

**COUNTY OF ALBANY  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR PROPOSAL (RFP) SUBJECT:**

Mini-Grants for Albany County Substance Use Prevention, Treatment, and Recovery Support Providers

**RFP NUMBER:**

RFP # 2026-068

**PROPOSAL SUBMITTED BY:**

Second Chance Opportunities, Inc.

**ORGANIZATION ADDRESS:**

55 Colvin Avenue  
Albany, NY 12206

**PRIMARY CONTACT PERSON:**

Kellie Roe  
Chief Executive Officer

**TELEPHONE:**

518-489-1929

**EMAIL:**

Kellie@scoalbany.com

**PROPOSAL DATE:**

May 1, 2026

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## **Section II: Qualification**

Second Chance Opportunities, Inc is a local not for profit agency and the only OASAS funded Recovery Community Center in Albany. SCO has been providing continuing recovery supports to people in the Capital District since 2001. We do that by providing employment, housing and ongoing recovery support services including peer supported transportation through Second Chance Opportunities Outreach Transportation (SCOOT). We currently have 5 full-time peer drivers, of which all are approved to provide transportation services, are on the auto insurance policy, and 4 who have class-E livery licenses. Amongst our Recovery Community Center staff, two additional CRPAs are also approved to provide transportation services. SCO has been providing peer-supported transportation services to individuals in recovery from SUD/ODD since 2023.

### **Professional Staff Members:**

Kellie Roe – Chief Executive Officer

- CEO is the direct supervisor for CFO, Human Resources, and the Recovery Center Director. The CEO is the person authorized to bind the contract and ensure proper insurance coverage.

Chelsea Bell – Chief Financial Officer

- The CFO will be responsible for all budgeting, billing, and management of funding provided by the grant.

Savannah Powell, HR & Compliance Officer

- Human Resources is responsible for managing hiring according to standards set forth by the organization, employee relations, ensuring compliance with employment laws and regulations, and payroll.

Katrina Koren, CASAC, CRPA- Recovery Center Director

- Recovery Center Director will oversee and supervise the Transportation Director as well as the CRPAs providing transportation for the proposed project.

Cara Mia Canale, CRPA- Transportation Director

- Transportation Director will oversee the CRPAs providing transportation for the proposed project and will manage data intake and reporting.

## **Resumes**

### **Kellie Roe**

36 Davis Avenue

Albany, NY 12203

Phone: 518-489-1929

Email: Kellie@SCOAlbany.com

### **Professional Summary**

Executive leader with more than two decades of experience in recovery-oriented services, workforce development, housing operations, contract administration, and nonprofit management. Founder and Chief Executive Officer of Second Chance Opportunities, Inc., with deep expertise in building sustainable employment pathways and supportive housing for individuals in recovery from substance use disorders.

### **Professional History**

Second Chance Opportunities, Inc. – Albany, NY

Chief Executive Officer | 2011 – Present

- Leads organizational strategy, program development, financial oversight, and mission implementation.
- Reports directly to the Board of Directors and ensures compliance with all federal, state, and local regulations.
- Negotiates and administers janitorial service contracts that provide employment for approximately 100 individuals, 96% of whom are in recovery.
- Oversees supportive housing operations across ten buildings serving more than 60 tenants at varying stages of recovery.
- Directs recovery workforce development, peer support initiatives, and training programs.
- As of December 2025, manages organizational assets valued at approximately \$7.9 million, with 11% supported through grant funding.

Dream House Rentals LLC – Albany, NY

Managing Partner | 2015 – Present

- Led acquisition, inspection, appraisal, and financing of 13 residential properties housing 78 tenants.
- Manages leasing, compliance, insurance, maintenance, and day-to-day property operations for assets totaling approximately \$3 million.

Second Chance Opportunities, Inc. – Albany, NY

Housing Coordinator | 2007 – Present

- Coordinates recovery-supportive housing operations and tenant placement.
- Screens residents and maintains required documentation related to treatment engagement.

- Provides direct recovery supports including transportation, budgeting assistance, financial rehabilitation, peer support, and life skills development.

The Altamont Program – Albany, NY

Contract Administrator | 2001 – 2011

- Built a janitorial services portfolio from one contract to \$5.4 million in annual business across 41 contracts and 117 employees.
- Managed contract negotiation, compliance, prevailing wage requirements, certified payroll, invoicing, audits, and NYSID quality assurance reviews.
- Maintained comprehensive audit files and confidential human resource records.

Father Peter Young Housing & Industries – Albany, NY

Fundraising Coordinator | 2001 – 2004

- Managed a bingo-based fundraising operation three evenings per week.
- Coordinated volunteer teams and raised more than \$200,000 in support of housing and recovery services.

Verizon

Sales Representative | 2002 – 2003

- Provided advertising and sales support.

Unified Capital Services

Financial Consultant | 2001 – 2002

- Represented foreclosure clients in negotiations with financial institutions to secure mortgage continuations or alternative resolutions.

### **Education and Training**

- Medical Assisted Treatment Training – 2015

- Ethics Competency for Recovery Coaches – 2015
- Recovery Coach Training – 2014
- Verizon Professional Training – 2002–2003
- Hudson Valley Community College – 1997–1998
- Degree in Colored Stones, Geological Institute of America (NYC) – 1987
- Certification in Antiques and Estate Jewelry, Fashion Institute of Technology (NYC) – 1986

### **Board and Advisory Roles**

- Member, Albany County Community Services Board
- Member, Alcohol and Substance Abuse Subcommittee

### **Core Competencies**

Executive leadership • Workforce development • Contract administration • Supportive housing management • Recovery-oriented systems of care • Financial oversight • Regulatory compliance • Community partnerships

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### **Chelsea L. Bell**

3 Kings Isle Lane

Stillwater, NY 12118

Phone: 518-859-2082

Email: cbell1992@gmail.com

### **Professional Summary**

Accomplished finance and accounting professional with more than a decade of experience across nonprofit, public accounting, private equity, and small business environments. Extensive

expertise in budgeting, audits, financial controls, compliance, and outsourced CFO services. Brings a strategic, operations-focused approach to financial leadership in recovery-oriented organizations.

### **Professional History**

Second Chance Opportunities, Inc. – Albany, NY

Chief Financial Officer | June 2023 – Present

- Manages an operating budget of approximately \$8 million, overseeing all accounting and financial functions.
- Serves in a dual role as Chief Financial Officer and Accountant, providing direct financial oversight and day-to-day operational support.
- Led a comprehensive overhaul of accounting procedures, improving accuracy, internal controls, and transparency in financial reporting.
- Establishes and maintains strong fiscal controls to ensure compliance with OASAS regulations and grant requirements.
- Coordinates audits and serves as primary liaison with auditors and regulatory agencies.
- Directed the transition from paper-based systems to electronic platforms, improving efficiency and reporting accuracy.
- Provides financial oversight for a related-party real estate entity supporting SCO's housing operations.

BST & Co. CPAs LLP – Albany, NY

CFO-for-Hire, Manager | May 2021 – May 2023

CFO-for-Hire, Senior Associate | June 2019 – May 2021

- Managed and supervised staff schedules while supporting professional development and workload balance.
- Participated in strategic planning for the outsourced accounting division and firm operations.
- Delivered full-cycle bookkeeping, month-end close, financial statements, and KPI reporting for diverse clients.
- Assisted with audit fieldwork, 1099 filings, tax preparation coordination, and regulatory compliance.
- Guided clients through COVID-19 financial challenges, including PPP, EIDL, and Employee Retention Credit processes.
- Conducted cash flow analysis and scenario planning to support organizational stability.
- Advised clients on internal controls, operational efficiency, and accounting best practices.

Wojeski & Company, CPAs, P.C. – East Greenbush, NY

Senior Tax Accountant | 2018 – 2019

Staff Tax Accountant / Intern | 2011 – 2018

- Prepared individual, corporate, partnership, fiduciary, and exempt organization tax returns.
- Conducted tax planning for high-net-worth individuals and business entities.
- Managed payroll processes, sales tax filings, and general ledger maintenance.
- Trained clients on QuickBooks Desktop and Online platforms.
- Supported internal hiring and training of client accounting staff.
- Maintained and expanded long-standing client relationships.

## **Education**

University at Albany, SUNY – Albany, NY

M.S., Professional Accountancy – May 2015

Johnson & Wales University – Providence, RI

B.S., Accounting with Economics Concentration – March 2014

### **Technical Skills**

Microsoft Office Suite • Excel • QuickBooks Accountant • QuickBooks Enterprise • QuickBooks Online • CCH ProSystem Fx • Engagement • Practice Management • Payroll Software (ADP, Heartland, WorkforceNow)

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### **Savannah Powell**

274 Elm Ave. E.

Selkirk, NY 12158

Phone: 518-779-7337

Email: Savannah@SCOAlbany.com

### **Professional Summary**

Human Resources, Compliance, and Diversity leader with progressive experience in employee relations, payroll administration, inclusive recruitment, and workforce development.

Demonstrated commitment to fostering equitable, compliant, and supportive workplace environments, with a strong background in advocacy for individuals with disabilities. Known for strong problem-solving skills, attention to detail, and collaborative leadership within mission-driven organizations.

### **Professional History**

**Second Chance Opportunities, Inc. – Albany, NY**

### **Diversity Officer | 2023 – Present**

- Monitors and evaluates workforce demographics to ensure accurate representation of minority and underrepresented populations
- Promotes cultural competency and inclusion through education, guidance, and organizational initiatives
- Implements inclusive recruitment strategies designed to reduce bias and ensure equitable hiring practices

### **HR & Compliance Officer | 2022 – Present**

- Manages employee relations, including grievances, investigations, conflict resolution, and disciplinary actions
- Advises managers and leadership on HR best practices, performance management, and compliance requirements
- Identifies training and professional development needs across the organization
- Develops and supports employee engagement and retention strategies, including surveys and workplace improvement initiatives
- Assists individuals with job placement by matching candidates to positions aligned with skills, abilities, and organizational needs

### **Payroll Coordinator | 2020 – Present**

- Processes payroll accurately and on schedule for approximately 120 employees
- Reviews timekeeping records, leave requests, and wage data to ensure compliance and accuracy
- Maintains and updates payroll and employment records, including tax withholdings, pay

changes, new hires, and terminations

- Resolves payroll-related discrepancies and grievances promptly and thoroughly

### **Janitorial Staff | 2018 – 2020**

- Maintained a safe, clean, and compliant workplace environment
- Identified and reported safety hazards to supervisors in a timely manner
- Performed assigned duties while supporting team operations and organizational standards
- Followed all organizational policies and procedures

### **Education and Training**

- Bachelor of Arts in Sociology; Minor in Criminal Justice | 2020 – 2021

University at Albany, SUNY

GPA: 4.0

- Social Work (Major), Criminal Justice (Minor) | 2012 – 2016

SUNY Buffalo State University

- Certificate of Completion – Peer/Recovery Coaching Ethics | 2020

Albany Behavioral Health LLC

- Recovery Coach Academy | 2020

Six-week prerequisite program toward Certified Recovery Peer Advocate

- Advanced Regents Diploma | 2012

Clifton-Fine Central School

### **Awards and Leadership**

- Dean's List | 2021

Maintained a 4.0 GPA throughout enrollment at the University at Albany

- Delta Delta Phi Zeta – Event Coordinator | 2015

Planned and coordinated campus events at SUNY Buffalo State University in collaboration with student organizations

### **Core Competencies**

Employee relations • HR compliance • Payroll administration • Inclusive recruitment • Workforce development • Training and employee engagement • Regulatory compliance • Conflict resolution • Detail-oriented administration • Microsoft Office • Paychex • Paylocity • ADP

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### **Katrina Koren, BS, CASAC-ADV, CARC, CRPA-P**

Saratoga Springs, NY

Phone: 518-365-2774

Email: [katrinakoren50@gmail.com](mailto:katrinakoren50@gmail.com)

### **Professional Summary**

Addiction and behavioral health professional with more than 20 years of experience in recovery-oriented systems of care, peer workforce development, program leadership, and regulatory compliance. Extensive background in substance use disorder treatment, opioid treatment programs, justice-involved reentry services, and community partnership development. Proven leader recognized for building high-performing teams, advancing peer workforce infrastructure, and ensuring compliance with OASAS, SAMHSA, DEA, and Joint Commission standards.

### **Professional History**

Second Chance Opportunities, Inc. – Albany, NY

Recovery Center Director | January 2026 – Present

- Oversees daily operations of the Recovery Community and Outreach Center (RCOC).
- Supervises and mentors recovery coaches and peer professionals, supporting credentialing and professional development.
- Develops and implements recovery-oriented programming including peer groups, wellness activities, and community engagement events.
- Coordinates wraparound supports including transportation, employment, and housing navigation.
- Leads peer workforce development initiatives, including CRPA training, supervision, and credential advancement.
- Establishes and maintains partnerships with courts, treatment providers, healthcare systems, and community-based organizations.
- Supports grant development, program expansion, data tracking, reporting, and sustainability initiatives.

Ophelia Health – New York, NY

Community Partnership Manager | November 2024 – August 2025

- Led partnership development and outreach for MAT-based telehealth services.
- Built relationships with healthcare providers, community organizations, and justice system partners.
- Designed outreach strategies to expand access to opioid use disorder treatment for underserved populations.
- Coordinated community education efforts related to MAT, harm reduction, and recovery resources.

- Ensured compliance with HIPAA, SAMHSA, DEA, and telehealth regulatory requirements.
- Analyzed engagement data to improve partnership effectiveness and service delivery.

St. Mary's Healthcare – Amsterdam, NY

Manager of Addiction Services | February 2023 – May 2024

- Managed operations of an Opioid Treatment Program (OTP).
- Ensured compliance with DEA, SAMHSA, OASAS, and Joint Commission standards.
- Collaborated with courts, probation, and parole to support justice-involved individuals.
- Oversaw program budgeting, staff supervision, and regulatory audits.
- Strengthened community partnerships to enhance patient support and continuity of care.

Hometown Health Center – Schenectady, NY

Program Director | February 2022 – May 2022

- Led development and launch of an outpatient substance use disorder clinic within an FQHC.
- Designed workflows, policies, and operational structures.
- Implemented EHR systems and ensured regulatory compliance.
- Coordinated multidisciplinary teams to meet program objectives.

Twin County Recovery Services, Inc. – Catskill, NY

Director of Residential Services | August 2021 – February 2022

- Directed residential treatment programs across multiple counties.
- Supervised 28 staff members and implemented compliance and training initiatives.
- Led audit readiness, quality improvement, and program enhancement efforts.

New Hope Manor – Poughkeepsie, NY

Clinical Supervisor | July 2020 – August 2021

- Oversaw residential treatment services for women and children.
- Led transition to electronic health records.
- Managed budgeting, compliance, staff supervision, and life-skills programming.

New Life Manor – New York, NY

Clinical Supervisor | September 2018 – February 2020

- Managed residential halfway house operations.
- Led justice-involved programming and court collaboration.
- Conducted audits, supervised staff, and facilitated recovery programming.

St. Vincent’s Behavioral Health Hospital – Port Chester, NY

Program Director | August 2016 – July 2018

- Directed outpatient substance use disorder program operations.
- Achieved successful accreditation and audit outcomes.
- Developed continuum of care and supervised multidisciplinary teams.

New Choices Recovery Center – Schenectady, NY

Clinical Director | February 2007 – July 2016

- Led a multidisciplinary team of approximately 45 staff.
- Developed justice-involved reentry and recovery programming.
- Oversaw audits, compliance, staff training, and professional development.

## **Education**

Empire State College – Saratoga Springs, NY

Bachelor of Science, Addiction Studies / Counseling (GPA: 3.95)

Hudson Valley Community College – Troy, NY

Associate of Applied Science, Chemical Dependency Counseling (GPA: 4.0)

### **Certifications**

- Advanced CASAC (OASAS)
- Certified Addiction Recovery Coach (CARC)
- Certified Recovery Peer Advocate – Provisional (CRPA-P)
- Ongoing OASAS and OMH Continuing Education

### **Professional Development**

- Master of Business Administration (Healthcare Studies) – In Progress  
Empire State College

### **Core Competencies**

Recovery-oriented systems of care • Peer workforce development • CRPA supervision •  
Program leadership • Regulatory compliance • Opioid treatment programs •  
Justice-involved reentry • Community partnerships • Trauma-informed care •  
Grant development • Data reporting and evaluation

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### **Cara Mia Canale**

Albany, NY 12208

Phone: 518-319-6838

Email: [caramiacanale@gmail.com](mailto:caramiacanale@gmail.com)

### **Professional Summary**

Transportation program leader with extensive experience coordinating grant-funded, peer-driven transportation services in fast-paced, high-stress environments. Demonstrated ability to manage complex logistics, ensure compliance with multiple funding sources, and resolve service barriers in real time with minimal supervision. Known for strong organizational skills, reliability, leadership, and effective collaboration with providers, funders, drivers, and clients.

## **Professional History**

### **Second Chance Opportunities, Inc. – Albany, NY**

#### **Director of Transportation | June 2024 – Present**

- Oversees daily transportation operations for individuals attending outpatient, inpatient, and community-based treatment services throughout the Capital Region
- Manages multiple transportation funding sources, ensuring accurate allocation, documentation, and compliance with grant requirements
- Schedules and dispatches Certified Recovery Peer Advocate (CRPA) drivers using routing and scheduling software to maintain efficient coverage and minimize service gaps
- Generates and manages ride authorizations and tracks trip utilization
- Monitors transportation grant expenditures to ensure fiscal accountability and sustainability
- Prepares and submits accurate billing and ride reconciliation reports
- Serves as liaison between treatment providers, peer drivers, funders, and clients
- Resolves transportation barriers in real time, prioritizing client safety, reliability, and access to essential services

### **Administrative Assistant**

- Answer phones and respond to inquiries from individuals and community partners
- Schedule and coordinate all Recovery Coach intake appointments
- Maintain office supplies and support general office operations
- Open and close the recovery center, ensuring a safe and welcoming environment
- Provide administrative support to recovery staff as needed

### **Samaritan Hospital – Troy, NY**

Patient Care Technician | November 2018 – October 2020

- Monitored and recorded vital signs and blood glucose levels to support clinical assessments
- Assisted patients with hygiene, comfort, and activities of daily living to promote dignity and well-being
- Utilized medical equipment including Hoyer lifts and sit-to-stand devices

### **Warren, Washington & Albany ARC – Albany, NY**

Assistant Residential Manager | June 2014 – August 2016

- Managed daily operations of a residential program, ensuring resident safety and regulatory compliance
- Facilitated community integration and access to services for individuals with developmental disabilities
- Collaborated with staff to address administrative and operational needs
- Administered medications, G-tube feedings, diabetic finger sticks, and insulin
- Maintained compliance with OPWDD requirements

### **Education and Training**

- Credentialed Alcoholism and Substance Abuse Counselor (CASAC) – In Progress, Expected  
December 2026

Maria College, Albany, NY

- High School Diploma – June 2006  
Glens Falls High School, Glens Falls, NY

### **Core Competencies**

Transportation coordination • Grant monitoring and compliance • Scheduling and dispatch •  
Billing and reconciliation • Administrative operations • Peer-driven service models • Client  
advocacy • Documentation and reporting

### **Section III: References**

#### **Reference #1**

Name: Angela Lewin

Title: Founder and President

Organization: Albany Behavioral Health

Address: 721 Madison Ave, Albany NY 12208

Telephone: (518) 729-2126

Relationship to SCO: Long-standing community partner

#### **Reference #2**

Name: Craig Stratton

Title: Project Director II

Organization: 3<sup>rd</sup> Judicial District: Problem-Solving Courts

Address: 2500 Pond View, Suite 210

- Castleton-on-Hudson, NY 12033

Telephone: (518) 788-9211

Relationship to SCO: Justice-system collaboration and peer service delivery

#### **Section IV: Plan Implementation**

Many individuals residing in Albany County who are in recovery from SUD/ODU lack reliable transportation. This can be due to a variety of factors, including loss of driver's license, lack of employment opportunities, limited income, etc. As a result of this lack of reliable transportation, access to recovery supportive services and activities is also greatly limited. Without reliable transportation, individuals face major obstacles to accessing treatment, court obligations, employment, and safe sober activities, undermining continued recovery.

In 2024, Second Chance Opportunities Outreach Transportation (SCOOT) provided peer-driven transportation 892 times in Albany County and that number increased to 4,040 trips in 2025 as a result of NYS Opioid Settlement Fund dollars. By February of 2026, demand for Albany County peer driven transportation exceeded funding and capacity, and trips ended completely. This mini-grant would be used to fill this transportation budget gap and prevent disruption of access to essential recovery, employment, and social-support services. By combining OSF dollars with existing funding, SCOOT would be able to expand their initiative and continue to reach more people with peer supported transportation.

SCO has successfully provided transportation for individuals with SUD/ODU since 2023 using Certified Recovery Peer Advocates (CRPAs) as drivers. Peer drivers bring lived experience, trust, and empathy, creating a safe, non-judgmental environment that increases engagement in treatment, court compliance, employment, and recovery-support activities. Transportation is a

priority identified by the New York State Opioid Settlement Board, and this program aligns with Albany County's Regional Abatement Fund priorities to expand access to integrated behavioral health services and implement innovative practices. Demand for this proven peer-driven model exceeds available resources, creating a budget gap; mini-grant funds will be combined with other funding to expand the scope of services for individuals who would otherwise be unable to reach essential transportation.

Based on 2025 transportation costs, the average cost per trip in Albany County was approximately \$20. Mini-grant funding of \$25,000 would support an estimated 1,250 transportation trips, significantly expanding access to treatment, court, employment, and recovery-support services. SCOOT is currently turning away between 75-100 trips months because of the gap in funding, and the estimated 1,250 trips would fill that gap. As surveys collected over the last year and a half indicate rider satisfaction in peer supported transportation, the project will be staffed by current CRPA drivers at Second Chance Opportunities, Inc. who have been doing the work since 2023. SCO will continue to collect rider satisfaction surveys to measure performance in addition to monthly data reporting to show the efficacy of the program.

### **V Cost Proposal Section**

Mini grant funding will not be used to support salaries or vehicle upkeep but instead will only be used to support additional trips either beginning or ending in Albany County which are currently being turned away as a result of a lack of funding and significant budget gaps.

Second Chance Opportunities, Inc.  
Albany County Mini Grant

Cost of Trip Calculator

Base Rate	\$ 7.52
Per Mileage Rate	\$ 1.34
Out of County Rate	\$ 10.00

Trips To Be Provided \*

estimated average 1,250 expected overall range 1,000 - 1,400
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\* Trips to be provided is an estimate based on the actual 2025 SCOOT program (all encompassing of base rates, mileage, out of county rate and total number of trips completed). This is subject to change throughout the grant as each trip mileage is uncertain until the call comes in.

# COUNTY OF ALBANY

## PROPOSAL FORM

### PROPOSAL IDENTIFICATION:

Title: **MINI-GRANTS FOR ALBANY COUNTY SUBSTANCE USE PREVENTION,  
TREATMENT AND RECOVERY SUPPORT PROVIDERS**

RFP Number: 2026-068

### THIS PROPOSAL IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent  
Albany County Department of General Services  
Purchasing Division  
112 State Street, Room 820  
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County's Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date 4/30/26 Number 2026-068

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers.

- (b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary.

(c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

4. Proposer will complete the Work for the following prices(s): (Attach Proposal)
5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Proposal:
  - (a) Non-Collusive Bidding Certificate (Attachment "A")
  - (b) Acknowledgment by Bidder (Attachment "B")
  - (c) Vendor Responsibility Questionnaire (Attachment "C")
  - (d) Iranian Energy Divestment Certification (Attachment "D")

7. Communication concerning this Proposal shall be addressed to:

Kellie Roe, Chief Executive Officer  
Second Chance Opportunities, Inc.  
Phone: (518) 489-1929

8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

**COUNTY OF ALBANY**

**COST PROPOSAL FORM**

**PROPOSAL IDENTIFICATION:**

Title: **MINI-GRANTS FOR ALBANY COUNTY SUBSTANCE USE PREVENTION,  
TREATMENT AND RECOVERY SUPPORT PROVIDERS**

RFP Number: 2026-068

**COMPANY:** Second Chance Opportunities, Inc.

**ADDRESS:** 55 Colvin Ave

**CITY, STATE, ZIP:** Albany NY 12206

**TEL. NO.:** (518) 489-1929

**FAX NO.:** (518) 729-4211

**FEDERAL TAX ID NO.:** 20-8924424

**REPRESENTATIVE:** Chelsea Bell

**E-MAIL:** Chelsea@scoalbany.com

**SIGNATURE AND TITLE** Chelsea J Bell, CEO

**DATE** 4/30/2026

**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 department, 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

Chelsea J Bell  
Signature

Chief Financial Officer  
Title

Second Chance Opportunities  
Company Name

4/30/2024  
Date

**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 New York )  
COUNTY OF Albany ) SS.:

On this 30<sup>th</sup> day of April, 2026, before me personally appeared Chelsea Bell to me known, who, being by me sworn, did say that he resides at (give address) 3F Kingsisle Apt f Mechanicville that he is the (give title) Chief financial officer NY 12118 of the (name of corporation) Second chance opportunities Inc, 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.

**Jayda Felong**  
**Notary Public, State of New York**  
**Qualified in Albany County**  
**No. 01FE0042672**  
**Commission Expires October 11, 2029**

Jayda Felong  
Notary Public, State of New York

Qualified in Albany county

Commission Expires October 11, 2029

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: <input checked="" type="checkbox"/> PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME  Second Chance Opportunities, Inc.		3. IDENTIFICATION NUMBERS a) FEIN # 20-8924424 b) DUNS # 037 059 392	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)  scoalbany.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE  55 Colin Ave, Albany NY 12206		7. TELEPHONE NUMBER  (518) 489-1929	8. FAX NUMBER  (518) 729-4211
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 Kellie Roe Title Chief Executive Officer Telephone Number (518) 489-1929 Fax Number (518) 729-4211 e-mail Kellie@scoalbany.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS. N/A (501(c)3)			
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.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES<sup>1</sup> :

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.

<sup>1</sup> "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.

**Attachment "D"**  
**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.

Chelsea J Bell  
Signature

Chief Financial Officer  
Title

Second Chance Opportunities  
Company Name

4/30/20  
Date

