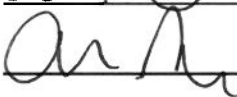


COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Peer Advocate and Peer Supervision Training
RFP Number: 2026-045

COMPANY: Healthy Capital District Initiative, Inc.
ADDRESS: 175 Central Ave 5th Floor
CITY, STATE, ZIP: Albany, NY 12206
TEL. NO.: 518-462-7040
FAX NO.: 518-462-7021
FEDERAL TAX ID NO.: 1000000026
REPRESENTATIVE: Amanda Duff
E-MAIL: aduff@hcdiny.org
SIGNATURE AND TITLE  Executive Director
DATE 3/28/2026

(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:

Amanda Duff, Healthy Capital District
175 Central Ave 5th Floor
Albany NY 12206
Phone: 518-486-8407
8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

Peer Advocate and Peer Supervision Training Grant Proposal

RFP #2026-045

Albany County

Peer Pathways Project

Healthy Capital District

175 Central Ave Ste 5 Albany, NY 12206

518-486-8407

Amanda Duff, PhD Executive Director



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Proposal Section II: Qualification/Experience

Healthy Capital District (HCD) is a nonprofit organization that has been serving the Capital Region for more than 25 years. HCD serves over 15,000 residents annually through services that include health insurance, benefits navigation, social determinants of health screenings and referrals, free oral healthcare to children, health planning services, and professional development training, events, and conferences. Building upon the need and our previous work providing events related to substance use disorders, mental health, and community health worker support, HCD launched the Certified Peer Development Program (CPDP) in October 2023. HCD's CPDP implements a unique model that address all requirements for provisional certification as a Certified Recovery Peer Advocate (CRPA) through nine days of in-person training. Additionally, CPDP includes the cost of all books, application and test fees, and three months of role-specific coaching. CPDP's strong foundation and positive outcomes led to its addition to NYS' Eligible Training Provider List, funding support from ACCES-VR, employers and educational partners, and exclusive contracts with SUNY Schenectady, SUNY Adirondack, and Columbia-Greene Community College. HCD has extensive history managing grants and funding, and specifically for CPDP, from more than 15 funding partners. Utilizing the only Best Practices trainer in the region, HCD's CPDP curriculum is based on interactive engagement and rooted in compassionate application of CRPA core competencies. In 2024, HCD was awarded both funding from Albany County ARPA (RtP) and Albany County Opioid Settlement Community Funding (OSCG) to increase the number of certified peers serving Albany. About 57% of RtP and 42% of OSCG recipients identified as BIPOC, demonstrating HCD's commitment and success in reaching diverse communities. Since 2023, CPDP has trained 274 new CRPAs, with 74% currently working, volunteering, or pursuing additional education. HCD's expertise in

providing comprehensive workforce support is demonstrated in the success our participants achieve in contributing their lived expertise to our regional workforce and recovery within their communities.

2.2 Staff Experience

Amanda Duff

Dr. Amanda Duff is the Executive Director of Healthy Capital District. Dr. Duff helped launch the Certified Peer Development Program in October 2023, establishing relationships with funders and qualifying the CPDP for the NYS Eligible Training Provider List. Dr. Duff has worked directly in all aspects of CPDP: from engagement, funding, and supply ordering, to leading the organization as it continues to respond to the needs of both program graduates and the recovery community. Dr. Duff successfully applied for and received numerous grants and scholarships to support CPDP including Albany County ARPA funding and Opioid Settlement Community Funding from two regional counties.

Articia Hill

Articia Hill is the Finance Director for Healthy Capital District. She is responsible for providing support with the day-to day operations, financial reporting, monitoring, contractual compliance, human resource tasks and internal controls. She has eighteen years of experiences in a multitude of diverse industries that includes small and large business corporations, healthcare, government and not-for-profit organizations, eight of these years focused on grant administration and contracting for federal, state, and local funders. Her experience enables her to work with a broad perspective and apply the necessary skills in order to see a project through. Her specialties include, operational management, strategic planning, research and development, compliance, and

financial analysis. From previous endeavors she has been known to establish processes that cut costs, maintain compliance that aligns with the companies' mission, goals and future objectives.

Katrina Marshall

Katrina Fox-Marshall is an ASAP NYCB trainer for Certified Recovery Peer Advocates (CRPAs) and Certified Addiction Recovery Coaches (CARCs), as well as a Best Practice Trainer. Katrina holds certifications as a CRPA, CARC, and Recovery Coach Professional (RCP) and a Recovery Coach Professional Facilitator (RCPF). Currently Katrina provides the required training hours for CPDP participants, also offering monthly mini workshops and professional presentations to organizations interested in utilizing certified peers. She is the author of Addictive Thinking, a manual she presents to agencies and probation departments throughout her community. Her expertise and lived experience have earned her the opportunity to present at the New York State Probation Officer Association Conference for two consecutive years, with attending this year for a 3rd year with a new training to present. Katrina is well known as an expert and leader in the peer field.

Proposal Section III: References

Please see attached Letters of Support from partners at Hudson Mohawk Area Health Education Center, SUNY Schenectady and ACCES-VR.

Proposal Section IV: Plan Implementation

4.1 Scope of Services

Healthy Capital District's (HCD) Peer Pathways Project will provide comprehensive training, financial support, and career development opportunities for individuals with lived experience

seeking to strengthen recovery services in Albany County. HCD will leverage its extensive experience in training and supporting Certified Recovery Peer Advocates (CRPAs) to guide participants through the full professional pathway; from identifying and securing funding, completing required coursework, and preparing for the IC&RC exam, to obtaining meaningful employment and applying New York Certification Board (NYCB) core competencies in practice. With a strong emphasis on equity and access, HCD will ensure that scholarships for core training and specialty certifications are distributed in a fair and inclusive manner, prioritizing individuals who live in and serve Albany County. This approach supports the development of a diverse, skilled peer workforce equipped to meet the evolving needs of the recovery community.

4.2 Training Provision

Healthy Capital District's (HCD) Certified Peer Development Program (CPDP) has provided comprehensive training for Certified Recovery Peer Advocates (CRPAs) since October 2023. Distinct from other training models, CPDP integrates the required Recovery Coach Academy, Ethics, and Medication-Supported Recovery components into a cohesive nine-day, interactive, in-person format. The program is delivered in partnership with Katrina Marshall, the only Best Practices trainer based in the Capital Region, who has been the instructor for CPDP courses since its inception. Through the Peer Pathways Project, HCD will expand community-based training opportunities by offering both CPDP and Peer Supervision Professional (PSP) Training. HCD's trainer is also certified to deliver PSP training and will provide in-person sessions at accessible locations throughout Albany County. In addition, HCD will collaborate with trainers delivering specialty certifications (e.g., youth, veteran, justice-impacted, and family-focused) to support CRPAs in accessing and completing advanced training. HCD will provide coordination, funding

support, and ongoing guidance to ensure participants can successfully apply and sustain the skills and knowledge gained through these specialized learning opportunities.

4.3 Scholarship Management

Healthy Capital District (HCD) has extensive experience managing scholarships, particularly those supporting the peer workforce. When an individual expresses interest in the Certified Peer Development Program (CPDP) through the website, self-referral, or external referral, HCD provides information on all available funding opportunities. Since October 2023, scholarships have been awarded to CPDP trainees through Hudson Mohawk AHEC, the Community Behavioral Health Network, SUNY Schenectady, SUNY Adirondack, Albany County through ARPA and Opioid Settlement funding, and Rensselaer County through Opioid Settlement funding. HCD also manages additional funding sources, including WIOA funds across nine counties and ACCES VR support. Through the Peer Pathways Project, HCD will support at least 40 new individuals in obtaining provisional certification as Certified Recovery Peer Advocates.

HCD has developed equitable and accessible systems for marketing, reviewing, selecting, and administering scholarships. In collaboration with funders, HCD identifies eligibility requirements and develops an online application using the Alchemer platform. Applications typically collect demographic information and participant narratives describing their intended contributions to the recovery workforce. For individuals who face barriers to technology access, HCD provides in office or verbal assistance to complete the application. Applications are reviewed using funder criteria and, when required, submitted for final approval. HCD maintains regular communication with funders, providing updates on key data points such as race,

ethnicity, and county of residence. This ongoing communication allows for adjustments to recruitment and selection processes to ensure equitable access.

Through the Peer Pathways Project, HCD will expand its scholarship management to include specialized peer certifications. The project will support training and certification costs for 35 Peer Supervisors, 20 Criminal Justice Support Recovery peers, 10 Veteran peers, 5 Family peers, and 5 Youth peers, including associated exam and upgrade fees. HCD will verify that all participants meet the prerequisite of full CRPA certification and will guide them through each step of the process, including identifying appropriate trainings, registering, securing payment, completing coursework, and applying new skills in practice. As many specialization trainings are offered online, HCD will also provide access to laptops, headphones, and onsite support to ensure successful participation and completion.

4.4 Ongoing Workforce Support

For more than ten years, HCD has provided workforce support that highlights the value of lived experience. Starting with Community Health Workers, and more recently focusing on Certified Recovery Peer Advocates, HCD is well known for events, workshops, and conferences that offer professional development and practical application of client-centered principles. HCD's CPDP offers three months of workforce-related support to all graduates, including but not limited to, monthly coaching sessions, weekly emails with employment and volunteer opportunities, weekly emails with role-specific resources, and monthly CRPA Mini Workshops. Many of HCD's events are approved for NYCB CRPA continuing education credits, providing free and frequent opportunities for CRPAs to achieve and maintain their certification. With the support of a grant from Workforce Development Institute, HCD has laptops available for graduates to receive side-

by-side mentoring on completing resumes, applying for jobs, and sometimes, simply navigating emails. HCD's training and coaching team will also provide recommendation letters, as well as professional portfolios and career preparation guides.

4.5 Outreach to Marginalized Populations

Healthy Capital District prioritizes diversity, equity, and inclusion by intentionally engaging underserved and marginalized populations. Individuals with lived experience of substance use disorders often face significant barriers when entering, re-entering, or advancing within the workforce, with additional challenges for BIPOC and justice impacted communities. HCD conducts outreach in trusted community settings, including low-income housing sites, faith-based organizations, and community events, to expand access to training opportunities. Recent outreach efforts include participation in Recovery in the Park, the Tri-County Reentry Fair, community resource events, and engagements with Albany Housing Authority, Cohoes Housing Authority, Hive of Hope, the UAlbany School of Public Health, and Westminster Presbyterian Church. HCD also hosted a Bridging Care to Justice Impacted Communities event and, in January 2026, facilitated a session focused on Criminal Justice Support Recovery Peer Certification. This commitment to culturally responsive and respectful programming has led to strong word of mouth referrals, with many participants referred by past trainees. As a result, HCD continues to reach individuals who may not otherwise engage without a trusted connection. To promote the Peer Pathways Project, HCD will continue leveraging community partnerships, participating in local events, utilizing social media, and engaging its network of past CPDP participants to ensure broad and inclusive outreach.

4.6 Performance Measures

To evaluate the impact and effectiveness of the Peer Pathways Project, Healthy Capital District will implement a structured performance measurement approach across key areas.

- Participant demographics will be collected and reviewed on an ongoing basis to ensure diverse representation and equitable access. If gaps are identified, recruitment strategies will be adjusted, including updates to the application process and targeted outreach efforts.
- Engagement in coaching activities will be tracked, including frequency, duration, and patterns of participation. This will allow HCD to assess how participants utilize coaching support over time and respond to varying levels of engagement.
- Employment and education outcomes will be verified on a quarterly basis. This includes tracking job placement, volunteer involvement, and continued education or training.
- Progress toward certification will also be monitored, including completion of specialization trainings, achievement of certification milestones, and examination status.

All data will be compiled and reported quarterly to Albany County to support transparency, accountability, and ongoing program improvement.

Proposal Section V: Cost Proposal

Please see attached Budget Cost Proposal.

Proposal Section VI: Mandatory Documents

Please see attached documents.

March 19, 2026

Albany County Grant Review Committee,

I am pleased to offer my strong support for Healthy Capital District's proposal for the *Peer Pathways Project*, to expand access to Certified Recovery Peer Advocate (CRPA) training and specialized peer support pathways within Albany County.

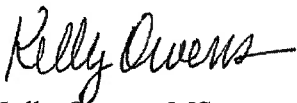
Healthy Capital District has demonstrated a consistent commitment to strengthening the peer workforce and increasing opportunities for individuals with lived experience to enter meaningful careers in recovery support. Through their Certified Peer Development Program, they have successfully trained individuals who now serve communities across the region with compassion, professionalism, and deep understanding of recovery-oriented care.

Our recent experience partnering with Healthy Capital District in the management of grant funds designated for CRPA training was highly successful. Scholarships were awarded to deserving individuals through a clear and efficient eligibility review and approval process. Healthy Capital District also demonstrated exemplary communication and coordination with partners throughout. This approach yielded a high retention of applicants who are now graduates.

Investing in peer workforce development is an investment in stronger recovery systems, healthier communities, and more accessible support services for those navigating substance use and, often, mental health challenges. Healthy Capital District has the experience, partnerships, and infrastructure needed to successfully implement the *Peer Pathways Project* and expand its positive impact throughout Albany County.

For these reasons, I strongly support this proposal and encourage the County to fund this important work.

Sincerely,



Kelly Owens, MS
Executive Director

March 18, 2026

Albany County Review Committee

Dear Review Committee Members,

I am writing to express strong support for Healthy Capital District's (HCD) **Peer Pathways Project** to expand access to Certified Recovery Peer Advocate (CRPA) training and specialized certifications for individuals across Albany County.

Our organization has partnered with Healthy Capital District for several years in support of the Certified Peer Development Program, and we have consistently seen the meaningful impact this work has on individuals and communities. HCD brings a thoughtful, person-centered approach to training that not only builds skills, but also empowers individuals with lived experience to pursue sustainable and impactful careers in the recovery field.

This proposed expansion is both timely and necessary. By increasing access to CRPA training and offering specialized tracks, including those focused on veterans, families, youth, supervisors, and justice-involved individuals, you are helping to address critical workforce gaps while ensuring services are responsive to the diverse needs of the community.

We are especially supportive of HCD's role in managing scholarships for these specialized training opportunities. Having an experienced and trusted partner like HCD oversee scholarship distribution ensures that resources are allocated equitably, efficiently, and to those who will benefit most. Their strong relationships with community partners and commitment to access make them well-positioned to successfully implement this initiative.

Healthy Capital District has demonstrated leadership, collaboration, and a deep commitment to improving outcomes for individuals and families. We are confident in their ability to expand this work and create lasting impact across the region.

We strongly support this proposal and encourage its full consideration.

Sincerely,



Sarah Wilson-Sparrow
Vice President
Office of Workforce Development and Community Education
SUNY Schenectady County Community College



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES

Vocational Rehabilitation
Albany District Office
80 Wolf Rd Suite 200
Albany, NY 12205-2615

Tel: (518) 473-8097
(800) 272-5448
Fax: (518) 457-4562
TTY: (518) 457-2318

March 24, 2026

Albany County Review Committee

Dear Review Committee Members,

I am writing to express support for Healthy Capital District's (HCD) *Peer Pathways Project* to expand access to Certified Recovery Peer Advocate (CRPA) training and specialized certifications across Albany County.

Our organization has referred individuals to HCD's Certified Peer Development Program and has great confidence in the quality of training, support, and overall experience participants receive. We trust HCD with the individuals we send, knowing they will be guided in a professional, supportive, and empowering environment that helps them take meaningful steps forward in their careers.

This proposed expansion is an exciting opportunity to build on that foundation. Creating additional pathways for specialization, including areas such as veterans, families, youth, supervisors, and justice-involved populations, adds significant value for individuals looking to grow within the field and continue advancing their career paths.

There is clear value in this project, both for participants and for the broader community. Expanding access to specialized training strengthens the workforce and helps ensure individuals are equipped to meet a wide range of needs with skill and compassion. We support this proposal and believe Healthy Capital District is well-positioned to successfully carry out this work.

Sincerely,

Joseph Menz
Sr. Vocational Rehabilitation Counselor

Section 6: Budget Cost Proposal		Budget Narrative
Budget Category	Costs	
Personnel		
Trainers in kind		
Fringe Rate	\$0	
A) Personnel Subtotal	\$0	
Supplies and Equipment		
B) Personnel + Fringe Subtotal	\$0	
Digital Software Equipment - Learn World Center (Online Learning Platform) (Annual Costs)	\$2,988	This expense line will support the cost of HCD Learning Worlds platform. A platform that supports continued educational courses and trainings that
Supplies - CRPA training supplies; Professional Development supplies; office supplies	\$3,799	This expense line will support covering CRPA training supplies, professional development, and day to day operational supplies for the program.
C) Supplies Subtotal	\$6,787	
Other Expenses		
Peer Supervisor Professional (PSP) - Scholarships	\$30,450	This expense line will support covering 35 Scholarships to support PSP
Certified Recovery Peer Advocate (CRPA-P) - Scholarships	\$120,000	This expense line will support covering 40 Scholarships to support CRPA-P
Certified Recovery Peer Advocate (CRPA-P) Upgrade - Scholarships	\$3,250	This expense line will support covering 25 Scholarships to support CRPA-P
Criminal Justice Supported Recovery (CSJR) - Scholarships	\$12,400	This expense line will support covering 20 Scholarships to support CSJR
Veteran Supported Recovery (CRPA - Veteran) - Scholarships	\$2,475	This expense line will support covering 5 Scholarships to support CRPA -
Veteran Supported Recovery (CRPA - Non - Veteran) - Scholarships	\$2,975	This expense line will support covering 5 Scholarships to support CRPA - Non
Certified Peer Recovery Peer Advocate-Family (CRPA-F) - Scholarships	\$2,200	This expense line will support covering 5 Scholarships to support CRPA - F
Certified Peer Recovery Peer Advocate-Youth (CRPA-Y) - Scholarships	\$3,800	This expense line will support covering 5 Scholarships to support CRPA - Y
Training - Recovery Guides Manuals	\$863	This expense line will cover the cost of Recovery Guides Manuals used for continued structured support, education, and actionable tools for Peers.
Training - Professional Development (Conferences, Staff Trainings)	\$3,000	This expense line will aim to enhance employee skills and foster development and maintain current industry knowledge for the population being served within the scope of program services
Training - CRPA Mini-Workshops (Trainer Fee)	\$1,800	This expense line will support covering the fee for training to support CRPA with professional development, ethical discussions, and more.
D) Supplies Subtotal	\$183,213	
Subtotal Lines B-D	\$190,000	
Admin (Admin is limited to no more than 5% of Lines B-D)		
Admin Costs	\$10,000	
Total by Year	\$200,000	
Total Funding Requested	\$200,000	

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



Title



Company Name



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 20th day of March, 2026, before me personally appeared Amanda Duff to me known, who, being by me sworn, did say that he resides at (give address) 9 Crestmont Drive, Clifton Park NY, 12065; that he is the (give title) Executive Director of the (name of corporation) Healthy Capital District, 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.

Raquel S. Johnson
Notary Public, State of New York
No. 01JC0025141
Qualified in Albany County
Commission Expires ~~May 23, 2028~~

Raquel S. Johnson
Notary Public, State of New York

Qualified in Albany County

Commission Expires May 23, 2028

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>Healthy Capital District Initiative, Inc</i>		3. IDENTIFICATION NUMBERS a) FEIN # <i>100000023</i> b) DUNS # <i>112656747</i>	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD: <i>Healthy Capital District</i>		5. WEBSITE ADDRESS (if applicable) <i>www.healthycapitaldistrict.org</i>	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>175 Central Ave 5th Floor Albany NY 12206</i>		7. TELEPHONE NUMBER <i>518-462-7040</i>	8. FAX NUMBER <i>518-462-7021</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>Amanda Duff</i> Title <i>Executive Director</i> Telephone Number <i>518-486-8407</i> Fax Number <i>518-462-7021</i> e-mail <i>aduff@healthycapitaldistrict.org</i>			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>dba Healthy Capital District</i>			
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:			
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	

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

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

Yes No

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

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

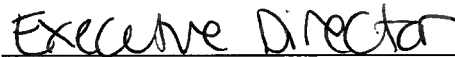
1 "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual,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

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



Title



Company Name



Date

County of Albany
Article SC19- Affirmative Action Plan

STATEMENT OF POLICY

The following is taken from Resolution No. 495 adopted by the Albany County Legislature on October 9, 2018.

Resolved, That the Albany County Legislature hereby approves and adopts the updates to the Affirmative Action Policy as reflected in the document annexed hereto, and be it further that the updated Affirmative Action Plan shall take effect immediately, and that the Commissioner of Human Resources and Director of the Division of Affirmative Action are directed to implement the policies reflected in the updated language of the Affirmative Action policy immediately and on a County-wide basis.

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

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

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

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

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