

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

ALBANY COUNTY DEPARTMENT FOR CHILDREN YOUTH AND FAMILIES



RFP # 2018-063

**Prevention Services: Juvenile Justice Services, Clinical Services with
Community and Recreational Supports, and Specialty Services**

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION**

KAREN A. STORM, PURCHASING AGENT

112 STATE STREET, ROOM 820

ALBANY, NY 12207

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 820, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588**

**TITLE: Prevention Services: Juvenile Justice Services, Clinical Services with Community
and Recreational Supports, and Specialty Services
RFP NUMBER: RFP-2018-063**

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Karen A. Storm
Purchasing Agent
County of Albany
112 State Street, Room 820
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☐ **Yes** / ☐ **No**

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method:

Courier Collect: _____ Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 820
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP #2018-063

**Prevention Services: Juvenile Justice Services, Clinical Services with Community
and Recreational Supports, and Specialty Services**

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could not meet Scope of Services.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to firm.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2018-063**

Sealed Proposals for **Prevention Services: Juvenile Justice Services, Clinical Services with Community and Recreational Supports, and Specialty Services** as requested by Albany County Department for Children, Youth, and Family Services will be received by the Albany County Purchasing Agent, Room 820, 112 State Street, Albany, New York 12207 until 4:30 PM, local time on Friday, June 29, 2018.

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, starting by close of business (4:30 p.m.) on May 17, 2018

A pre-proposal conference will be held on Tuesday May 22, 2018 @2:00pm at Albany County Health Department 175 Green Street, Albany NY 12201 in the Basement Auditorium. This is the only scheduled conference. Interested proposers are strongly urged to attend.

Karen A. Storm
Purchasing Agent

Dated: May 9, 2018
Albany, New York

PUBLISH ONE DAY – MAY 17, 2018-- THE EVANGELIST
PUBLISH ONE DAY – MAY 17, 2018 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
PREVENTION SERVICES
ALBANY COUNTY DEPARTMENT FOR CHILDREN YOUTH AND FAMILIES
RFP #2018-063

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

- 1.1 The County of Albany is seeking proposals for **Prevention Services for Juvenile Justice, Clinical Services with Community and Recreational Supports, and Specialty programming** as requested by **Albany County Department for Children, Youth and Families and Department of Probation.**
- 1.2 Albany County is requesting proposals to provide a variety of prevention programming with a focus on either preventing children from entering foster care, or shortening their stay in placement. Children enter care either as a result of abuse, neglect and/or Juvenile Justice involvement.

A pre-proposal conference will be held on Tuesday May 22, 2018 @2:00pm at Albany County Health Department 175 Green Street, Albany NY 12201 in the Basement Auditorium. This is the only scheduled conference. Interested proposers are strongly urged to attend.

SECTION 2: RECEIPT OF PROPOSALS

- 2.1 **Ten (10) copies** (1 original and 9 copies) and one (1) electronic copy on CD or Flash Drive of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals are not to exceed 10 pages (excluding required attachments). Proposals must be received no later than **4:30 P.M. on FRIDAY JUNE 29, 2018** at the following address:

Karen A. Storm
Albany County Purchasing Agent
112 State Street, **Room 820**
Albany, New York 12207

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by **Albany County Department for Children Youth and Family.**
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

Conditional Proposals will not be accepted.

Proposals which do not meet the requirements as outlined in this RFP will not be considered.

SECTION 3: QUALIFICATION OF PROPOSER

- 3.1 Each proposing agency shall provide a statement of Proposer qualifications as required by the Proposal Submission Package.
- 3.2 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information is not submitted within the required time frame or if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

SECTION 4: SCOPE OF SERVICES

4.1 Introduction:

Mission: Albany County Department for Children, Youth and Families is committed to

excellence, professionalism, integrity and is uniquely structured to deliver an integrated, diverse, holistic set of services, in collaboration with families and communities to empower families to create a safe, nurturing environment in which children can grow, thrive and reach their full potential.

Albany County is a System of Care community, which subscribes to the Child and Adolescent Service System Program (CASSP) Core Principles--child-centered, family-focused, community based, culturally competent, least restrictive and coordinated services for children and their families. Youth and their families are expected to be involved meaningfully at the service delivery, management and policy levels.

Albany County is requesting proposals that will provide a variety of Prevention Services with the intention of either preventing foster care or significantly reducing lengths of stay while fostering safety and permanency. Children and youth enter care either as a result of abuse, neglect and/or Juvenile Justice involvement.

Albany County currently contracts with 9 agencies to provide preventive services. There were 938 families with 2949 children in receipt of prevention services in 2017. Of these numbers, approximately 26% were families with children identified as PINS/JD (Persons In Need of Supervision/Juvenile Delinquent) and approximately 74% were families with children either involved with, or at risk of involvement with CPS (Child Protective Services).

The majority of referrals come from within the Department for Children, Youth and Families and Albany County's PINS Diversion program. Other sources include schools, community agencies, medical providers, and family members. **In all cases there is significant risk of an out of home placement. As such, all cases will need to have a defined case plan/case record which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child, or if children are in foster care, preventive services are assisting in expediting permanency.**

Essential components are as follows:

- Complete service plan (Family Assessment Service Plan) documentation that describes the behaviors or concerns that place the child at serious or imminent risk of removal from his or her home and placement into foster care and describe the services being offered or provided to prevent placement.
- Case plans with parent/guardian, and caseworker signatures, or documentation as to the efforts made to obtain the parent's/guardian's signature.
- Sufficient risk assessment(s) of all children in the home, with specific detail as to how the child was at serious or imminent risk of placement into foster care.
- Ensuring that the appropriate Program Choices are selected for cases
- When it is determined there is a need for services, documentation of such, along with documentation of referrals made for such services

All potential cases are assessed and screened by either Albany County Department for Children, Youth and Families or the Department of Probation for eligibility and appropriateness of preventive services. Recommendations for alternative community-based services are made when preventive

services are not approved.

In addition to challenges related to abuse and neglect, many families and children receiving prevention services have special needs due to mental health issues, substance abuse issues, chronic medical problems, behavioral issues, and domestic violence.

Preventive services are initially authorized for six months, reviewed at the three and sixth month mark, and every six months thereafter for both effectiveness and ongoing need unless otherwise specified in the RFP.

4.2 General Requirements of All PROPOSERS:

1. The PROPOSER, either directly or through an authorized representative, shall comply with and provide all services, including, but not limited to those services set forth in Title 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York (18 NYCRR Parts 404 and 423).
2. PROPOSERS must have a formal collaborative, whereas the prevention service has a reciprocal relationship with either a Youth Bureau funded, and/or community agency for the children and their families to have diverse, holistic programming of formalized and recreational/community based services. This formal collaborative must be outlined in the proposal and must significantly identify the working relationship in regards to specific casework and services beyond just a referral source between the agencies. PROPOSERS must clearly outline how such holistic programming will be delivered to families and the communication structure between collaborators and the County entities. If formal MOUs have been established between collaborators, they should be submitted as part of the PROPOSERS' proposal(s).

All children in the family five (5) years and older, must be engaged in at least one consistent recreational or community support activity. The parent/guardians must also be engaged with a community support activity. (Examples may include extracurricular school activities, community-based recreational programs, mentoring programs, Parent-Teacher Association (PTA), self-help groups, parent-child library group). The idea is that these supports will remain in place for the family when the formal services have ended.

3. PROPOSERS will also need to outline specifically any planned subcontracted services, including how such services will be specifically delivered in order to address the requirements of this RFP, and attach any formal MOUs as an addendum to their proposal.
4. The DEPARTMENT, or its designee, shall be responsible for determining the eligibility of persons for preventive services to be purchased by the DEPARTMENT and shall serve as the gatekeeper and approver for all authorizations, reauthorizations, and subsequent closings of preventive services. The DEPARTMENT shall also be responsible for establishing the policies and procedures for such eligibility determinations in accordance with 18 NYCRR Part 423 and any other standards prescribed by the New York State Office of Children and Family Services.
5. The DEPARTMENT, or designee, shall be responsible for the case management which shall include authorizing the provision of preventive services and approving client eligibility in accordance with

18 NYCRR Section 423.3 and approving child service plans.

6. The PROPOSER and the DEPARTMENT shall cooperate in the collection and exchange of data to facilitate service planning and to provide required information to the State's Connections activity window. Further, the PROPOSER will be subject to the DEPARTMENT'S quality assurance processes including, but not limited to announced and unannounced site visits, random sampling of case file materials (closed and open), participation in Utilization and Review Committees, phone and written surveys with consumers, **review of adherence to contracted services and/or program curriculum**, and any other practice initiated by the DEPARTMENT for the purpose of insuring compliance and the delivery of quality services. Any subcontractors or collaborators of services with the PROPOSER will also be subject to the DEPARTMENT'S quality assurance processes. The DEPARTMENT will provide a report to PROPOSERS over the course of services, outlining their performance related to the quality assurance processes. These progress reports, will determine how and if, the DEPARTMENT will continue to utilize the PROPOSERS service(s) and for reference in future RFP scoring.
7. The PROPOSER will participate in the development and implementation of CONNECTIONS and will comply with all New York State regulations and requirements as they are developed. The PROPOSER agrees to transmit FASP documents to DEPARTMENT staff via CONNECTIONS as well as share any other information required. FASPs should be launched, completed, and approved by the due date. (This does not apply for a Adjunct services. However, these programs must be able to transmit the youth's progress towards programming goals via Connections to any designated lead Preventive agency and the DEPARTMENT). The SPR tab in Connections must be completed in Connections for all required Service Plan Reviews per NYS Rules and Regulations by the Case Planner, or the Case Manager absent a Case Planner.
8. The PROPOSER will not issue any case specific reports or letters of recommendation without **prior review** by the DEPARTMENT. The PROPOSER will insure that all final reports are received by the DEPARTMENT'S case manager and any requested parties that are legally authorized to receive them in accordance with the State and Federal laws, including but not limited to the DEPARTMENT and Family Court, no later than five (5) business days in advance of a scheduled hearing or planning meeting. This clause does not pertain to FASPs.

The PROPOSER will insure the presence of prevention staff at Family Court proceedings as requested by either the DEPARTMENT or Family Court. Prevention staff must meet with the Department staff or present their position regarding the family and services to the Department two (2) business days prior to the Family Court appearance.

9. The PROPOSER agrees to accept the DEPARTMENT'S, or designee's, initial assessment and electronically transmitted FSI or FSS progress note to initiate direct intervention with the family. The PROPOSER will make every effort to rapidly engage a family through face to face contact within 24 Business hours of receiving the referral from the Department or designee, unless otherwise specified in the RFP. The PROPOSER agrees to attempt an additional face to face contact on the third business day if the initial attempt was unsuccessful, a face to face attempt on the fifth business day if the second attempt was unsuccessful, and a final face to face attempt on the seventh business day if all other attempts were unsuccessful. All engagement attempts must be documented in the progress notes section of the FSS stage in Connections within seven business

days. Based on the information documented in Connections, the Department will determine whether to agree to additional engagement attempts or to close out the Agency's involvement with the family.

If the proposed program is funded on a per diem rate, payment for services will be contingent upon a documented face to face contact with the primary or secondary caretaker designated in Connections unless otherwise approved by the DEPARTMENT'S case manager's Supervisor. If the proposed program is funded via a monthly rate, payment for the first thirty days of services will be contingent upon a documented face to face contact with the primary or secondary caretaker designated in Connections within 7 business days, unless otherwise approved by the DEPARTMENT'S case manager's Supervisor.

It is the responsibility of the awarded contractor to assist the Department in maximizing the monthly utilization of services. Therefore, if the monthly utilization of the program is repeatedly not maximized, this will be a determining factor as to whether the Department considers the continuation of a contract and/or a reduction in slots and funding with the awarded provider and in the scoring of future Request for Proposals.

10. The PROPOSER agrees to comply with the reporting provision of suspected child abuse or maltreatment as set forth in Article 6 of Title 6 of the Social Service Law. PROPOSER is required to report any incidents of injury to children or situations that placed a child at risk of harm to the Department's Case Manager or Supervisor immediately following the incident. PROPOSER is required to report to law enforcement the name of any child whose whereabouts are unknown, immediately but in no case longer than 24 hours after learning that the child is missing. PROPOSER is required to report the child to the National Center for Missing and Exploited Children (NCMEC) within 24 hours of learning that the child is absent without consent, missing, or abducted. PROPOSER must comply with all Justice Center reporting requirements.
11. The PROPOSER is responsible for completing and submitting a monthly report to the Department or designee within 5 business days following the end of the month. The Department will use this data to track PROPOSER outcomes. The PROPOSER needs to clearly identify in the proposal the outcomes, goals and/or objectives of each identified program and service. The specifics of this monthly report and desired service outcomes will be finalized with the funded PROPOSER during contract development. Successful PROPOSERS will also need to submit to the Department an Annual Report per Program Area to be incorporated with the Department's quality assurance processes. Such Annual Report will also be agreed upon during contract development.
12. PROPOSERS will ensure that children, parents and primary caretakers are actively involved in goal setting and service planning and that this involvement is accurately detailed in all reports on Connections.
13. All services should focus on empowering children and families to develop or enhance supports and linkages within their neighborhoods, local communities and natural support network so that once prevention services have ended and the family will still have access to services/supports in their community.
14. DCYF is committed to addressing Racial and Ethnic Disparities (RED) of children in foster care, Juvenile Justice contact, and throughout all of our programs. The Department has established a RED Action Team to address practice changes, which are intended to reduce minority

representation and incorporate a RED lens in all case planning and program development. The work of the Team is data driven and will include data collection and analysis. The PROPOSER will implement practice changes proposed by the RED Action Team. (At the time of initial face to face contact the PROPOSER will consistently ask families how they self-identify in relation to ethnicity and race, documenting such, and incorporating this into the case record.) PROPOSERS should outline how they are currently, or proposing to, specifically address RED in their prevention programming.

15. DCYF is committed to the reduction of Human Trafficking and Sexual Exploitation of children in foster care, Juvenile Justice contact, and throughout all of our programs. The Department is working with the Office of Children and Families Services in implementing practices regarding Human Trafficking and Sexual Exploitation. The Department has implemented a Core Team to gather data, identify the problem, collaborate with community agencies and begin to address practice changes. The PROPOSER will implement practice changes proposed by the Albany County Core Team in a timely manner.
16. A Sex Trafficking Screen must be completed for all children, regardless of age, in the care, custody or supervision of an LDSS or OCFS, including children in foster care, child protective and preventive open cases, receiving Chafee services, or on runaway status from foster care up until the age of 21. For children who have been absent from care, once the child is stabilized, but no later than five days after his or her return to care, the caseworker or case manager must conduct a screening to determine if the child was a victim of sex trafficking while absent or missing from care.
17. The PROPOSER will identify biological fathers, or non-respondent parent/guardians within fourteen (14) days of case initiation and employ strategies which engage fathers consistently in service planning. PROPOSER must outline how this will be accomplished. Case records need to document efforts to engage fathers, or non-respondent parent/guardians, in services, including invitations to meetings such as Family Team Meetings and Service Plan Reviews. PROPOSERS need to be clear how they will accomplish this even if there are challenges to overcome (i.e. orders of protection).
18. PROPOSERS must complete an initial in-home family assessment to determine the service needs of the entire family and more specifically, parenting skill strengths and deficits of the parent(s). This assessment also must identify the child/youth's interest whether it is recreational, career-based, employment, advanced schooling, etc. Such in-home assessment should begin on day 1 of service and can be finalized at the strength-based family decision making meeting; it must be completed within the first fourteen (14) days of the PROPOSER receiving the referral and should include an assessment of all family members' current functioning and needs. Such assessment must be provided to the DEPARTMENT'S or designee's Case Manager within the first twenty-one (21) days of service.
19. In addition, all prevention workers must work with the family to identify an agreeable stand-by guardian for each child in the family in case of a family crisis or emergency. This confirmed identification will occur within the first fourteen (14) days of provided services and written information regarding the identified persons will be provided to the DEPARTMENT'S, or designee's Case Manager and entered in Connections utilizing the "other casework activity" contact type in the progress note section.
20. The PROPOSER will also be responsible for completing the relative data checklist (as Per

Appendix A) within fourteen (14) days of receiving the case, unless otherwise specified in the RFP and entering that information into Connections utilizing the “other casework activity” contact type in the progress note section. Attach amended Relative data checklist

21. PROPOSERS will also be required to ensure a strength-based, family decision making meeting (i.e. Family Team Conference, Circle of Support) occur within fourteen (14) days from the date of the referral to the prevention service. Such meeting should include participation of the family, youth, natural supports and all service providers, including the DEPARTMENT and Probation, engaged with the family. PROPOSERS should outline how they will ensure this strength-based meeting occurs. The Family Team Meeting Form must be completed and submitted to the DEPARTMENT’S, or designee’s, Case Manager within 5 business days.
22. The PROPOSER will be responsible for providing services in the home and their community as required in the Scope of Services section of this RFP. This includes **all geographic areas** of Albany County, unless the PROPOSER clearly articulates that a specific geographical area is the targeted community for the programming proposed. If the PROPOSER, who has not proposed a specific targeted community, is not willing, refuses, or unable to provide services in the home in all geographical areas, then the case will be immediately referred to another agency and **no other referrals will be made to that agency for the specified program area.** The ability to provide services in all geographical areas of Albany County, unless otherwise specifically proposed and funded for same, will be a determining factor when considering renewal of yearly contracts as well as scoring criteria in the next RFP. The Department may consider ensuring service delivery throughout Albany County and specific service needs of communities in Albany County when awarding contracts.
23. PROPOSERS are expected to incorporate case planning services in any programming proposed to assist the family in maintaining their children in the home or for reunification as appropriate for children in foster care. Such case planning services include securing linkage to needed community services and resources (resources for meeting basic food, clothing and shelter needs, child care, transportation, etc.) as well as daily living demands, including but not limited to keeping appointments, time management, budgeting skills and any other skills that are necessary. In addition, it is expected that the PROPOSER will provide any parent aide and home maker services that may be needed to safely maintain the child(ren) in the home. The PROPOSER will also be responsible for providing transportation as needed for the family to receive these services as well as for Family Court hearings and any other appointments.
24. PROPOSERS also need to employ strategies that focus on rapid family engagement, specifically through the use of parent partners or other means which must be clearly identified in the proposal. The PROPOSER may provide these services (parent partners) or contract with a partner agency. The PROPOSER will ensure that its hours of operation and scheduling of mandated meetings, such as service plan reviews (SPR) or Family Team Meetings, reflect the needs of the children and families to be served, including flexible hours to accommodate school age children and working family members in a manner that is supportive of establishing a healthy and stable permanent environment. Whenever possible, these meetings should take place in the home. The PROPOSER will include both parents and guardians, any children age 10 and over and all service providers, including but not limited to Mental Health, school representatives, the DEPARTMENT, and Probation in all service plan reviews unless their exclusion is approved by the DEPARTMENT. The PROPOSER is also required to include the foster parent in cases where the child(ren) is in

foster care. PROPOSERS are required to have an interpreter available for families whose first language is not English; this also includes Deaf or hard of hearing families. There will be no additional reimbursement for providing this service.

25. PROPOSERS are also required to hold a strength-based family decision making meeting every 60-90 days during the course of prevention services. Such meeting should include participation of the family, youth, natural supports and all service providers engaged with the family, including foster care providers, Probation, and the DEPARTMENT. PROPOSERS should outline how they will ensure these strength-based meetings occur. During such meetings, progress toward service plan goals should be reviewed.
26. Every six months, during the course of services the PROPOSER must provide a written service review summary inclusive of any adjunct services. The written service review summary will outline the concerns/issues of the family, the services provided to address the concerns/issues, the progress that has or has not been made, and the recommendation for continued service, an alternative service and/or termination of service companioned by a rationale for each recommendation.
27. Proposer must provide services consistent with, and in promotion of, the permanency planning goal of each tracked child in the FASP. Proposers must engage the family in concurrent planning by assisting the family in identifying relatives and other resources to assist the child in obtaining a safe and permanent home. The use of family team conferences to accomplish this goal is strongly encouraged. Concurrent planning should begin within the first month of placement in the DEPARTMENT'S care and custody and discussed thereafter on a regular basis especially at SPRs and Family Team decision making meetings. For children in foster care, the PROPOSER will need to work with the foster care agency or the County if it is an Albany County foster home. The foster care agency is the agency that is primarily responsible for all permanency work and supervised visitation. For children in foster care, where it has been established that the prevention provider will serve as case planner due to the complex nature of a the case, the prevention provider will coordinate services with the Department and the foster care provider to hold permanency planning meetings at regular intervals and assure that provisions of each child's visitation plan and concurrent planning are obtained, including assistance with supervision and transportation to and from visits. **All PROPOSERS must provide a permanency report for the DEPARTMENT no later than 6 months from the date of the child(ren)'s placement, which specifically outlines the progress, or lack thereof, by the family members on addressing the safety and risk factors related to the permanency of the child(ren).**
28. All progress notes must be entered into the Connections system within 7 days of the activity or event and must be in the DEPARTMENT approved progress note format (PC COPS).
29. The designated case planner, per the DEPARTMENT, is responsible for all mandated casework contacts. For each contact, written documentation of the assessment of child(ren)'s safety and well-being during the contact is required.
30. All PROPOSERS are required to have "flexible funding" available for families for those instances when all other funding sources have been exhausted, including a careful analysis of the family's ability to offset the cost either fully or in part. The PROPOSER will be responsible for establishing and maintaining an internal process which insures appropriate

administrative oversight of the flexible funds. Any proposed per diem or monthly rates should take into account that the agency will have these funds available and as such no requests for additional funds for these purposes will be considered.

31. All Prevention Program and PR materials (such as brochures, flyers, etc.) must be approved by Albany County, include the Albany County seal, and must state the program is funded, at least partially, by Albany County Department for Children, Youth and Families.
32. The successful funded PROPOSERS will be required to participate in any special events and programs coordinated or sponsored by the DEPARTMENT, or designee, and specifically send a representative family and/or youth group from the AGENCY, dependent on the focus of the event, of 25% or more, unless otherwise instructed.
33. The PROPOSER shall provide a Prevention services program founded on best practice principles, specifically:
 - a. the program design shall be client-centered and family-focused, treating the family as a partner in assessment and intervention;
 - b. the program and Proposer shall demonstrate cultural competence;
 - c. the program shall incorporate specific strategies regarding safety, concurrent planning, and permanency planning within the scope of practice that will assist with maintaining, reunifying or securing a long term family or natural resource for the child(ren);
 - d. the program shall have specific strategies to successfully work with individuals experiencing issues related to child welfare, juvenile justice, mental health, and/or substance abuse;
 - e. the program should include practice which is trauma-informed and promotes positive youth development;
 - f. the program design shall incorporate youth and family linkages to natural community supports to promote independent family functioning (in an effort to reduce recidivism);
 - g. the Proposer shall have a working knowledge of current theory and practice in child welfare, juvenile justice, children's mental health, and youth services including compliance with State and Federal rules and regulations;
 - h. the Proposer shall consider incorporating evidence-based or promising practices within their programming.

4.3 Program Areas:

PROPOSERS should review each Program Area below, which outlines specific target populations, overarching goals and specific requirements. PROPOSERS must indicate which Program Area they are submitting each proposal under. For each program proposed, PROPOSER must be clear in identifying the number of families to be served and the type of funding requested (either per diem or monthly rate). The DEPARTMENT reserves the right to consider proposals across all Program Areas when making recommended awards.

The DEPARTMENT anticipates funding most non-group based programming on a per family or per diem basis. PROPOSERS should submit proposals clearly identifying the per family or per diem cost for the proposed services. Additional budget formats may be submitted in addition to the per diem structure, however, the per diem submission will be format used to

evaluate the proposal based on the Scoring Criteria as listed in 8.4.

Albany County reserves the right to amend the funding structure and service programming, in collaboration with awarded Agencies, during the course of contractual agreements in order to most effectively and efficiently meet the overarching goals of preventive services in Albany County. It is not the County's intent to substantially change the services being provided but to offer flexibility in how these services are managed once the program is in place.

A. Juvenile Justice Preventive Services:

Service Area Definition:

Youth enter the Juvenile Justice system either due to criminal behavior (Juvenile Delinquency) or due to truant, incorrigible, and/or disruptive behaviors beyond parental control (Person in Need of Supervision). The number of youth identified as a Person in Need of Supervision (PINS) and Juvenile Delinquent (JD) in foster care placement has remained relatively stagnant over the course of the past few years. From 2015-17, the number of detention bed days for Secure and Non-Secure detention has decreased, as has the Median Length of stay. There has also been a decrease in the number of both PINS and JD admissions to detention. However, there is a continued concern regarding recidivism for youth detention admissions despite these decreases

Although, Albany County and its partners has been successful in effecting length of stay and the number of youth in detention for several years, it has been difficult to surpass this plateau and the increased recidivism rate. Therefore, it is realize that the current services in place are not having a significant impact upon a number of youth. Subsequently, Albany County believes that structured services alone are not sufficient and there is a necessary need to expand services to include youth engagement to determine what interest the youth and to be able to connect them through community services, employment and skill training, and recreational connections. Albany County also believes that the treatment goals for youth and their families must be linked to an objective risk assessment of the youth's criminogenic risk factors and build on their protective factors.

Albany County is requesting proposals for a continuum of Juvenile Justice preventive services designed as an alternative to detention and foster care reduce the utilization of detention services, increase delinquency prevention and decrease youth arrests. This will ultimately prevent youth from entering foster care, expedite permanency for youth in foster care, and reduce recidivism. (Examples of such programming may include, but are not limited to, diversion services, including Evening Reporting Centers to maximize positive out of school time and safely maintain youth in the community, the Parent Project to assist parents in skill building to consistently address high risk adolescent behaviors; a menu of services for Family Court for youth who penetrate that system; and Aftercare services for detention to prevent recidivism). Truancy prevention should be built into all program areas which specifically address educational barriers and challenges for the family and not proposed as a separate program.

Service Area Outcomes

Alternatives to Placement Programs-

- 90% of all cases referred will be engaged within 24 hours
- 90% of children will not come into Albany County custody while receiving prevention services

Alternatives to Detention Programs-

- 95% of youth will return to court appearances
- 95% will not be re-arrested during pendency of their case

PROPOSERS must also propose what objectives/service outcomes they will achieve in order to meet the outlined goals of this Service Area. During contract development, such agreed upon objectives/service outcomes and the required reporting mechanism will be finalized with the DEPARTMENT.

PROPOSERS must identify specifically whether an evidence-based or promising practice program is being proposed for such Juvenile Justice Prevention Services. Agencies must describe in detail what these programs are and how they will maintain model fidelity for this specific target population. If no such programs are being proposed, please indicate such.

Face to face contact with the family must occur at a minimum once (1) per week, for a minimum of one (1) hour. Such contact must occur at least twice (2) monthly in the family residence.

All children in the family five (5) years and older, must be engaged in at least one consistent recreational or community support activity. The parent/guardians must also be engaged with a community support activity. (Examples may include extracurricular school activities, community-based recreational programs, mentoring programs, Parent-Teacher Association (PTA), Parent Teacher Organization (PTO), self-help groups, parent-child library group). The idea is that these supports will remain in place for the family when the formal services have ended.

As the families designated case planning agency, the PROPOSER will be responsible for service coordination amongst any other agencies involved.

At least thirty (30) days prior to discharge from prevention services, the PROPOSER will need to ensure a strength-based family decision meeting (i.e. Family Team Conference, Circle of Support) is held to ensure community and natural supports are engaged with the family. This meeting is to specifically identify and secure a discharge plan that will link the youth and family to any necessary services or community supports to reduce recidivism and the recurrence of child maltreatment. The Family Team Meeting Form must be completed and submitted to the DEPARTMENT'S, or designee's, Case Manager within 5 business days.

B. Clinical Prevention Services with Community and Recreational Supports to address Family and Youth Service Needs:

Service Area Definition:

Many families and their children have been impacted by complex trauma, suffer from mental health issues, substance abuse issues, truancy/educational neglect and domestic violence. These children are either at significant risk of foster care placement or have been placed in foster care. The DEPARTMENT has seen a lack of significant progress by a number of families and believes there is a need for specific, targeted services of 6 month to 12 month duration which will increase family self-sufficiency, reduce the reoccurrence of child abuse or maltreatment, safely reduce foster care placements, safely reduce the length of stay of those children in foster care placement to permanency, and/or safely reduce the re-entry of children into foster care. The Department is seeking proposals that specifically target children from birth to five years.

Throughout the years, Albany County and its partners have been very successful in preventing foster care placements for children and increasing their successful permanency within even 12 months of placement. There have been a number of children and youth though who remain in foster care without successful permanency and we have seen a recent increase in foster care admissions as well. It is necessary for Albany County to have creative and strategic programming that intervenes with the family immediately, assists the children and works with the foster care system inclusive of Family Court and Child Protective Services to expedite permanency and increase family functioning.

Subsequently, Albany County believes that structured services alone are not sufficient and there is a necessary need to expand services to include family and youth engagement to be able to connect them through community services and supports, and recreational connections.

Albany County is requesting proposals for Clinical Prevention Services with Community and Recreational Supports, which are designed to prevent the reoccurrence of child abuse/neglect/foster care, or expedite permanency for children in foster care related to abuse/neglect. (Examples of such programming may include, but are not limited to, Evidence- Based Treatments such as Functional Family Therapy, Trauma-Focused Cognitive Behavioral Therapy, Parent-Child Interaction Therapy, Mentoring, and Family Finding, which are coupled with community and/or recreational supports which are to remain in place once the case is closed.).

Service Area Outcomes:

- 90% of all cases referred will be engaged within 24 hours
- 90% of children will not come into Albany County custody while receiving prevention services

PROPOSERS must also propose what objectives/service outcomes they will achieve in order to meet the outlined goals of this Service Area. During contract development, such agreed upon objectives/service outcomes and the required reporting mechanism will be finalized with the DEPARTMENT.

Proposers in the section must have the capability to provide clinical services as needed to the children and families that are being served. It is expected that the agency in all cases will meet the clinical needs of the entire family through their agency, unless otherwise approved by the DEPARTMENT. The programming must also include a community and/or recreational support component for family members. These supports should be readily available and accessible to families engaged in preventive services. PROPOSERS need to specifically outline in the proposal how they will ensure such ready access to these supports, and how they will be integrated with the clinical service as part of the holistic set of services provided to families.

The clinical components of these services are to include: assessment, diagnostic testing, clinical and specialized therapies provided by a person who has received a Master of Social Work degree, Master of Mental Health Counseling degree or is a licensed Psychologist. Assessment and clinical services are to include family and individual interviews, contact with collateral agencies, schools, extended family and natural supports and diligent communication with Albany County staff.

The PROPOSER will be responsible for completing a standardized trauma screening for all individuals of the family and ensure further trauma assessment and treatment as indicated by the screening. The trauma screening and any subsequent assessments will be submitted to the DEPARTMENT'S Case Manager within 21 days of service. Prior to the finalization of contracts, the PROPOSER will need to

advise, and obtain approval from, the DEPARTMENT which standardized trauma screen(s) will be used by PROPOSER.

PROPOSERS must identify specifically whether an evidence-based or promising practice program is being proposed for such Clinical Prevention Services with Community Engagement and Recreational Supports. Agencies must describe in detail what these programs are and how they will maintain model fidelity for this specific target population. If no such programs are being proposed, please indicate such.

The therapist will need to meet with the target population(s) a minimum of once per week, for a minimum of 1 hour, and will be available to the family during any crisis situation. Additional contacts with the family during the week are strongly encouraged. If the family is the designated population, more than one family member will be included in the family sessions. Clinical Services can occur in a variety of locations, but the family need will dictate this. Clinical services will occur in the family residence at least **twice** per month. All professionals will schedule appointments at the convenience of the family.

All children in the family five (5) years and older, must be engaged in at least one consistent recreational or community support activity. The parent/guardians must also be engaged with a community support activity. (Examples may include extracurricular school activities, community-based recreational programs, mentoring programs, Parent-Teacher Association (PTA), self-help groups, parent-child library group). The idea is that these supports will remain in place for the family when the formal services have ended.

As the families designated case planning agency, the PROPOSER will be responsible for service coordination amongst any other agencies involved.

At least sixty (60) days prior to discharge from Clinical Prevention services, the PROPOSER will need to ensure a strength-based family decision meeting (i.e. Family Team Conference, Circle of Support) is held to ensure community and natural supports are engaged with the family. This meeting is to specifically identify and secure a discharge plan that will link the youth and family to any necessary services or community supports to reduce recidivism and the recurrence of child maltreatment. Part of this plan must include a plan for phasing out of the Clinical Prevention services over the course of two months with a minimum required face to face contact with the family in the home once every two weeks to ensure clinical symptoms remain stable or alleviated.

The Family Team Meeting Form must be completed and submitted to the DEPARTMENT'S, or designee's, Case Manager within 5 business days.

C. Specialty Prevention Services:

Service Area Definition:

Due to the complex challenges facing families, there are times when specialized services are required to assist families in addressing the safety, permanency and well-being of their children. These specialized services may be a supportive, time limited service to address a specific family member's need or it may be a specialized service which is provided to all family members.

Albany County is requesting proposals for specialized prevention services designed to prevent the

reoccurrence of child abuse/neglect, youth entering or re-entering foster care or to expedite permanency for children and youth in foster care. (Examples of such programming may include, but are not limited to programming specific for victims of sexual abuse or those who have perpetrated sexual offenses, programs for adult offenders of sexual abuse, programming specific for victims of domestic violence or those who have perpetrated domestic violence, anger management, and programming for parents significantly impacted by developmental disabilities or mental health issues).

PROPOSERS should ensure that service and program proposals target specific identified family concerns and issues that place the children at risk of foster care or are the reason for the children entering care. Additionally, these services should be able to demonstrate specifically how the family is making progress positively or otherwise within the identified areas of concern. Assessments and baseline determination within the program would be helpful.

Service Area Outcome:

- 90% of all cases referred will be engaged within 24 hours
- 90% of children will not come into Albany County custody while receiving prevention services

PROPOSERS must also propose what objectives/service outcomes they will achieve in order to meet the outlined goals of this Service Area. During contract development, such agreed upon objectives/service outcomes and the required reporting mechanism will be finalized with the DEPARTMENT.

In an effort to guide PROPOSERS, the following program areas are outlined with specific requirements. This in no way precludes PROPOSERS from submitting other specialized program areas for the DEPARTMENT'S consideration. The DEPARTMENT actually encourages the development of creative, collaborative, specialized prevention programming. However, any proposal must address the following requirements and PROPOSERS need to be specific as to why the program they are proposing is an actual specialized prevention service:

PROPOSERS must identify specifically whether an evidence-based or promising practice program is being proposed for such Specialized prevention services. Agencies must describe in detail what these programs are and how they will maintain model fidelity for this specific target population. If no such programs are being proposed, please indicate such.

Face to face contact with the family must occur at a minimum once (1) per week, for a minimum of one (1) hour. Such contact must occur at least twice (2) monthly in the family residence.

For any specialized clinical services proposed, the following requirements must be addressed in such proposals as well:

Proposers in the section must have the capability to provide clinical services as needed to the children and families that are being served. It is expected that the agency in all cases will meet the clinical needs of the entire family through their agency, unless otherwise approved by the DEPARTMENT.

The clinical components of these services are to include: assessment, diagnostic testing, clinical and specialized therapies provided by a person who has received a Master of Social Work degree, Master of Mental Health Counseling degree or is a licensed Psychologist. Assessment and clinical services are to

include family and individual interviews, contact with collateral agencies, schools, extended family and natural supports and diligent communication with Albany County staff.

The PROPOSER will be responsible for completing a standardized trauma screening for all individuals of the family and ensure further trauma assessment and treatment as indicated by the screening. Such trauma screening and any subsequent assessments must be submitted to the DEPARTMENT'S Case Manager within 21 days of service. Prior to the finalization of contracts, the PROPOSER will need to advise, and obtain approval from, the DEPARTMENT which standardized trauma screen(s) will be used by PROPOSER.

The therapist will need to meet with the target population(s) a minimum of once per week, for a minimum of 1 hour, and will be available to the family during any crisis situation. Additional contacts with the family during the week are strongly encouraged. If the family is the designated population, more than one family member will be included in the family sessions. Clinical Services can occur in a variety of locations, but the family need will dictate this. Clinical services will occur in the family residence at least **twice** per month. All professionals will schedule appointments at the convenience of the family.

All children in the family five (5) years and older, must be engaged in at least one consistent recreational or community support activity. The parent/guardians must also be engaged with a community support activity. (Examples may include extracurricular school activities, community-based recreational programs, mentoring programs, Parent-Teacher Association (PTA), self-help groups, parent-child library group). The idea is that these supports will remain in place for the family when the formal services have ended.

At least sixty (60) days prior to discharge from Clinical Prevention services, the PROPOSER will need to ensure a strength-based family decision meeting (i.e. Family Team Conference, Circle of Support) is held to ensure community and natural supports are engaged with the family. This meeting is to specifically identify and secure a discharge plan that will link the youth and family to any necessary services or community supports to reduce recidivism and the recurrence of child maltreatment. Part of this plan must include a plan for phasing out of the Clinical Prevention services over the course of two months with a minimum required face to face contact with the family in the home once every two weeks to ensure clinical symptoms remain stable or alleviated. The Family Team Meeting Form must be completed and submitted to the DEPARTMENT'S, or designee's, Case Manager within 5 business days.

D. Raise the Age:

Service Area Definition:

In April, 2017, New York Governor Andrew M. Cuomo signed legislation raising the age of criminal responsibility to 18-years-old to provide young people in New York who commit non-violent crimes with the intervention and evidence-based treatment they need.

The new measures will be phased in over time, raising the age of criminal responsibility from age 16- to 17-years-old beginning on October 1, 2018, and subsequently raising the age to 18-years-old on October 1, 2019.

Albany County is seeking proposals that target the needs of youth 16 years of age and older who have been arrested but their case transitioned to Family Court. It is anticipated that these youth are likely to have higher intensity needs. It is anticipated that many of these youth will have needs related to their mental health, substance use and/or intellectual and development disabilities. Many youth may present with aggressive behaviors and some may have had contact with the juvenile justice system. Programs and services that incorporate targeting the criminogenic risks and needs of the youth (Risk-Need-Responsivity (RNR) framework) will be essential to effectively serving this population. PROPOSERS must outline how their programming will incorporate a RNR framework.

Statistics show that incarceration of 16- and 17-year-olds falls disproportionately on youth of color. Black and Hispanic youth make up 33 percent of 16- and 17-year-old youth statewide, but 72 percent of all arrests. Black girls are disproportionately represented and youth who are LGBTQ, particularly youth who are female or who identify as such, are also disproportionately represented. PROPOSERS should be mindful of these demographics and how proposed service and program would be effective in targeting youth that may have some of the aforementioned characteristics.

The goal is for the youth and family to be successful and not progress further into the juvenile justice system. Focus is on engagement of the youth and family. Identification of and collaboration with key stakeholders and natural supports such as schools, probation, extended family, service agencies, family advocate, community resources and how such would be facilitated should be outlined. Proposed programs should demonstrate how services will promote social and emotional growth and skills building for youth. Additionally, proposed programs should have a component that addresses linkages to educational/vocational programming, as well as prosocial activities and peer supports for youth. **In a recent focus group, youth expressed strong interests in dance programs and training programs that could lead to career paths such as cosmetology and video production**

Service Area Outcome:

- 90% of all cases referred will be engaged within 24 hours
- 90% of children will not come into Albany County custody while receiving prevention services

PROPOSERS must also propose what objectives/service outcomes they will achieve in order to meet the outlined goals of this Service Area. During contract development, such agreed upon objectives/service outcomes and the required reporting mechanism will be finalized with the DEPARTMENT.

PROPOSERS must identify specifically whether an evidence-based or promising practice program is being proposed for such Specialized prevention services. Agencies must describe in detail what these programs are and how they will maintain model fidelity for this specific target population. If no such programs are being proposed, please indicate such.

Face to face contact with the family must occur at a minimum once (1) per week, for a minimum of one (1) hour. Such contact must occur at least twice (2) monthly in the family residence.

All children in the family five (5) years and older, must be engaged in at least one consistent recreational or community support activity. The parent/guardians must also be engaged with a community support activity. (Examples may include extracurricular school activities, community-based recreational programs, mentoring programs, Parent-Teacher Association (PTA), Parent Teacher Organization (PTO), self-help groups, parent-child library group). The idea is that these supports

will remain in place for the family when the formal services have ended.

As the families designated case planning agency, the PROPOSER will be responsible for service coordination amongst any other agencies involved.

At least thirty (30) days prior to discharge from prevention services, the PROPOSER will need to ensure a strength-based family decision meeting (i.e. Family Team Conference, Circle of Support) is held to ensure community and natural supports are engaged with the family. This meeting is to specifically identify and secure a discharge plan that will link the youth and family to any necessary services or community supports to reduce recidivism and the recurrence of child maltreatment. The Family Team Meeting Form must be completed and submitted to the DEPARTMENT'S, or designee's, Case Manager within 5 business days.

Suggested Program Areas:

A. Parents with Developmental Disabilities/Significant Mental Health Disorders:

Service Area Definition:

Albany County has in past RFPs requested proposals to assist parents who are significantly affected by developmental disabilities and/or significant psychiatric disorders. The following was outlined the past RFPs' of Albany County's expectations.

These programs should be designed to assist families in developing the skills needed to maintain their children in the home or expedite reunification of the family when appropriate. The programs should demonstrate an ability to provide concrete, intensive, and individualized services provided by staff with expertise and knowledge in both domains. These are considered clinical services so would need to meet the minimum requirements for same.

The programs need to provide service to both families with children in foster care and those with children in their care and custody. The PROPOSER must specifically outline how they will successfully be able to measure progress of participants toward self-sufficiency, reunification if children are in foster care placement, and reduce recidivism for these families.

The past expectations by DCYF for these services beyond the general requirements included:

Services for Families with children in their care and custody:

- A minimum direct contact of six hours per week with the family for the first 60 days
- A standardized testing/assessment of parental skills administered at the beginning of service to develop the initial service plan
- A minimum of direct contact of four hours per week with the family for the 2nd and 3rd month of service
- An SPR or Family Team Meeting the 3rd month of service to determine the continued service need, the administering of the standardized testing/assessment to determine continued service focus
- A minimum of 2 hours of direct contact with the family for the 4th month of service;
- A minimum of 1 hour of direct contact with the family for the 5th month of service;
- If the service is approved by DCYF to go beyond 6 months of service, a SPR or FTM was to occur every other month to determine any continued child welfare service need;

- A written summary after 1 year of service which outlines the progress to date, details any continued service need, how this will be addressed, and a rationale for such recommendation;
- A Family Team meeting 30 days prior to discharge from service to ensure any necessary community supports are in place to assist the family as needed.

Services for Families with children in foster care placement:

- A minimum of direct contact of four hours per week with the family which includes at least 4 weekly face to face visits with the family and children during the first three months;
- Collaborative work with the foster care agency and the DEPARTMENT on permanency planning and concurrent planning;
- A standardized testing/assessment of parental skills administered at the beginning of service to develop the initial service plan
- A standardized testing/assessment of parental skills administered at the conclusion of the third month of service to determine progress in specific areas of concern and any need for continued service;
- At the conclusion of the 6th month of service, standardized testing/assessment of parental skills administered
- A specific permanency plan developed within 6 months to outline any potential options for reunification or permanency with another natural resource;
- A Family Team meeting 30 days prior to discharge from service to ensure any necessary community supports are in place to assist the family as needed.

As the families' designated case planning agency, the PROPOSER will be responsible for service coordination amongst any other agencies involved.

B. Clinical Prevention Fee for Services:

Service Area Definition:

Albany County has in past RFPs sought assessment and clinical services on a fee for service basis. Assessment and clinical services are to include family and individual interviews, contact with collateral agencies, schools, extended family and natural supports at **no additional cost**. The following was outlined the past RFPs' of Albany County's expectations.

*PROPOSERS should not construe this request as an invitation to unbundle the majority of prevention services, but as an opportunity to offer families a particular, discrete service when indicated.

All assessments are to be completed in a timely manner in written format for the DEPARTMENT or designee.

Clinical Services are to include: assessment, diagnostic testing, and specialized therapies provided by a person who has received a Master of Social Work degree, Master of Mental Health Counseling degree, or is a licensed Psychologist. All assessments are to include a standardized trauma screening and subsequent assessment and treatment as indicated by the screening.

Examples of such services may include specific assessment and clinical services to address:

- Specialized evaluations including, but not limited to: trauma assessments, fire setting risk/needs assessments, sex offender risk assessment, validation assessment involving individuals or families experiencing issues related to child sexual abuse, including prognosis for treatment, and the provision of clinical impressions and recommendations to Albany County Staff;
- Treatment of specialized issues to include, but not limited to: **fire activity by juveniles, sexual offending by juveniles or adults, perpetration of domestic violence.**
- Coached Family Visits for families involved with the DEPARTMENT under Article 10 proceedings. PROPOSERS must provide a detailed description of how they are facilitating coached visitation.

Please indicate whether therapy will be provided to individuals (children and/or adults) and/or families.

PROPOSERS must identify specifically whether an evidence-based or promising practice program is being proposed for such Prevention Services. Agencies must describe in detail what these programs are and how they will maintain model fidelity for this specific target population. If no such programs are being proposed, please indicate such.

PROPOSERS are expected to employ strategies for rapid engagement. Such engagement strategies must clearly be outlined in the proposal.

For any therapy being proposed, the therapist must meet with the target population(s) a minimum of once per week, for a minimum of 1 hour, and will be available to the family during any crisis situation. If the family is the designated population, more than one family member will be included in the family sessions. Clinical Services can occur in a variety of locations, but the family need will dictate this. Clinical services will occur in the family residence a minimum of **twice** per month, **at no additional cost**. All professionals will schedule appointments at the convenience of the family (consideration of EBT or Promising Program protocols will certainly be taken into account).

For proposals which focus on **perpetration of domestic violence**, PROPOSERS must propose a program which contains both group and individual therapy, addresses deregulation in affect and self-perception, shame and guilt, accountability and responsibility for actions, and approaches such treatment from a multi-systemic approach.

The PROPOSER will ensure that its hours of operation and scheduling of services and meetings reflect the needs of the children and families to be served, including flexible hours to accommodate school age children and working family members in a manner that is supportive of establishing a healthy and stable permanent environment.

PROPOSERS are required to have an interpreter available for families whose first language is not English; this also includes Deaf or hard of hearing families. There will be no additional reimbursement for providing this service.

PROPOSERS must be available, **at no additional cost**, to participate in scheduled strength-based family team decision meetings as well as Service Plan Reviews to ensure collaborative service and discharge planning. PROPOSERS must also outline how they will maintain frequent contact with the DEPARTMENT and designated case planner, **at no additional cost**, in order to successfully address barriers to treatment, case management needs, parent aide issues, and progress in treatment.

All services in this area should focus on empowering children and families to develop or enhance supports and linkages within their neighborhoods, local communities and natural support network so that once prevention services have ended, the family will still have access to supports in their community.

At least thirty (30) days prior to discharge from Adjunct Clinical Prevention Services, the PROPOSER will need to ensure a strength-based family decision meeting (i.e. Family Team Conference, Circle of Support) is held, **at no additional cost**, to ensure community and natural supports are engaged with the family. This meeting is to specifically identify and secure a discharge plan that will link the youth and family to any necessary services or community supports to reduce recidivism and the recurrence of child maltreatment.

SECTION 5: TERM OF CONTRACT:

5.1 The contract period shall be for one (1) year with the option to renew for two (2) years, at one-year intervals at the sole discretion of the County.

5.2 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP.

SECTION 6: BUDGET PROPOSAL:

6.1 Each proposing agency shall submit a budget proposal for each specific program area proposed in the services described above in Section 4, Scope of Services. To be considered for award under this RFP, agencies must follow the format set forth in the Budget Format Template.

6.2 The DEPARTMENT anticipates funding most non-group based programming on a per family or per diem basis. PROPOSERS should submit proposals clearly identifying the per family or per diem cost for the proposed services. Additional budget formats may be submitted in addition to the per diem structure, however, the per diem submission will be format used to evaluate the proposal based on the Scoring Criteria as listed in 8.4.

6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

SECTION 7: PROPOSAL SUBMISSIONS

7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth in the Proposal Submission Package. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process.

SECTION 8: PROPOSAL EVALUATION:

8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

8.2 Proposals received will be evaluated based upon a set of pre-established criteria and scored by the Department for Children, Youth and Families (DCYF) and the Department of Probation.

8.3 Criteria will be rated by the DCYF and Probation evaluation team on a scale of 0 to 5, with higher scores indicating greater degree of approval. Subsequently, all criteria scores will be added together to obtain the Proposer's total score.

8.4 Scoring Criteria: Each proposal will be evaluated against others in the same program area.

Criteria (rated 0-5)	Weight
Proposed program has a specific, innovative approach and plan to collaborate with either a current Youth Bureau funded program and/or with a community/neighborhood based program in order to provide a collaborative, holistic set of services to support families and their development and well-being. This must significantly identify the working relationship in regards to specific service delivery beyond referrals between agencies.	20%
Proposed program clearly outlines how families, including fathers and extended family members will be rapidly, and consistently engaged, at the beginning, and during the course of, service delivery.	20%
Proposed program design reflects a sound understanding of the population to be served and outlines specific key performance objectives and outcomes that address specific concerns outlined by the County with a clear and realistic process for tracking outcomes and reporting these to the DEPARTMENT.	15%
Agency's funding request: The scoring will be based on per diem ranking. Proposals will be ranked in order of their funding request in comparable funding categories.	10%
Agency's history of demonstrated capacity in successfully delivering preventive services during the past three years	10%
Agency Practice embodies family and youth involvement principles as evidenced by involvement in agency advisory board, family support groups or other activities that involve family in a meaningful way.	10%
Proposed prevention program design includes an evidenced-based treatment or promising-practice service.	15%

8.5 Proposals will be examined and evaluated by the Albany County Department for Children, Youth and Families and Department of Probation with the advice of the Albany County Purchasing

Agent to determine whether the requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contract Administration Board or the County Legislature for a contract award.

8.6 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties

SECTION 9: not used

SECTION 10: ALTERNATIVES:

10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION:

11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 12: SPECIFICATION CLARIFICATION:

12.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Karen A. Storm
Albany County Purchasing Agent
112 State Street, Room 820
Albany, NY 12207
(518) 447-7140 (Telephone)
(518) 447-5588 (Fax)
Karen.storm@albanycountyny.gov

12.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.

12.3 Other than the contact person identified in the Proposal, or their designee, prospective PROPOSERS shall not approach County employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

SECTION 13: MODIFICATION AND WITHDRAWAL OF PROPOSALS:

- 13.1 Proposals may be modified or withdrawn at any time prior to the opening of Proposals by an appropriate document duly executed (in the manner that a Proposal must be executed) and delivered to the place where Proposals are to be submitted.
- 13.2 If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal and the Proposal Security will be returned. Thereafter, that Proposer will be disqualified from making a further or additional proposal on the work contemplated by this RFP.
- 13.3 Each proposal shall state that it is an irrevocable offer for a period of ninety (90) days from the Proposal opening date. After expiration of the irrevocable offer period, if no contract award has been made, a Proposal may be withdrawn if the Proposer does so in writing directed to the County Purchasing Agent; otherwise, Proposals remain in effect consistent with the terms of this RFP.

SECTION 14: PROPOSAL SECURITY:

- 14.1 No proposal security is requested for this Proposal.

SECTION 15: INSURANCE AND SECURITY REQUIREMENTS:

- 15.1 The successful Proposer will be required to procure and maintain at its own expense, the following insurance coverage:
- (a) **Worker's Compensation and Employer's Liability Insurance:** A policy or policies providing protection for Employees in the event of job related injuries.
 - (b) **Automobile Liability Insurance:** A policy or policies of insurance with the limits of not less than \$500,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.
 - (c) **General Liability Insurance:** A policy or policies or comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000

15.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney:

- (a) Albany County shall be named as an additional insured on all liability policies. **Proposal number must appear on insurance certificate.**
- (b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

15.3 No work shall be commenced under the contract until the successful Proposer has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the Contract to be procured by the successful Proposer. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Proposer shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the County, be forthwith declared suspended, discontinued or terminated. Failure of the successful Proposer to procure and maintain any required insurance, shall not relieve the successful Proposer from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer concerning indemnification.

SECTION 16: REMEDY FOR BREACH:

16.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete the contract work, together with the COUNTY's own costs incurred in procuring a substitute contractor.

16.2 Upon the COUNTY'S knowledge of a breach of their obligations by the CONTRACTOR, the COUNTY, may terminate the AGREEMENT if it determines that such a breach violated a material term of the agreement. Notwithstanding that, the COUNTY may provide an opportunity for the CONTRACTOR to cure the breach within a time set by the COUNTY and, if cure is not possible, immediately terminate the AGREEMENT without penalty.

SECTION 17: CASH DISCOUNT:

17.1 Cash discounts may be offered by a Proposer for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low Proposer.

17.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 18: FREEDOM OF INFORMATION LAW:

18.1 Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. PROPOSERS intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (New York State Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission on which there appears any material claimed to be protected as confidential or proprietary with the following legend, in bold face, capital letters at the top of each page: "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW". Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

SECTION 19: MACBRIDE PRINCIPLES

- 19.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. [3] for 1993, in that said contractor/proposer either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.
- 19.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.
- 19.3 As used in this section, the term "contract" shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase or bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.
- 19.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the

Department of Transportation.

SECTION 20: PRIVACY OF PERSONAL HEALTH INFORMATION

20.1 In order to comply with the federal Health Insurance Portability and Accountability Act Of 1996 (HIPAA), the CONTRACTOR, (deemed a BUSINESS ASSOCIATE as defined at 45 CFR § 164.501), its employees, administrators and agents shall not use or disclose Protected Health Information (PHI), (as defined in 45 CFR § 164.501) other than as permitted or required by this AGREEMENT with the COUNTY (deemed a HYBID ENTITY as defined at 45 CFR § 164.504) or as Required By Law (as defined in 45 CFR § 164.501). The CONTRACTOR shall maintain compliance with all U.S. Department of Health and Human Services, Office for Civil Rights, policies, procedures, rules and regulations applicable in the context of this AGREEMENT.

20.2 OBLIGATIONS, ACTIVITIES AND PERMITTED USES AND DISCLOSURES

- a. Except as otherwise limited in this AGREEMENT, the CONTRACTOR may use PHI for the proper management and administration of the CONTRACTOR, to perform functions, activities or services for, or on behalf of COUNTY as specified in the Scope of Services contained in this AGREEMENT or to carry out the legal responsibilities of the CONTRACTOR as required by the Scope of Services, provided that such use or disclosure would not violate the Privacy Rule (as defined in 45 CFR Part 160 and Part 164, subparts A and E) if done by the COUNTY or the minimum necessary policies and procedures of the COUNTY. Except as otherwise limited in this AGREEMENT, the CONTRACTOR may disclose PHI for the proper management and administration of the CONTRACTOR and to perform functions, activities or services for, or on behalf of COUNTY as specified in the Scope of Services of this AGREEMENT, provided such disclosures are Required By Law or reasonable assurances are obtained that the information will remain confidential, be used or disclosed solely for the purpose it was disclosed or as Required By Law, and that any violation of such confidentiality will be reported to CONTRACTOR
- b. The CONTRACTOR agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided by this AGREEMENT, and, upon knowledge of a violation, to mitigate any known harmful effects of such a disclosure. The CONTRACTOR shall immediately report to the COUNTY any use or disclosure of PHI not provided by this AGREEMENT of which it becomes aware. The CONTRACTOR shall ensure any agents and subcontractors of the CONTRACTOR to the extent allowed by this AGREEMENT, to whom PHI is supplied, created, used or maintained on behalf of the COUNTY, shall be bound by the requirements of this Article.
- c. The CONTRACTOR shall provide access to PHI in a designated record set in accordance with 45 CFR § 164.524. The CONTRACTOR shall make any amendments to PHI in a designated record set that the COUNTY directs or agrees to in accordance with 45 CFR § 164.526. The CONTRACTOR shall make available the information required to provide an accounting of disclosures in accordance with 45 CFR § 164.528.
- d. The CONTRACTOR shall make internal practices, books, records, including policies and

procedures on PHI received from, or created or received by the CONTRACTOR on behalf of the COUNTY available to the Secretary of the Department of Health and Human Services or his designee for the purposes of determining the CONTRACTOR's compliance with this Article.

20.3 TERMINATION

- a. Upon the COUNTY'S knowledge of a breach or violation of this Article by the CONTRACTOR, the COUNTY, pursuant to 45 CFR § 164.504(e)(2)(iii), may terminate the AGREEMENT if it determines that such a breach violated a material term of this Article. Notwithstanding that, the COUNTY may provide an opportunity for the CONTRACTOR to cure the breach or end the violation within a time set by the COUNTY and, if cure is not possible or does not occur within the time limit, immediately terminate the AGREEMENT without penalty. If neither termination nor cure is feasible, the COUNTY shall report the violation to the Secretary.
- b. Upon termination of this AGREEMENT, if feasible, the CONTRACTOR, shall return or destroy all PHI received from, or created or received by the CONTRACTOR on behalf of the COUNTY that the CONTRACTOR still maintains in any form and retain no copies of such information, or, if such return or destruction is not feasible, extend the protections of this AGREEMENT to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible.

SECTION 21: AFFIRMATIVE ACTION REQUIREMENTS

- 21.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors/PROPOSERS and subcontractors utilize minority and women labor to the greatest extent feasible.
- 21.2 In proposing on this contract, the Proposer acknowledges an understanding of this policy. The contractor/proposer shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.
- 21.3 In an effort to assist PROPOSERS with compliance attached you will find the following: Article SC19-Affirmative Action Plan and Department of Affirmative Action Compliance Forms.

SECTION 22: INTERPRETATION

- 22.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFP, and/or, the Agreement (between the County and the successful bidder/proposer) and its incorporated documents, the documents shall be given preference

in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity:

1) the Agreement; 2) the RFP; 3) the Contractor's proposal or bid.

SECTION 23: NON APPROPRIATIONS CLAUSE

23.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds, insufficient funds, or changes in reimbursement streams are appropriated and budgeted by or are otherwise unavailable to the County by receipt or for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

SECTION 24: IRANIAN ENERGY SECTOR DIVESTMENT

24.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

24.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

24.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (a) "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization,

under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

24.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran;
or
- (2) The County of Albany has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Albany would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

**PREVENTION SERVICES
DEPARTMENT FOR CHILDREN, YOUTH, AND FAMILIES
RFP#2018-063**

PROPOSAL SUBMISSION PACKAGE

Qualifications and Experience of Proposers: (maximum of 2 pages)

Please provide the following information:

1. A brief one-page description of your organization.
2. List two references from clients who have received services from your agency. This should include their name, address and current phone number. Please do not include letters of support.
3. Provide a copy of your most recent financial and program annual report and audit. Failure to provide this will result in the proposal not being considered.
4. Compliance with Albany County Affirmative Action Plan (Attachment “D”) will be required. With your proposal, submit a statement indicating the composition of the workforce at your firm.
5. In addition to hardcopy, agencies are also required to submit the scope of services of their proposals for each program area via email to Moiria.Manning@albanycounty.com

Program Narrative: (maximum of 8 pages)

Provide a clear, concise narrative description on your proposed prevention program that addresses the following:

1. No more than a one (1) page brief program synopsis that gives the highlights of the program, the target population to be served and the overarching goal/outcome to be achieved.
2. Indicate what program area and population you are proposing to serve. If an agency is proposing more than one program, please provide separate narrative and budget information for each proposal and be clear what program area you are proposing the program under.
3. Describe your program incorporating at least all of the required elements outlined in the RFP and articulate a clear program strategy that is based on best practice principles.
4. Please include data on how effective your prevention program has been in the past three years, including QA site visits and DCYF annual summary reports, or for new programming that is based on a model, please provide data on how effective that model has been in other geographic areas provided by your agency.
5. Outline the specific key performance objectives and outcomes, as well as the specific processes for tracking outcomes. Also specifically specify how such outcomes will be reported to the DEPARTMENT.
6. Please specifically outline how the agency will utilize the DEPARTMENT’S quality assurance processes in order to continuously improve the services to the families of Albany County.
7. Describe family involvement, including youth, in your program and agency. Also specifically outline the family team decision making model, which will be employed as outlined in the RFP.
8. Please describe the a formal collaborative whereas the prevention service has a reciprocal relationship with either a Youth Bureau funded, and/or community, agency for the children and their families to have a diverse, holistic programming of formalized and recreational/community based services. All formal MOUs should be submitted as part of the PROPOSERS’ proposal(s).
9. Please describe in detail any planned subcontracted services, and how such services will be specifically delivered in order to address the requirements of this RFP, and attach any signed MOU as an addendum to the proposal.
10. Describe any evidence-based treatment or promising-practice that the agency will be incorporating into the proposed prevention program area. Agencies must describe in detail what

these programs/practices are and how they will maintain model fidelity. If none are used, please indicate as such.

11. Outline how the proposed program will rapidly and consistently engage families, including fathers and extended family members during service delivery.

Budget Proposal

1. Albany County will reimburse agencies for preventive services on a per family/ per diem basis or on a monthly basis for limited services (unless otherwise specified in the RFP). Agencies are required to use the format set forth in the Budget Format Template provided in this RFP. Proposals that do not follow that format will not be considered.
2. Proposers are encouraged to submit multiple pricing based on a range of units of service. For example, a program may be submitted that would serve 50 families. However, Albany County may choose to contract for 20 families. Albany County recognizes that the per family rate to serve 20 families may be higher than the rate to serve 50.
3. If agencies are proposing multiple programs, a separate budget for each program must be submitted. **Proposers will not be guaranteed a minimum number of referrals each month.**

Mandatory Documentation:

The Mandatory Documentation Section must include:

1. The Non-Collusive Bidding Certificate (Attachment "A")
2. Acknowledgment by Proposer (Attachment "B")
3. Vendor Responsibility Questionnaire (Attachment "C").
4. Affirmative Action Plan (Attachment "D").
5. Iranian Energy Divestment Certification (Attachment "E")

BUDGET Format

For all proposals the following format must be followed and submitted as a typed document. Handwritten documents or proposals that do not follow this format will not be considered. For agencies proposing a payment structure based on units of service, a budget proposal must be made for each range of fees.

EXPENSE CATEGOR						
Personnel Services	Annual Salary	% of Time	Total Salary	In Kind Agency Donation	Other Grant Funds	Funding Request
List all personnel associated with this program	List Annual Salary	% of time spent on this program	List total salary attributed to program	List any in-kind contribution by your agency or partner agency.	List any other grant funds that will be used to offset funding request.	Amount requested from Albany County for program
Fringe Benefits			Total	In Kind Agency Donation	Other Grant Funds	Funding Request
List fringe benefit expenses attributed to this program			Total amount of fringe for this program	List any in-kind contribution by your agency or partner agency.	List any other grant funds that will be used to offset funding request.	Amount requested from Albany County for program
Contractual Expenses			Total	In Kind Agency Donation	Other Grant Funds	Funding Request
List all contractual expenses by category (ex. Supplies, rent, electricity)			Amount of contractual expense line item.	List any in-kind contribution by your agency or partner agency.	List any other grant funds that will be used to offset funding request.	Amount requested from Albany County for program
Administrative Overhead (limited to 10% of total request)			Total	In Kind Agency Donation	Other Grant Funds	Funding Request
Administrative Overhead allocated to this program			Total Amount of Overhead	List any in-kind contribution by your agency or partner agency.	List any other grant funds that will be used to offset funding request.	Amount requested from Albany County for program

Total Annualized Funding Request From Albany County: _____

Maximum Units of Service: _____

Per Family/ Per Diem Cost (please specify): _____

Monthly cost proposed (if applicable): _____

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO SECTION 103-
D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public , agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

Signature

Title

Date

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 20____, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) **SS.:**

On the _____ day of _____, 20____, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT “C” ALBANY COUNTY VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: <div style="text-align: center;"> <input checked="" type="checkbox"/> PRIME CONTRACTOR </div>			
2. VENDOR'S LEGAL BUSINESS NAME		3. IDENTIFICATION NUMBERS a) FEIN # b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE		7. TELEPHONE NUMBER	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Title Telephone Number Fax Number e-mail			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A “YES,” AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		Yes	No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		Yes	No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>		Yes	No

16.	<p>WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:</p> <p>a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process;</p> <p>2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;</p> <p>3. entered into an agreement to a voluntary exclusion from bidding/contracting;</p> <p>4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;</p> <p>5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;</p> <p>6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;</p> <p>7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;</p> <p>8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or</p> <p>9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.</p> <p>b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?</p> <p>c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:</p> <p>1. federal, state or local health laws, rules or regulations.</p>	Yes	No
17.	<p>IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES ¹ HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY?</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."</p>	Yes	No
18.	<p>DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:</p> <p>a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i></p> <p>b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i></p> <p>c) Property Tax <i>Indicate the years the vendor failed to file.</i></p>	Yes	No
19.	<p>HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES ¹ WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING?</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.</p>	Yes	No
20.	<p>IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.</p>	Yes	No

21.	IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES:	Yes	No
	a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;		
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.			

1 “Affiliate” meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity’s daily operations, that entity will be an “affiliate” for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- ┌ Has not altered the content of the questions in the questionnaire in any manner;
- ┌ Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- ┌ Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- ┌ Is knowledgeable about the submitting vendor's business and operations;
- ┌ Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- ┌ Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business

Signature of Owner

Address

Printed Name of Signatory

City, State, Zip

Title

Sworn before me this _____ day of _____, 20 ;

Notary Public

Printed Name

Signature

Date

County of Albany
Article SC19- Affirmative Action Plan
Attachment D

STATEMENT OF POLICY

The following is taken from Resolution No. 26 adopted by the Albany County Legislature on June 10, 1996.

Resolved, By the Albany County Legislature that the Affirmative Action Plan so endorsed by the Albany County Executive and which is currently on file with the Clerk of the County Legislature, shall be the official plan of the County of Albany including the objectives, procedures and goals so stipulated.

It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors and subcontractors utilize minority and women labor to the greatest extent feasible.

In bidding on this contract, the contractor acknowledges an understanding of this policy. The contractor shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.

ANTI-DISCRIMINATION CLAUSE 220-E - NYS Labor Law. Provisions in contracts prohibiting discrimination on account of race, creed, color or national origin in employment of citizens upon public works. Every contract for or on behalf of the state or a municipality for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies shall contain provisions by which the contractor with the state or municipality agrees: (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin; (c) That there may be deducted from the amount payable to the contractor by the state or municipality under this contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; (d) That this contract may be cancelled or terminated by the state or municipality, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract; and (e) The aforesaid provisions of this section covering every contract for or on behalf of the state or a municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the state of New York.

ADMINISTRATION

The County's Division of Affirmative Action is charged with the responsibility of monitoring Affirmative Action in all contracts. All County procurements will be made with an understanding that the complete participation of bona fide MBE and WBE shall be assured by balanced and equitable contract involvement.

The **subcontracting participation goals** for County public procurements are:

- to award 7% of the total dollar value of the contract to a certified MBE.
- to award 5% of the total dollar value of the contract to a certified WBE.

The **workforce goals** for County public procurements are as follows:

- 7% of the total workforce should be minorities.
- 5% of the total workforce should be women.

• CONTRACTOR'S RESPONSIBILITIES

The Contractor's responsibilities include, but are not limited to, the following. The Contractor **must:**

- 1) Submit to the Division of Affirmative Action a completed Schedule of MBE/WBE and Labor Performance or Request for Waiver within **fifteen (15) days** of receiving the Notice of Award.
- 2) Prior to being issued a Notice to Proceed, submit evidence of MBE/WBE contracts proposed to the Division of Affirmative Action.
- 3) Submit monthly utilization reports to the Division of Affirmative Action for review.
- 4) Immediately notify the Division of Affirmative Action of any changes during the project, especially if the change affects the Schedule of MBE/WBE and Labor Performance submitted for the project.
- 5) Make good faith efforts to replace an MBE/WBE subcontractor that is unable to perform successfully with another MBE/WBE.
- 6) Notify the Division of Affirmative Action of any suspected instances of companies fraudulently claiming MBE/WBE status.
- 7) If possible, provide any needed technical assistance to MBE/WBE firms under subcontract.
- 8) If possible, design payment schedules to minimize cash flow problems faced by MBEs/WBEs.
- 9) Maintain for three years such records as are necessary to determine compliance with MBE/WBE obligations and to submit regular reports to enable the Albany County MBE Officer to monitor this compliance.

• DEVELOPING A SCHEDULE OF MBE/WBE AND LABOR PERFORMANCE

The Schedule of MBE/WBE and Labor Performance must detail:

1. The contractor's name, address, phone number, federal identification number and the total dollar value of the contract.
2. Whether the contract is a joint venture.
3. The MBE and WBE goal for the contract.
4. A brief description of each proposed subcontractor, including the name, address, phone number, federal identification number and the total dollar amount of each subcontractor.
5. An estimate of the total number of hours to be worked on the project.

• COMPLIANCE

Each contractor must furnish monthly utilization reports while working on the project. The reports must detail the total number of hours worked, total minority /female labor hours and payments made to MBE and WBE firms.

- **WAIVER REQUEST FOR SUBCONTRACTING AND/OR LABOR PERFORMANCE**

Contractors which determine that the subcontracting and/or labor participation goals must cannot be achieved **must** request a waiver within **fifteen (15) days** of receiving the Notice of Award. The request must justify why the firm cannot accomplish the subcontracting and/or labor participation goals established for the project. The justification must detail actions taken to solicit MBE/WBE subcontractors, minority or female labor participation and the impediments encountered. Each waiver request will be evaluated individually. Submission of the request for waiver does **not** guarantee the requirements will be waived. Additional information or supporting documentation may be required to determine a contractor's good faith effort.

- **MBE/WBE RESPONSIBILITIES**

Each Minority Business Enterprise/Woman Business Enterprise shall:

1. Establish through certification that the company is a bona fide MBE/WBE. The Division of Affirmative Action reviews MBE/WBE eligibility status for contractors and subcontractors.
2. Exhibit an interest in bidding a particular project by attending pre-bid conferences and/or by responding timely to contract solicitations for bid quotations prior to bid date.
3. Be responsible for entering into all necessary contractual agreements.
4. Arrange for and supervise contract performance.
5. Secure equipment, materials and crew sufficient to complete their contract or subcontract.
6. Provide bonding, insurance and collateral as required for surety in contract performance.
7. Authorize payrolls, payments and reports as required for routine compliance.

The County will accept MBE/WBE Certifications made by other governmental agencies which are in compliance with our DBE policy.

SANCTIONS

SC-19.5.1

If **CONTRACTOR** cannot meet the WBE/MBE participation goals, he must document to the Albany County MBE Officer, that he has made all positive efforts to achieve it. Failure to meet the goals or to document that all positive efforts have been made to achieve it may result in the County invoking any legal or equitable remedy available to the County for breach of contract including withholding future payments under the **CONTRACT** involved; disqualification of the **CONTRACTOR** from future contracting opportunities for a period not to exceed two years; and cancellation of the contract and declaration of forfeiture of the **PERFORMANCE BOND**.

A decision by the Albany County MBE Officer to invoke the above sanctions shall be issued in writing by registered mail. The **CONTRACTOR** shall have ten (10) days from receipt of the decision to appeal the MBE Officer's decision to the Grievance committee of the Albany County Legislature. Both sides of the dispute shall have the opportunity to be heard at a meeting of the Grievance Committee to be held within ten (10) days of the receipt of an appeal, and the Committee shall send a final decision to both sides within ten (10) days by registered mail (or hand delivery in the case of the MBE Officer's copy).

STANDARDS

A **Minority Business Enterprise (MBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in that case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a minority person(s), and such ownership interest is real, substantial and continuing. The minority ownership must have and exercise the authority to independently control the business decisions of the entity.

A **Woman Business Enterprise (WBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in the case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a woman (women), and such ownership interest is real, substantial and continuing. The woman ownership must have and exercise the authority to independently control the business decisions of the

entity. WBEs shall not be considered as MBEs unless 51% of the assets of the company is held by a minority person(s).

A Disadvantaged Business Enterprise (DBE) mean a business enterprise controlled by one or more socially or economically disadvantaged individuals and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it. Such disadvantaged may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to citizens of the United States (or lawfully admitted permanent residents) and who are African Americans, Puerto Ricans, Hispanic Americans, Asian-Pacific Americans, American Indians, Eskimos, Aleuts, Asian Indians and Women.

Minority: A person who is a member of one or more of the following groups:

- A) Black (not of Hispanic origin) – a person having origins in any of the Black racial group of Africa.
- B) Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- C) Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- D) Native American or Alaskan Natives – a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Woman: A person who is of the feminine gender who are not otherwise classified as a minority.

For assistance or additional information, contact
County of Albany
Division of Affirmative Action
112 State Street, Room 670, Albany, NY 12207
Phone: (518) 447-7010
Fax: (518) 447-5586

County Of Albany
Criteria for Establishing Good Faith Effort

The following list of the good faith efforts criteria complies with NYS Executive Law, Article 15-A which should be considered for determining whether a contractor has documented good faith efforts:

1. Was a completed, acceptable utilization plan submitted in accordance with applicable requirements to meet goals for participation of certified minority and women-owned business enterprises established in the same contract?
2. Were advertisements placed in appropriate trade, general circulation and minority and women-oriented publications in a timely fashion?
3. Were written solicitations made in a timely fashion of certified minority and women-owned business enterprises listed in the directory of certified business?
4. Were timely responses to any such advertisements and solicitations provided by certified minority and women-owned business enterprises?
5. Did the contractor attend pre-bid, pre-award, or other meetings, if any, scheduled by the agency awarding the contract, with certified minority or women-owned business enterprises which the State or County agency determined were capable of performing the contract scope of work, for purposes of complying with goal requirements?
6. What efforts were undertaken by the contractor to reasonably structure the contract scope of work for purposes of subcontracting with certified minority and women-owned business enterprises?
7. How many minority and women-owned business enterprises in the directories of certified businesses could perform work required by the contract scope of work in your region?
8. What actions were taken to contact and assess the financial ability of certified minority and women-owned businesses enterprises to participation on the contract, and which enterprises are located outside of the region in which the contract scope of work was or will be performed?
9. Were relevant plans, specification or terms and conditions of the contract, necessary to prepare an informed response to a contractor solicitation, provided in a timely fashion to certified minority or women-owned business enterprises?
10. What subcontract terms and conditions were offered to certified minority and women-owned business enterprises, and how do those subcontract terms and conditions compare to those offered in the ordinary course of the contractor's business and to other subcontractors of the contractor?
11. Has the contractor made payments for work performed by certified minority and women-owned business enterprises in a timely fashion so as to facilitate continued performance by certified minority or women-owned business enterprises?
12. Has the contractor offered to make up any inability to comply with the minority and women-owned business enterprise goals established in a contract, in other contracts being performed or to be awarded to the contractor?

County of Albany
Department of Affirmative Action
Compliance Forms

COUNTY OF ALBANY
SCHEDULE OF MBE/WBE AND LABOR PERFORMANCE

The Division of Affirmative Action monitors subcontracting and labor participation for contracts let by agencies and authorities of Albany County. **The information requested below must be completed by the General Contractor and submitted within fifteen days of receipt of Notice of Award.** The figures represent the contractor's best estimate of workforce needs and minority/female representation of that workforce. Questions regarding completion of this form can be directed to the County of Albany, Division of Affirmative Action at 518-447-7010.

Contractor: _____ Address: _____ City/State/Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Project Name: _____ Project Cost: _____ Completion Date: _____

Contract Description: _____

Bidder is an approved ☐ MBE ☐ WBE If yes, specify agency: _____

Joint Venture

MBE/WBE participation is broken down into Joint Ventures with Bidder, Subcontracting Construction, Trucking or Services, and Materials or Supplies. Joint ventures between the Prime Bidder and MBE/WBE firms are shown below. Joint Ventures with Bidder (check one) :

☐ No MBE/WBE joint ventures with Bidder on this Contract. ☐ Bidder is joint venturing with the following firm(s)
 (attach a copy of joint venture agreements to this form)

Name: _____ Address: _____ City/State/Zip: _____

Telephone: _____ Federal ID No: _____

MBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

WBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

Sub-contractor Performance

MBE Goal: 7% x Total Bid Amount = \$ _____

WBE Goal: 5% x Total Bid Amount = \$ _____

Please provide the information requested for **all** subcontractors participating on this project (include MBE/WBE/DBE firms).

Sub-contractor Name, Address, Phone	Amount of Sub-contract & Award Date	Description of Work (Trade)	Start Date _____ Completion Date	Contracted Payment Schedule
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				

I, _____, representative of _____ declare that the
(print) (firm)
information provided is true and represents accurately my firms efforts to comply with the Affirmative Action Policy. We shall continue to make every effort to ensure that M/W/DBE firms have the maximum opportunity to compete for, and perform contracts let by the County of Albany.

Signature: _____ Date: _____

SUBMIT MONTHLY**FORM C****County of Albany
Monthly Utilization Report**

This report must be completed by each firm working on the site and submitted to the General Contractor on a monthly basis. The General Contractor forwards the reports to the County of Albany, Division of Affirmative Action, 112 State Street, Room 670, Albany, NY 12207. Fax (518) 447-5586 For assistance call (518) 447-7010.

Contractor: _____ Address: _____ City/State/Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Project Name: _____ Project Cost: _____ Completion Date: _____

Reporting Period: _____ **Month** _____ **Year**

Trade	Number of Hours Worked by Minorities	Number of Hours Worked by Women	Number of Hours Worked by Non-Minorities	Total Hours Worked
Total(s)				

Information provided by (please print): _____ **Date:** _____
(See over for instructions)

M/W/DBE Payments

M/W/DBE Firm (s) Participating On The Project	Payments Made This Month	Payments Made To Date

INSTRUCTIONS

This form must be completed and submitted by the Contractor/Vendor by the **10th** of each month for the duration of the contract. The form must be accompanied by copies of checks (front and back) made payable to MBE/WBE subcontractor and suppliers.

This form is required pursuant to the contract specifications. Failure to submit will result in non-compliance.

County of Albany
Department of Human Resources
Division of Affirmative Action
112 State Street, Room 670, Albany, NY 12207
Phone: (518) 447-7010

NOTE: IF THERE IS NO ACTIVITY FOR THE REPORTING PERIOD, PLEASE NOTE ACCORDINGLY.

Waiver Request for Subcontracting and/or Labor Performance

If your firm has determined that it is not feasible to meet the subcontracting and/or labor performance goals specified in the contract, complete and return this form within fifteen days of the Notice of Award. The request must identify reasons why the firm cannot reach the labor and subcontractor goals applicable. The Division of Affirmative Action will evaluate each waiver individually. Please be advised that submission of this request does not guarantee waiver of the requirements. Attach additional sheets if necessary.

Contractor: _____ Address: _____ City/State/Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Contract Type/Number: _____ Project Cost: _____

☐ **Request Waiver of Minority/Woman Labor Participation Goal. Please explain:**

Actions taken to include minority/women labor _____

☐ **Request Waiver of Minority Subcontractor Participation Goal. Please explain:**

Actions taken to include MBE and/or WBE Subcontractor(s) _____

Name (please print)

Signature

Title

Attachment "E"

Certification Pursuant to Section 103-g

Of the New York State

General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

**PREVENTION SERVICES: Juvenile Justice Services,
Clinical Services with Community and Recreational Supports, and
Specialty Services**

for

**ALBANY COUNTY DEPARTMENT FOR CHILDREN,
YOUTH AND FAMILIES**

RFP-2018-063

**Appendix “A”
RELATIVE DATA CHECKLIST**

RELATIVE DATA CHECKLIST
Albany County Department for Children, Youth and Families

Case Plan Name _____

Case Plan ID _____

_____/_____/_____

Caseworker Name _____

Date _____

Children's Names	Mother's Name	Father's Name	Paternity?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MATERNAL FAMILY MEMBERS

Name	Address	Phone	Interest in Child
_____	_____	(____)____-____	_____
Maternal Grandmother			
_____	_____	(____)____-____	_____
Maternal Grandfather			
_____	_____	(____)____-____	_____
Mother's Sibling			
_____	_____	(____)____-____	_____
Mother's Sibling			
_____	_____	(____)____-____	_____
Mother's Sibling			
_____	_____	(____)____-____	_____
Mother's Cousin or Other Relative (Identify Relationship: _____)			
_____	_____	(____)____-____	_____
Mother's Cousin or Other Relative (Identify Relationship: _____)			

PATERNAL FAMILY MEMBERS

Name	Address	Phone	Interest in Child
_____	_____	(____)____-____	_____
Paternal Grandmother – (Which father: _____)			
_____	_____	(____)____-____	_____
Paternal Grandfather- (Which father: _____)			

____ (____) ____ - ____
Paternal Grandmother –
(Which father: _____)

____ (____) ____ - ____
Paternal Grandfather –
(Which father: _____)

____ (____) ____ - ____
Father's Sibling –
(Which father: _____)

____ (____) ____ - ____
Father's Sibling –
(Which father: _____)

____ (____) ____ - ____
Father's Sibling –
(Which father: _____)

____ (____) ____ - ____
Father's Cousin or
Other Relative (Identify Relationship: _____)

____ (____) ____ - ____
Father's Cousin or
Other Relative (Identify Relationship: _____)

SUPPORTIVE ADULTS (i.e., friends, neighbors, church members, Godparents, etc)

Name	Address	Phone	Interest in Child
_____	_____	(____) ____ - ____	_____
_____	_____	(____) ____ - ____	_____
_____	_____	(____) ____ - ____	_____

KNOWN BIOLOGICAL OR ADOPTIVE PARENTS WITH LEGAL CUSTODY OF SIBLINGS OR HALF-SIBLINGS OF CHILDREN LISTED ABOVE:

Name	Address	Phone	Sibling or half sibling of
_____	_____	(____) ____ - ____	_____
_____	_____	(____) ____ - ____	_____
_____	_____	(____) ____ - ____	_____

I understand that the Department for Children, Youth and Families may contact the relatives above if there is a crisis in my family.

Signature: _____ Date: _____

Please use the back for additional names.

