

**The Addictions Care Center of Albany, Inc.  
Community Education & Prevention Services  
1044 Broadway, Albany NY 12204**

**OSF School Based Substance Use Prevention Services  
RFP# 2026-044**

Keith Stack, Executive Director-

[kstack@theacca.net](mailto:kstack@theacca.net)

(518) 465-5470 ext. 214

Jennifer Vitkus, Community Education Director- [jvitkus@theacca.net](mailto:jvitkus@theacca.net)

(518) 465-5829 ext. 412

**April 3, 2026**

**SECTION 1**

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## **SECTION II:**

### **Qualifications/Experiences:**

The Addictions Care Center of Albany (ACCA)'s mission is to empower individuals, families and communities to advance beyond addiction and overcome barriers to healing through an array of quality, compassionate care and prevention programs. ACCA programs include Outpatient programming: medically supervised intensive outpatient services and an outpatient program at 1044 Broadway; Residential services: stabilization and rehabilitation program for women and women with children as well as community residential services for men at six locations in Albany; Community education: substance abuse prevention education programs throughout the greater Capital Region schools and communities, professional development and New York State certified trainings and credentialing courses in the substance abuse field.

With 58 years of assisting individuals entering treatment for addiction and 35 years of formal community and school-based prevention education programming in the Capital District area, the ACCA has a strong history of serving the geographic area of Albany County and the Capital Region Economic Zone.

Located in New York State, Albany is the capital of the state and county seat. Albany County had a total population estimate of 320,00 as of July 2024 according to the U.S. Census Bureau. As part of the Albany-Schenectady-Troy Metropolitan Statistical Area, the City of Albany has a population of 99,224 (2020). Of that population, 44.7% is White non-Hispanic, 29.5% is African American, 10.6% is Asian, and his% is Hispanic or Latino (2020). Of the Albany City population, 14.7% of individuals are under the age of 18 (2020).

The county of Albany is an extremely diverse area. Albany County consists of rural, suburban, and urban communities. Within recent years there has been a significant increase of substance

use and abuse among youth within the urban, suburban, and rural communities. Heroin/opiate use has increased significantly in the urban and suburban townships within Albany County.

These highly addictive drugs have become more prevalent in schools among the teen populations due to its easy availability, low cost and potent high. These drugs are found in affluent homes as often as in poor neighborhoods, making it a county issue to educate communities, schools and parents.

ACCA's prevention education goal is to reduce the rates of prescription drug abuse and heroin use among the 12-25-year-old population in Albany County through the use of evidence-based, environmental prevention strategies and the five steps of the strategic prevention framework.

ACCA's Community Education Department delivered school and community-based services to 5,799 children and their families throughout Albany County during 2024-2025.

Prevention Educators are trained in the delivery of EBPS programming. The primary purpose of the prevention educator is to prepare and present substance abuse prevention education programs to community groups, schools, afterschool programs or other locations as assigned. An educator also will assist in the development, coordination, and delivery of education/prevention programs. ACCA educators are available for programming in the evenings and weekends, as needed, have a NYS valid driver's license with reliable transportation and professionalism consistent with ACCA's mission and values. ACCA will foster the development and implementation marketing around all programs throughout the community.

ACCA has good relationships and strong ties with the community agencies and schools needed for successful programming. ACCA's Community Education staff manages several federal, state and private grants annually and is familiar with statistical collection and reporting. ACCA is the only drug and alcohol rehabilitation program in Albany County that has a comprehensive

community education program delivering evidence-based practices including ensuring fidelity in the elementary, middle, high school, and colleges and the only OASAS certified training facility in the capital region. Any cross-training of staff in the community settings required for program delivery will be done by ACCA's Prevention Educators and training staff.

ACCA's Prevention Coordinator, Roland Riggins, will develop and oversee the increased programming and program staff and will collect any required data, evaluate results, and prepare reports. Mr. Riggins has an extensive background in prevention education and relationships with the schools and community agencies throughout Albany County. Mr. Riggins will report to Jennifer Vitkus, Director of Community Education for ACCA, who has programming and fiscal oversight. Mrs. Vitkus has 25 years of experience with ACCA, beginning as a prevention educator and is responsible for overseeing all community education and training programs, as they pertain to ACCA over the past 17 years.

ACCA's Prevention Educator Justin Thompson who has over 13 years of experience will be presenting comprehensive curriculum in the requested proposal. Justin has a Master of Art in Literacy, and Special Education experience. Justin's compassion towards the youth he works with is a true testament on how well equipped he is to deliver effective programming throughout the county of Albany.

Statistics from the 2024-2025 school year demonstrate the strength of ACCA's prevention programming to provide comprehensive substance abuse, bullying & gambling education in Capital District schools and community centers. These programs are designed for grades k-4, 5 & 6, middle school, high school, and family-focused prevention programming, as well as afterschool programming during the school year and in parks and recreational sites during the summer months. The curriculums are delivered once a week, during a 45-minute session, for

eight weeks. Administrators and teachers are surveyed annually for feedback and input on all ACCA's prevention programs. The feedback is especially valuable to increase the effectiveness of the programs. The Addictions Care Center of Albany, Inc. (ACCA) Community Education department delivers prevention education to thousands of Capital Region children each year to help support healthy communities and prevent underage drinking, substance abuse and other risky behaviors, such as vaping and cannabis use. We conduct both evidence-based and non-evidence-based prevention programs in the school system and throughout the community within Albany County.

ACCA's Community Education Department delivers comprehensive award-winning evidence – based programming throughout Albany County. The ACCA Community Education program has a strong commitment to serving the students in Albany County schools but only reaches the elementary students within the school day. There is a gap in services throughout Albany County in reaching middle and high school students. ACCA's comprehensive prevention programs also engage the at-risk, hard-to-reach youth from in and around the county of Albany in afterschool settings, weekend programs, and summer camps. With an opportunity for increased funding, ACCA Community Education would implement prevention education efforts and initiatives to schools that are showing an increased risk of use of cannabis and vaping. The prevention initiatives will focus on preventing adolescent ATOD use, including cannabis, e-cigarettes, and the harmful effects of vaping.

The Addictions Care Center of Albany, Inc. (ACCA) Community Education department delivers prevention education to thousands of Capital Region children each year to help support healthy communities and prevent underage drinking, substance abuse and other risky behaviors such as, school delinquency and teen violence. ACCA Community Education program conducts both

evidence-based and non-evidence-based prevention programs in the school system and throughout the community within Albany County.

The curriculums that we utilize are ‘Apple A Day’ (non-evidenced based), ‘Too Good For Drugs’ (evidenced based), and Too Good For Violence (evidenced based). We provide other educational and supportive programs that include parenting programs, family support services, training opportunities, community outreach. In order to gauge our program effectiveness, we implement pre-and-post surveys with students and participants. In addition to that we provide facilitator evaluations to the teachers so that they can offer feedback on how they thought programming went, suggest areas for improvement or other ideas they would like to see included in future programming.

There are some key findings that have surfaced in many of the schools and community organizations we served this past year. Among those are: the familiarity with prescription drug use, the importance of self-esteem, building communication skills amongst peers to avoid peer pressure, significance of having a safe person to connect with in one’s family and community, and the dangers of vaping electronic cigarettes. With these key findings, we are looking to increase our prevention efforts that will enhance prevention strategies addressing vaping and cannabis use among youth while increasing resiliency skills and protective factors through effective comprehensive age-appropriate programming.

### **SECTION III:**

**References:** (See attached letters of reference)

### **Cohoes City School District:**

Mr. Mark Perry  
Harmony Hill School  
(518) 233-1900  
[mperry@cohoes.org](mailto:mperry@cohoes.org)

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Ms. Jacqueline DeChiaro  
Van Schiack School  
(518) 237-2828  
[jdechiar@cohoes.org](mailto:jdechiar@cohoes.org)

**Voorheesville Central School District**

Mr. Frank Macri  
Superintendent of Schools  
(518) 765-3313  
[fmacri@vooheesville.org](mailto:fmacri@vooheesville.org)

**Berne Knox Westerlo School District**

Mr. Joseph Amorosi  
School Counselor  
(518) 872-1482  
[Joseph.amorosi@bkwschools.org](mailto:Joseph.amorosi@bkwschools.org)  
Berne-Knox-Westerlo Central School District

**Albany Leadership Academy**

Carissa Jessica Rowell  
Director of Advancement  
Albany Leadership Academy  
Charter School for Girls  
(518) 694-5300 ext. 220  
[cjrowell@albanyleadership.org](mailto:cjrowell@albanyleadership.org)

**SECTION IV**

Plan Implementation:

ACCA's Community Education Department delivers comprehensive award-winning evidence – based programming throughout Albany County. The ACCA Community Education program has a strong commitment to serving the students throughout the Albany County schools, but is unable to reach all the districts within the county of Albany. ACCA proposes to engage youth including middle school students from the county of Albany including Voorheesville, and Berne-Knox -Westerlo school districts, and Albany Leadership Academy. With increased funding and

enhanced resources, the ACCA Community Education program can expand its target population to include middle school students grades 6<sup>th</sup> through 8<sup>th</sup> grades who attend Voorheesville Middle School and Berne- Knox-Westerlo Middle School, Albany Leadership Academy. ACCA's Prevention Educators know the gap in services within Albany County and the need to reach youth after 6<sup>th</sup> grade where the percentage of youth reached is critically low without school based or extended-day school prevention education. Once the foundation is set for consistent, comprehensive prevention programming in the elementary grades it is crucial that it continues through the middle school and high school grades to address the time in a child's life when the peer pressure to use alcohol and other drugs is increasing dramatically and use rates, especially of marijuana/cannabis, alcohol and prescription drug use, and vaping use are rising significantly. Through a partnership with local school districts and Charter Schools, specifically Voorheesville Central School District, and Berne- Knox -Westerlo School District, and Albany Leadership School. ACCA Community Education program will deliver programming to middle school and high school youth during their school-day, primarily during health class, this will be new programming and will include the evidence-based curriculum from Stanford Medicine REACH Lab, SMART Talk: Cannabis Awareness and Prevention curriculum. Smart Talk is an evidence-based curriculum with lessons focused on the brain and other health effects, impact on the environment, marketing, and stress and coping. The curriculum is aimed at addressing key factors associated with youth cannabis/vaping use, including changing adolescents' attitudes towards and misconceptions about cannabis/vaping; increasing their refusal skills toward marketing and social media; reducing stress and depression which have been linked to initiation to use; improving coping skills; and decreasing intentions and actual use of all cannabis products and vaping products. The Smart Talk curriculum is developmentally appropriate for middle

school and high school students, through 5 interactive lessons, which are specifically tailored to engage and resonate with its intended age group. Each lesson is intended to be delivered during the school day with take home discussion guides. The curriculum goals for Smart Talk include increasing students' knowledge about cannabis and the harms it can cause; gain awareness of strategies manufactures and sellers of cannabis products employ to increase use among adolescents, such as deceptive and creative marketing strategies; enhancing coping skills and ultimately preventing and reducing cannabis use. The program is designed to provide social and emotional competencies while at the same time teaching skills to reduce risk factors by building on resiliency and protective factors. Offering this programming to middle and high school students in an in-person school day setting, and/or afterschool setting, will allow ACCA to reach students whose schools do not currently offer in-school prevention education or those students unavailable during the school day. By adding the curriculum to the high school population, within these districts we will be able to target the high school population, and those at risk, and offer the intervention program, Teen Intervene in conjunction with the Smart Talk curriculum. Teen Intervene is designed as a comprehensive screening, brief intervention, and referral to treatment (SBIRT) model of care. Teenagers who have experienced mild to moderate problems associated with alcohol or drug use work one-to-one with a counselor to identify and, ultimately, change their choices and behaviors. Teen Intervene programming will assist teens in self-identifying a substance use disorder and provide a plan for intervention. ACCA staff will also be available to help students who do identify seek treatment.

The programming will begin during the fall session of the 2026-2027 school year and continue through the 2027-2028 school year. ACCA will work with school administrators and Health and Wellness teachers to implement EBP's at the best available time throughout the school year.

## **Year 1**

### **July 2026-September 2026**

- Develop MOUs between school district administration and ACCA Community Education Program.
- Conduct evidence-based curriculum training for prevention educators and purchase program materials needed.

### **September 2026-December 2026**

- Begin implementing evidence-based prevention programming SMART Talk to middle and high school students during the Fall 2026 programming session.

### **December 2026-January 2027**

- Evaluate programming upon completion of first round of 8-week session. Send out reports.

### **January 2027-March 2027**

- Implement EBP's to middle and high school students during the winter 2027 session.

### **April 2027-June 2027**

- Implement evidence-based programs to middle and high school students during the spring 2027 session.
- Evaluate programming of winter and spring sessions and send out reports.

### **July 2027-August 2027**

- Prepare for school year 2027-2028.

## **Year 2**

### **September 2027-December 2028**

- Fall implementation of prevention programming
- Evaluate programming

### **January 2028-March 2028**

- Winter implementation of prevention programming
- Evaluate programming and send out reports

### **April 2028-June 2028**

- Spring implementation of prevention programming
- Evaluate programming and send out reports

**SECTION V:**

**Cost Proposal (See Attachment)**

**OFS SCHOOL BASED PREVENTION YEAR 1 and YEAR 2**

		<b>YEAR 1</b>	<b>YEAR 2</b>	<b>Total Budget</b>
*	Salary	\$ 132,519	\$ 184,536	\$ 317,055
	Fringe Benefits	\$ 22,287	\$ 31,036	\$ 53,323
**	Supplies	\$ 1,000	\$ 1,000	\$ 2,000
**	Travel	\$ 1,000	\$ 1,000	\$ 2,000
*	Contractual/Consultant	\$ -	\$ -	\$ -
**	Other (list below)	\$ -	\$ -	\$ -
*	Phone	\$ -	\$ -	\$ -
*	Renovations/Alterations	\$ -	\$ -	\$ -
*	Equipment	\$ -	\$ -	\$ -
*	Rent	\$ -	\$ -	\$ -
	<b>Total Direct Costs</b>	<b>\$ 156,806</b>	<b>\$ 80,403</b>	<b>\$ 237,208</b>
	Admin/Indirect Costs	\$ 23,521	\$ 32,636	\$ 56,157
	Realized Revenue	\$ -	\$ -	\$ -
	<b>Total Costs</b>	<b>\$ 180,327</b>	<b>\$ 250,208</b>	<b>\$ 430,534</b>

**SECTION VI:**

**Mandatory Documentation**

**COUNTY OF ALBANY**

**COST PROPOSAL FORM**

**PROPOSAL IDENTIFICATION:**

Title: OSF School Based Substance Use Prevention Services  
RFP Number: 2026-044

COMPANY: THE ADDICTIONS CARE CENTER of ALBANY, INC  
ADDRESS: 1044 BROADWAY  
CITY, STATE, ZIP: ALBANY, NY 12207  
TEL. NO.: 518-465-5829  
FAX NO.: 518-444-4876  
FEDERAL TAX ID NO.: 14-1501904  
REPRESENTATIVE: JENNIFER VITKUS  
E-MAIL: JVITKUS@THEACCA.NET  
SIGNATURE AND TITLE \_\_\_\_\_  
DATE \_\_\_\_\_



**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.

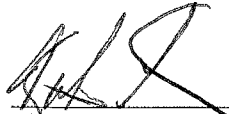
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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



Signature

CEO

Title

The ADDICTIONS CARE CENTER of ALBANY, INC

Company Name

3/24/26

Date

**ATTACHMENT "B"**  
**ACKNOWLEDGMENT BY PROPOSER**

If Individual or Individuals:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

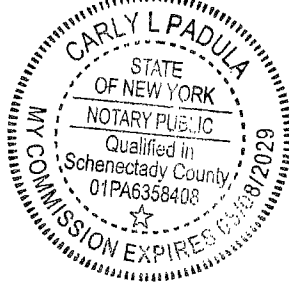
On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Corporation:

STATE OF New York )  
COUNTY OF Rensselaer ) SS.:

On this 24<sup>th</sup> day of March, 2020, before me personally appeared Keith Stack to me known, who, being by me sworn, did say that he resides at (give address) 1044 Broadway Albany NY 12204; that he is the (give title) CEO of the (name of corporation) Addictions Care Center of Albany, 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.



Carly L. Padula  
Notary Public, State of New York  
Qualified in Schenectady county  
Commission Expires 5/8/2029

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 <i>THE ADDITIONS CARE CENTER OF ALBANY, INC</i>		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 <i>1094 Broadway, Albany, NY</i>		7. TELEPHONE NUMBER <i>518-465-5829</i>	8. FAX NUMBER <i>518-449-4876</i>
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 THE QUESTIONNAIRE Name <i>KEITH STACK</i> Title <i>CEO</i> Telephone Number <i>518-465-5470</i> Fax Number <i>518-427-0854</i> e-mail			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME <i>N/A</i>	TITLE <i>N/A</i>	b) NAME <i>N/A</i>	TITLE <i>N/A</i>
c) NAME <i>N/A</i>	TITLE <i>N/A</i>	d) NAME <i>N/A</i>	TITLE <i>N/A</i>
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

<p>16. 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/WBB 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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>17. IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES 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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>18. 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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>19. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES 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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>20. 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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES:

Yes  No

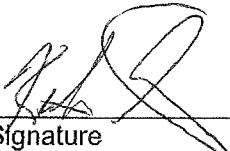
a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

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.

**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.

  
\_\_\_\_\_  
Signature

CEO

\_\_\_\_\_  
Title

The ADDITIONS CARE CENTER of ALBANY,  
\_\_\_\_\_  
Company Name

INC.

3/24/26  
\_\_\_\_\_  
Date



**Berne-Knox-Westerlo Central School District**  
1738 HELDERBERG TRAIL · BERNE, NEW YORK 12023

Bonnie Kane, Superintendent (518) 872-1293  
<http://www.bkwschools.org>

Business Office · (518) 872-0909 · Fax: (518) 872-0341  
Secondary School Office · (518) 872-1482 · Fax: (518) 872-2083  
Elementary Office · (518) 872-2030 · Fax: (518) 872-2031  
Special Education Office · (518) 872-0945 · Fax: (518) 872-5277

**BOARD OF EDUCATION**  
MATTHEW TEDESCHI  
President

LISA JOSLIN  
Vice President

REBECCA MILLER  
KIMBERLY LOVELL  
NATHAN ELBLE

March 24th, 2026

To Whom it May Concern,

Please accept this letter of recommendation for The Addictions Care Center of Albany Inc. Community Education program. ACCA has been providing comprehensive evidence-based substance use prevention programming here at Berne-Knox-Westerlo for the last several years and many other local districts in New York State. The education staff at ACCA is not only knowledgeable, but they are passionate about providing accurate and helpful information and resources to both families and school staff. Topics are presented in a way that is appropriate for the age group as well as relatable to parents and guardians.

We were fortunate enough to have ACCA come in and provide an interactive demonstration for our families focused on identifying drug paraphernalia and how teenagers may be storing or hiding substances and/or paraphernalia. ACCA went a step further in providing families with resources and strategies on how to approach their children who may be experimenting or struggling with substance use.

We are excited to work with ACCA each year as they continue to support our students and families in finding resources and gaining knowledge in the ever changing world of substance abuse, vaping, bullying, suicide prevention and many other topics that our youth and families face each day. Thank you for continuing to provide this great program. We look forward to continuing our partnership with The Addictions Care Center of Albany, Inc.

Best,

Joseph C. Amorosi

School Counselor, Grades 5-8

**District Mission Statement:**

The B-K-W CSD will provide an environment that fosters the creative, emotional, intellectual, and physical well-being of each student in order to enable a mastery of the curriculum and a life-long learning capability to meet the challenges of the future.



Mrs. Felicia Woods  
Principal

Ms. Kalia Ogden  
Dean of Students and Culture

To Whom It May Concern,

I am writing on behalf of Albany Leadership Charter School for Girls in strong support of **ACCA Community Education Prevention Programs** and their efforts to secure funding to continue and expand their prevention work with young people in our community.

Over the past two school years, ACCA has been a valuable partner in supporting the health, wellness, and education of our students. During the **2024–2025 school year**, ACCA worked directly with our high school health classes for approximately one month, providing focused education and engagement around the dangers and long-term effects of **vaping and cannabis use**. Their programming was informative, age-appropriate, and responsive to the needs of our students.

During the **2025–2026 school year**, ACCA expanded its work within our school by providing **individual grade-level presentations for students in grades 6 through 12**. These presentations addressed vaping and marijuana use in developmentally appropriate ways, ensuring that students at each grade level received information that was relevant, accessible, and impactful. Their team did an excellent job of educating students on the risks, consequences, and long-term effects associated with substance use while also encouraging healthy decision-making.

In addition to their classroom and grade level presentations, ACCA has provided meaningful intervention supports for students who needed more individualized attention. This included **one-on-one counseling for students with multiple suspensions related to cannabis or vaping use**, as well as **group mentoring and counseling services**. These supports have been especially important in helping our students better understand their choices, reflect on their actions, and receive guidance in a supportive and nonjudgmental environment.

ACCA has consistently demonstrated a strong commitment to **prevention, education, and positive youth development**. Their staff has been professional, knowledgeable, compassionate, and deeply invested in the well-being of our students. Their work aligns with our school's commitment to creating a safe, supportive, and healthy environment where students can grow academically, socially, and emotionally.

I strongly recommend ACCA Community Education Prevention Programs for continued funding and support. Their services have made a meaningful impact on our school community, and we are confident that their ongoing work will continue to benefit students and families throughout the region.

Please feel free to contact me if additional information is needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Felicia Woods".

Felicia Woods  
Principal  
Albany Leadership Charter School  
fwoods@albanyleadership.org  
519-694-5300 110

# HARMONY HILL SCHOOL

The Cohoes City School District

**Madelon K. Hickey Way**

Cohoes, NY 12047

Phone: (518) 233-1900

Fax (518) 237-1964

Mark W. Perry

Principal

March 18,2026

To Whom it May Concern,

Please accept this letter of recommendation for The Addiction Care Center of Albany Inc. Community Education program. ACCA has been providing comprehensive evidence-based substance use prevention programming in our district and schools for many years. The educators are very knowledgeable and effective in covering topics such as substance and alcohol abuse prevention, bullying, mental health, gambling addiction and self-awareness. The curriculums are presented in a way that is appropriate for the age group. I have always been very impressed with how the books, journals and other materials go along with the topics and concepts. The educators answer student's questions in a way that is easy to understand and comprehend. We are excited to work with ACCA each year as they continue to offer our students lessons in life skills that enable them to build their protective risk and harm reduction factors. Thank you for continuing to provide this great program. We look forward to continuing our relationship with our district and The Addictions Care Center of Albany, Inc.

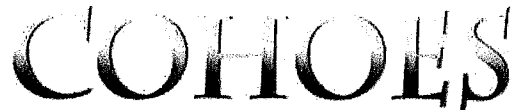
Sincerely,

**Mark Perry**

Mark Perry

Principal

Jacqueline DeChiaro  
Principal  
518.237.2828



City School District

Fax: 518.23713597  
jdechiar@cohoes.org

March 19, 2026

To Whom It May Concern,

Please accept this letter of recommendation for The Addiction Care Center of Albany Inc. Community Education program. The ACCA has been providing comprehensive evidence-based substance use prevention programming in our district and schools for many years. The educators are very knowledgeable and effective in covering topics such as substance and alcohol abuse prevention, bullying, mental health, gambling addiction and self-awareness. The curriculums are presented in a way that is appropriate for the age group.

I have always been very impressed with how the books, journals and other materials go along with the topics and concepts. The educators answer student's questions in a way that is easy to understand and comprehend.

We are excited to work with ACCA each year as they continue to offer our students lessons in life skills that enable them to build their protective risk and harm reduction factors. Thank you for continuing to provide this great program. We look forward to continuing our relationship with our district and The Addictions Care Center of Albany, Inc.

Best,

A handwritten signature in cursive script that reads "Jacqueline DeChiaro".

Jacqueline DeChiaro  
Principal

**JENNIFER VITKUS**

E-mail: jvitkus9@gmail.com

44 Amanda Way, Schenectady NY 12309

(518) 441-3499

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### SUMMARY

A well-educated Trainer and Supervisor with several years of professional experience. Known for the ability to quickly assess the needs of children and adults alike. Possess a sincere commitment to the welfare of all individuals and ability to work supportively with colleagues, as well as administration. Poised to enter a professional leadership program.

### PROFESSIONAL EXPERIENCE

The Addiction Care Center of Albany, Albany, NY  
Present

2007-

Director of Community Education Program

- Manages, supervises, schedules, develops and evaluates program staff.
- Regularly monitors staff workload and activities to insure all work plans are in compliance.
- Responsible for assisting in the research and development of appropriate grants, awards, donations and funding sources.
- Prepares and presents substance abuse prevention education programs as an Educator to schools, community groups and organizations for both the adult and youth populations.
- Works collaboratively in establishing and implementing a comprehensive budget for Community Education program.
- Oversees the development and marketing of the Office of Alcoholism and Substance Abuse Services (OASAS) certification training program.
- Networks with other agencies, groups, and organizations within the alcoholism and substance abuse, and human services field.

The Addictions Care Center, Albany, NY  
2007

1999-

Prevention Educator / Counselor

- Leads highly successful literacy based weekly development groups for children focusing on building self-esteem and resilience in order to discourage substance abuse.

- Developed a curriculum for children ages 8-12 with Alcoholic parents to support their independent development and living by understanding their family dynamics.
- Conduct certification clinics for up to 50 Professionals who counsel chemically dependent individuals and families in addition to performing training for new employees.
- Delivers a “Strong Families” program to spousal / parental abused families in halfway houses and other treatment centers fortifying their personal strengths and family coping mechanisms.
- Compiles statistics for effective programs facilitated by performing pre / post tests, and schedules programs throughout the Capital District for 5 counselors in 6-8 week blocks and contacts stimulating speakers.
- Schedules programs throughout Capital District focusing on various grant requirements.

#### EDUCATION AND PROFESSIONAL DEVELOPMENT

*NYS Credential Prevention Provider, 2009*

***Masters Degree, Guidance and Counseling, Sage Graduate School, Troy, NY, May 2002***

BA Degree in Psychology and Human Services, Russell Sage College, Troy, NY

AAS in Chemical Dependency Studies, Sage Jr. College of Albany, Albany, NY

# Roland Riggins

**Experienced Program Director, skilled in staff professional development.**

Albany, NY 12209 rolandriggins@hotmail.com -  
(518) 5050543

Accomplished and energetic professional with a solid history of achievement in Program Management. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include staff training and development, program analysis, evaluation and improvement and excellent communication skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Prevention Specialist Coordinator**

Addictions Care Center of Albany, Inc. - Albany, NY - August 2016 to Present

Supervise Prevention Educators, connect with School Administrators and Principals to implement Substance and Alcohol Abuse prevention programming in schools and community organizations. Conduct staff training, coordinate staff schedules and evaluate program performance.

### **Case Manager**

Unity House Inc - Troy, NY - March 2016 to September  
2019

Coordinate care and treatment for people with mental health illnesses.

Create and implement wellness plans to help clients attain a level of independence.

Establish goals and track progress through case noting and service plans.

Collaborate with other service providers to ensure physical and mental health care needs are met.

Ensures timely completion and submission of all reports and documentation.

### **Director of Social Development**

Little Rock Job Corps - Center, AR, US - November 2014 to November 2015

- Restructured and managed the following departments: Residential Life, Safety and Security, Recreation, and Peer Leadership
- Supervised 45 employees across aforementioned departments
- Enforced the Behavior Management System reducing significant incidents reports by 30%
- Collaborated with the Directors' team to ensure DOL/Company performance goals were met or exceeded
- Spearheaded ARISE! a successful social and life skills program that improved completer's retention and coping skills
- Developed Internal Operating Procedure (IOP) policies that enhanced the quality of services offered
- Professionally developed, motivated, empowered, promoted, and held staff accountable
- Submitted timely, accurate required reports on program performance and improvement plans to the corporate office and the Department of Labor
- Managed the departmental budget, reducing costs by 15% per quarter

### **Mental Health Technician**

Woodland International Research Group - Rock, AR - July 2015 to October 2015

- Collect and record vital signs data and report any abnormalities or discrepancies
- Coordinates conflict resolution and management of aggressive behavior
- Monitor patients' physical and emotional well-being and report unusual behavior or physical ailments to medical staff.
- Observe and influence patients' behavior, communicating and interacting with them and teaching, counseling or befriending them.

### **Corporate Technical Assistant**

Adams & Associates Corporate Office - Columbia, MD - March 2014 to December 2014

Traveled to multiple Job Corps Center within the United States to provide training to Social Development management and line staff

- Conducted program assessments per the Department of Labor policies and regulations
- Provided technical assistance to management staff in person, via phone and/or email
- Drafted site visit reports inclusive of program improvement action plans and recommendations for submission to company President.

### **Recreation Manager, Residential Dorm Supervisor, Peer Leadership Coordinator, Residential Advisor**

Adams & Associates - Glenmont, NY - December 2010 to November 2014

- Responsible for the management of educational/recreational activities during evening and weekend hours
- Revised and implemented the Leisure Time Employment program. This revamped program was implemented as a company ' best practice' throughout the fifteen job corps centers operated by Adams & Associates
- Supervised coordinated the work activities of personnel, such as training staff members and assigning work duties
- Strategically managed department budget, decreasing unnecessary spending while maintaining provision of quality goods and services
- Evaluated recreation areas, facilities. and services to determine if desired results were being produced
- Evaluated staff performance, recording evaluations on appropriate forms

#### **Residential Dorm Supervisor**

- Case managed career plans (academic & vocational) for up to 91 residential male students between the ages of 16 - 24 years of age
- Ensured adherence to the local, state, and federal policies for academic and vocational training
- Strategically developed and implemented processes to maintain adequate student retention

#### **Peer Leadership Coordinator**

- Revived a failing Student Government and Leadership program into one of the most respected and successful leadership programs within the company and Job Corps community
- Assisted in the revision of policy and procedures for all of the Leadership Programs within the company
- Established productive relationships for student projects and volunteerism within the community
- Conducted staff and student training as well as small group facilitation

#### **Residential Advisor**

- Performed daily tasks of residential dormitory life; monitoring, focus groups, reports
- Developed rapport with students in order to influence and maintain their motivation in completing the program

### **Residential Assistant**

Support Ministries - November 2010 to November 2014

- Case managed adults living with HIV/AIDS

- Assisted in medication administration under the written direction of physician and ensured clients took medications as prescribed
- Planned, purchased, prepared and served meals to patients
- Maintained records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager

### **Owner/Operator**

Riggins Remodeling & Building - Schenectady, NY - May 2003 to October 2008

- New construction framing, drywall, and basic residential remodeling
- Collected and deposited money into accounts, disbursed funds from cash accounts to pay bills or invoices, kept records of collections and disbursements, and ensured accounts were balanced
- Prepared contracts and negotiated revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors
- Inspected or reviewed projects to monitor compliance with building and safety codes, or other regulations
- Obtained all necessary permits and licenses

### **Health Educator and Test Counselor**

AIDS Council - 2001 to January 2003

- Conducted HIV testing, provided results and post test counseling
- Coordinated treatment, care and housing as needed
- Provided guidance to agencies and organizations on assessment of health education needs and on development and delivery of health education programs
- Developed and presented health education and promotion programs such as training workshops, conferences and school or community presentations

## EDUCATION

### **Bachelors in Human Service**

SUNY Empire State College - Saratoga Springs, NY  
2012 to 2016

### **Associate of Science in Human Services**

SUNY Empire State College - Albany, NY  
2012 to 2015

## SKILLS

Word, PowerPoint, MS Office, Excel, Staff Training, Development and Staff Management.

## CERTIFICATIONS

### **CPR/First Aid**

October 2020

### **MAB (Managing Aggressive Behavior)**

# Justin Thompson

NECAP MANAGER/PREVENTION EDUCATOR

Troy, NY | 518-209-5524 | senseithompson891@gmail.com

## Objective

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Dedicated and focused Public Health Field Services Representative who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve work and personal goals. Seeking a role of increased responsibility and authority. To acquire a position with a well-established company where I can apply my work experience and be an asset to the company.

## Experience

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### NECAP Coalition Manager

March 2023 - Present

- Multi-County initiative (70) collaborating as one to support substance abuse prevention, treatment, and recovery.
- Lead quarterly meetings with NECAP partners.
- Successfully train and mentor employees to promote culture of collaboration and continuous improvement.
- Spearhead community service activities and events to spread awareness.
- Knowledge of pertinent federal, state, and local laws, codes, regulations.
- Create work plans, determine resources, create timelines, and generating initial budgets.

### Prevention Educator

March 2022 – Present

- Prepared lesson plans and presented evidence-based programming to assigned groups, including classroom setting, after school programs, and community center programs.
- Assisted in the development, coordination, and delivery of education/prevention programs.
- Attended state or local conferences/trainings regarding the substance abuse field.

## Education

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### The College of Saint Rose, BS Science

May 2012

Dual Major: Early Childhood Education B-2 | Concentration: Mathematics.

### The University at Albany, MS Literacy Specialist K-5

May 2014

Major: Literacy Specialist K-5.

## Skills

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- Constant learner.
- Decision making.
- Confliction resolution.
- Time management.
- Written communication.

# **Margaret Frias**

Albany, NY 12203

(518) 417-7899

just\_margg@yahoo.com

## **PROFESSIONAL SUMMARY**

Results-driven Human Services professional with over 8 years of experience in behavioral health, youth development, and substance use prevention. Demonstrated success in managing high-risk populations, coordinating community-based programs, and leading structured environments serving up to 60 residents. Skilled in crisis intervention, program implementation, and cross-sector collaboration. Known for strong leadership presence, cultural competence, and the ability to engage diverse populations. Bilingual in English and Spanish.

Certified Recovery Peer Advocate (CRPA), New York State

## **CORE COMPETENCIES**

- Program Coordination & Implementation
- Behavioral Health & Substance Use Prevention
- Adolescent & High-Risk Population Management
- Crisis Intervention & De-escalation
- Community Outreach & Stakeholder Engagement
- Staff Collaboration & Team Support
- Case Documentation, Compliance & Reporting
- Group Facilitation & Psychoeducation
- Bilingual Communication (English/Spanish)

## **PROFESSIONAL EXPERIENCE**

Addictions Care Center of Albany (ACCA) – Albany, NY

Prevention Educator / Adolescent Coordinator

March 2021 – Present

- Lead and implement substance use prevention and harm reduction programming across schools and community settings throughout the Capital District
- Facilitate structured educational sessions for youth (K-12), focusing on behavioral health, decision-making, and risk reduction strategies
- Coordinate outreach initiatives and partnerships with schools, families, and community organizations to expand program reach

- Provide direct support and guidance to families, strengthening engagement and prevention outcomes
- Design and execute youth-focused summer programming to increase participation and retention
- Serve as a key contributor in advancing community-based prevention strategies and education efforts

Job Corps – Albany, NY

Residential Coordinator / Dorm Supervisor

October 2016 – March 2021

- Managed daily operations of a residential program serving up to 60 at-risk youth in a federally funded workforce development setting
- Oversaw behavioral management, safety protocols, and structured programming within a high-demand environment
- Delivered crisis intervention and conflict resolution, maintaining stability and reducing incidents within the dorm setting
- Coordinated with multidisciplinary teams, families, and external agencies to support resident development and compliance
- Maintained detailed documentation, ensuring adherence to federal and organizational standards
- Mentored youth with complex backgrounds including trauma, behavioral challenges, and justice system involvement

Hanes Supply (Temporary Assignment)

Payroll & Executive Accounting Support

April 2016 – October 2016

- Managed payroll processing and financial reporting for a high-volume construction supply operation
- Oversaw inventory tied to large-scale financial accounts and contracts
- Ensured accuracy and accountability across payroll and inventory systems

IMA Group – Albany, NY

Scheduler

January 2013 – March 2016

- Coordinated high-volume medical scheduling for Social Security and Workers' Compensation evaluations
- Managed provider calendars and ensured compliance with scheduling protocols
- Maintained strong client communication in a fast-paced, performance-driven environment

New York State Police – Troop G – Albany, NY  
Administrative / Clerical Support  
October 2012 – Present

- Provide ongoing administrative support within a law enforcement environment requiring high levels of confidentiality and professionalism
- Handle sensitive and secure information in compliance with state protocols
- Assist with document management, organization, and interdepartmental coordination
- Maintain operational efficiency across multiple barracks locations
- Support troopers, investigators, and staff in maintaining organized and functional work environments

## **EDUCATION**

Associate of Science in Human Services  
SUNY Schenectady County Community College, Schenectady, NY

## **CERTIFICATIONS**

Certified Recovery Peer Advocate (CRPA), New York State