Staffing levels and vacancies
- Availability of clinicians
- Incident reporting and quality review participation

Experience Measures

- Help-seeker experience/satisfaction
- Referrals or connections to community support, as applicable

ECDMH shall maintain sole responsibility for pilot oversight, quality management, and system-level evaluation in collaboration with BPD.

VIII. STATEMENT OF RIGHTS

UNDERSTANDINGS

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

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

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

- To reject any or all proposals,
- To issue amendments to this RFP,
- To issue additional solicitations for proposals,
- To waive any irregularities or informalities in proposals received after notification to Proposers affected,
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals,
- To conduct investigations with respect to the qualifications of each Proposer,
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract,
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers,
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor,
- To interview the Proposer(s),
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer,
- To modify dates,
- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal,
- While this is an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process,
- The County is not responsible for any internal or external delivery delays, which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time-stamped before the deadline.

EVALUATION

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

- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- The Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications and experience of pilot staff.
- The Proposer's experience in performing the proposed services.
- The Proposer's financial ability to provide the services.
- Evaluation of the Proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this RFP.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Any information shared by the Proposer's presentation will be considered while scoring.

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

EVALUATION PROCESS

Each proposal will undergo an initial administrative review for completeness. In order for a proposal to be evaluated, it must include all required documents identified within this RFP. At the sole discretion of the Commissioner, the Department may request missing or clarifying documentation from a Proposer following the administrative review process. Any requested supplemental documentation must be submitted within forty-eight (48) hours of request, unless otherwise authorized by ECDMH, for the proposal to remain eligible for further consideration and potential contract award.

Complete and responsive proposals will be reviewed and scored by an evaluation committee convened by ECDMH. The evaluation committee shall consist primarily of County representatives and may include ECDMH employees, representatives from the BPD, individuals with subject matter expertise relevant to behavioral health crisis response and public systems collaboration, external advisory stakeholders, and/or individuals with relevant lived experience.

Proposals should be written in a clear and organized manner that sufficiently describes the proposed services, staffing model, operational approach, implementation strategy, and organizational qualifications for reviewers who may not be familiar with the Proposer's organization or specific service delivery model. ECDMH reserves the right to request clarification, additional information, interviews, presentations, revised materials, or best and final offers from applicants as part of the evaluation process.

Proposals will be evaluated based on the Proposer's demonstrated ability to implement and sustain the pilot model described within this procurement, including operational readiness, clinical capacity, interdisciplinary collaboration, workforce structure, quality oversight, and overall alignment with the goals of the initiative.

Evaluation criteria shall include, but not limited to, the following:

Evaluation Category	Maximum Points
Overall Proposal Quality and Responsiveness to RFP Requirements	15
Program Design, Operational Approach, and Field Response Model	25
Clinical Staffing Model, Supervision Structure, and Workforce Readiness	15
Experience Providing Crisis Response or Comparable Behavioral Health Services	10
Interdisciplinary Collaboration and Public Systems Coordination Capacity	10
Performance Measurement, Data Reporting, and Quality Improvement Approach	10
Cultural Responsiveness, Trauma-Informed Practices, and Accessibility	5
Organizational Capacity and Ability to Implement Services Timely	5
Budget Reasonableness, Cost Effectiveness, and Fiscal Capacity	5
Total Possible Points	100

In evaluating proposals, ECDMH may additionally consider factors including, but not limited to:

- demonstrated experience operating within high-acuity or field-based environments;
- ability to recruit and retain qualified clinical staff;
- existing community partnerships and referral relationships;
- organizational stability and administrative infrastructure;
- responsiveness during the procurement process; and
- overall feasibility of implementation within the proposed timeframe.

ECDMH reserves the right to reject any or all proposals, negotiate modifications with selected applicants, make partial awards, request best and final offers, or make no award if determined to be in the best interest of Erie County.

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 terms of this RFP and any subsequent agreement with the Department and selected contractor. The award period will be for a one-year term, with the option to renew for 3 additional terms, subject to annual contract renewal, contingent upon the Proposer's successful implementation of the pilot, data collection, monitoring, goal attainment, and compliance with required reporting. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as contingent upon availability of New York State funds appropriated for this purpose.

INDEMNIFICATION AND INSURANCE

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

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

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

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

The Proposer accepts and agrees to maintaining insurance coverage as required and deemed appropriate by the County Attorney. Please see table on page 17 of this RFP.

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

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 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 if accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

(For Informational Purposes Only)

ERIE COUNTY EQUAL PAY CERTIFICATION

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, and New York State Labor Law Section 194 (together "Equal Pay Law"). We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Equal Pay Law. We certify that we have not been the subject of an adverse finding under the Equal Pay Law within the previous five years and, in the alternative, if we were the subject of an adverse finding under the Equal Pay Law within the previous five years, we have annexed a detailed description of the finding(s). In addition, we have annexed a detailed description of any currently pending claims under the Equal Pay Law in which we are involved.

Contractor Signature

Verification

STATE OF _____)
COUNTY OF _____) SS:

A)

_____, being duly sworn, states they are the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to their own knowledge.

OR

B)

_____, being duly sworn, states that they are the _____, of _____, the enterprise making the foregoing Certification, that they have read the Certification and knows its contents, that the statements and representations made in the Certification are true to their own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____
day of _____, 20____

Notary Public

Notary Stamp

GUIDELINES FOR STANDARD INSURANCE PROVISIONS REQUIRED

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 REQUIREMENTS

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive. Currently funded pilots must re-apply to be considered for continued funding.

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

- Appendix A
 - Proposal to Provide Service
 - Signed Schedule A
 - Proposal Narrative (if additional space is needed)
- Appendix B
 - Signed Fiscal Form
 - Budget Forms
- Appendix C
 - Most recent Audit report prepared by an independent CPA¹
 - Most recent Management Letter
 - Listing of Officers and Board of Directors (if applicable)
- Appendix D (if applicable)
 - Letter(s) Of Support
 - Disclosure of agency employees/officers who are currently a County employee/officer
 - Proof of Certified MWBE and/or Veteran Owned Business

By application, you certify that your agency can provide the following documentation at any time during the course of the selection process: (You do not need to provide it now, only if asked.)

- Proof of 501(c)(3) status, if applicable.
- Agency's most recent organizational chart and a letter of support signed by the CEO and the Board President.
- Resumes for all pilot staff (associated with the proposed service), including administrators, pilot supervisors, direct service staff and aides.
- References or letters of testimony from other agencies for whom you have provided this or a similar service with contact information.

For agencies that are currently contracted with ECDMH to provide the service, annual performance reviews will be considered in the review. Please **do not** include copies of supporting research, annual reports, exhibits, letters of support, attachments and other supporting material with your proposal, unless there is a change to the service model. ECDMH reserves the right to disqualify proposals that do not adhere to the correct format.

For agencies that are not currently contracted with ECDMH to provide the service, please submit references and data from similar work demonstrating the agency's ability to:

- review outcomes and meet performance measures,
- maintain adequate staffing levels with trained staff,
- meet required timeframes,
- demonstrate leadership and proactive involvement in planning procedures,
- communicate within the agency and with ECDMH, and
- understand laws and meet regulatory expectations.

Applications are expected to comply with stated guidelines including but not limited to desired pilot outcomes identified in the RFP. It will be the responsibility of the applicant to submit proposals consistent with the RFP requirements. By applying, your agency asserts that the Request for Proposal document has been reviewed in its entirety and that, if selected, the agency will abide by the conditions for funding set forth therein. Proposers may submit the required information as a separate attachment or supplemental document if additional space is needed to fully describe and explain their proposed approach, operational capacity, and implementation plan.

¹ If not available, the latest tax return may be submitted in lieu of the audit report and/or management letter. Tax-Exempt Organizations not required to File Form 990 or 990-EZ, shall submit Form 990-N.

RFP Submission Checklist

Place a check in the first column to indicate that each item is contained in your application package.
Materials should be compiled in the following order.

RFP Submission Checklist		
Proposer/Agency Name: _____		
BEHAVIORAL HEALTH CRISIS RESPONSE SERVICES RFP # 2026-048VF		
<u>To be completed by</u> <u>Proposer/Agency</u>	<u>Document/Item</u>	<u>ECDMH received</u> (ECDMH use only)
	Appendix A: Proposal to Provide Services, Proposer Certification, and Proposal Narrative (maximum of 12 pages)	
	Appendix B: Proposal Budget and Budget Narrative	
	Appendix C: Supplemental Information	
	Appendix D: Additional Documents (if applicable)	
Existing DMH Contract ☐ YES ☐ NO		
Total of included items - <u>to be calculated by ECDMH:</u>		

One (1) original and five (5) copies of the full submission package must be sent to ECDMH to comply with the deadline stated to be considered an approved applicant.

**RFP APPENDIX A: Proposal to Provide Service**

Department of Mental Health
RFP # 2026-048VF

All fields must be completed. If not applicable, list "N/A". Incomplete proposals may be considered non-responsive.

AGENCY INFORMATION

(If submitted electronically, this information will be completed upon upload)

Official Agency Name		
Agency Name –List another name if used.		
Agency Telephone Number		
Agency Mailing Address		
City	State	Zip
Website address (if applicable)		
Leadership - List the name of your agency's Chief Executive Officer, Executive Director, or President.		
Leader's E-mail Address		
Contact Person for proposal		
Contact Person's Telephone Number		
Contact Person's E-mail Address		
Federal Employer ID# (FEIN) - Please provide your agency's Employer Identification Number.		
501(c)(3) not-for-profit entity ☐ Yes ☐ No		
Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) ☐ Yes ☐ No		
Service-Disabled Veteran Owned Business (SDVOB) ☐ Yes ☐ No		
Subcontractors - List all subcontractors that your agency does business with related to this service.		
Amount of Funding Request to ECDMH for this proposed contract \$		
Unit of Service for this proposal (e.g.: hour):		
Number of units to be served		
Cost per unit of service for this proposal (county funding + in-kind)/# units		
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		



RFP APPENDIX A: Proposal to Provide Service

Department of Mental Health
RFP # 2026-048VF

Agency Name - List the official name of your organization.

501(c)(3) not-for-profit entity - If non-profit, please provide date established as 501(c)(3).

Language Access Coordinator – List the name of the designated Language Access Coordinator. (Required)

ADA Coordinator – List the name of the designated ADA Coordinator. (Required)

☐ Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) Certification Letter attached

☐ Letter indicating agency is 51% or more veteran-owned attached

PILOT INFORMATION

(The information below may be submitted in separate proposal narrative if additional room is needed).

Start of Pilot Operations

Describe your organization's readiness to implement and staff the pilot by January 1st, 2027, start date identified in this RFP, including staffing approach, implementation timeline, training, supervision, and any anticipated start-up activities necessary to operationalize services.

Pilot Summary

Provide a concise overview of the proposed pilot, including:

- Proposed pilot model and approach
- Population(s) to be served
- Core service components
- Key features that distinguish the proposed approach

TARGET POPULATION SERVED & GOALS

Description

Describe the target population(s) to be served, geographic coverage, and intended service goals under this proposal. Include how the proposed model is designed to meet the needs of individuals experiencing behavioral health crises across the service area.

Special Populations

Describe how the proposed model will address the needs of specialized or underserved populations, including accommodations related to language access, disability access, cultural responsiveness, youth or aging populations, and other populations with unique needs. Include how the proposed model addresses developmental and age-specific considerations for children, youth, adults, and older adults, including any specialized competencies, partnerships, or response approaches relevant to serving individuals across the lifespan.

Capacity

Indicate the proposed number of individuals or families to be served at a given time, the total number of individuals or families to be served in a year, as well as an explanation as needed.

Number of individuals or families to be served at a given time:	
Total number of individuals to be served in a year:	

Experience

Describe your organization's experience serving the proposed target population(s), including crisis response, behavioral health interventions, or related work that demonstrates readiness to implement this pilot.

CULTURAL RESPONSIVENESS, AND REDUCING DISPARITIES

Equity and Access Approach

Describe how the proposed model promotes equitable access, reduces barriers to engagement, and supports measurable improvements for underserved or historically marginalized populations.

Describe how the proposed model may contribute to systems improvement and how potential unintended consequences or equity risks will be identified and mitigated.

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

PILOT PLAN

Pilot Design

Describe the proposed service delivery model in detail, including:

- Core intervention approach
- Whether the model reflects an evidence-based, evidence-informed, or promising practice approach
- How fidelity to the model will be maintained
- How the model aligns with the expectations outlined in this RFP

Availability

Provide information about your days and hours of service availability.

Safety

Describe operational and workforce safety protocols relevant to delivering services under this pilot, including staff preparation, field safety practices, supervision supports, and response coordination procedures.

Collaboration

Describe partnerships, referral relationships, and cross-system collaboration strategies that will support implementation of this pilot, including coordination with law enforcement, emergency responders and community-based providers.

Distinguishing Features

Describe any additional features, innovations, prior experience, or demonstrated successes that distinguish your organization's approach.

PERFORMANCE MEASUREMENT

Performance Measures

Describe your approach to performance measurement, reporting, and quality improvement. Include:

- How performance targets in this RFP will be met
- How outcomes and service quality will be monitored
- How underperformance or quality concerns will be identified and addressed
- Approach to participation in County-directed quality improvement activities

Data Collection and Reporting Capacity

Describe data collection systems, reporting processes, tools, frequency of reporting, and your organization's capacity to support required County reporting and evaluation activities.

TRAUMA-INFORMED CARE

Trauma-Informed and Recovery-Oriented Approach

Describe how your organization implements trauma-informed, recovery-oriented, and culturally responsive practices in service delivery, including how these principles inform staff training, crisis engagement, and decision-making.

Fiscal Controls and Overtime Management

Describe your organization's processes for monitoring and verifying personnel costs, including overtime expenditures, to ensure that all costs charged to County-funded programs are accurate, reasonable, properly documented, and allowable. Include a discussion of timekeeping systems, supervisory approval processes, payroll controls, financial oversight mechanisms, and procedures used to identify, investigate, and correct errors or discrepancies

PILOT STAFFING

Pilot Staff

Describe pilot staff, including job titles, responsibilities, level of education/credentials, qualifications, experience and training that will be required for each position. Specify their role in providing the services and supervision protocols.

Job Title	Responsibilities	Qualifications	Supervisor Job Title

Professional Development

Describe all mandatory or optional professional development opportunities, including trainings, available to pilot staff.

PROPOSER CERTIFICATION

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

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

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate, and that it will be complete and acceptable to Erie County.

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

Proposer Agency Name

By:

Signature

Name and Title



RFP APPENDIX B: Proposal Budget and Budget Narrative

Department of Mental Health
RFP # 2026-048VF

FINANCIAL INFORMATION

Payee Name of Agency (if different than Legal Name)	
Financial Contact Person Name/Title	
Street Address/City/State/Zip	
Financial Contact Person Phone Number	Financial Contact Person Email
Agency's Fiscal Year (Start date - End date)	

PROPOSED BUDGET

Budget Category	Year one dollar amount	Percent of Total Budget
A. Personnel Salaries (broken down by individual salary)		
B. Fringe Benefits		
C. Overtime Allowance		
D. Mileage		
E. Equipment		
F. Training		
G. Administrative		
H. Other		
Total		

Budget Narrative:

A. Salaries: Provide position titles, credentials, role description, employee names, annual salary rate.

B. Fringe: Describe calculations for fringe benefit rate.

C. Overtime Allowance: Describe calculation for overtime allowance. Describe how overtime will be tracked and billed to the County.

D. Mileage: Describe mileage calculations.

E. Equipment: Provide information on any equipment purchased.

F. Training: Explain any training costs

G. Administrative: Explain administrative costs (not to exceed 15% of total budget)

H. Other: Explain other expenses not covered in any other category.



RFP APPENDIX C: Supplemental Information

Department of Mental Health
RFP # 2026-048VF

Provide one copy of the most current information as noted below if applicable. These materials cannot be returned.

- Most recent Audit report prepared by an independent CPA
- Most recent Management Letter
- Listing of Officers and Board of Directors

If not available, the latest tax return may be submitted in lieu of the audit report and/or management letter. Tax-Exempt Organizations not required to File Form 990 or 990-EZ, shall submit Form 990-N.



RFP APPENDIX D: Additional Documents

Department of Mental Health
RFP # 2026-048VF

If applicable, provide one copy of the documents noted below. These materials cannot be returned.

- Letter(s) of support
- Disclosure of agency employees/officers who are currently a County employee/officer
- Proof of MWBE and/or Veteran Owned Business
- For agencies that are not currently contracted with ECDMH to provide the service, please submit references and data from similar work demonstrating the agency's ability to:
 - review outcomes and meet performance measures,
 - maintain adequate staffing levels with trained staff,
 - meet required timeframes,
 - demonstrate leadership and proactive involvement in planning procedures,
 - communicate within the agency and with ECDMH, and
 - understand laws and meet regulatory expectations.