

MONROE COUNTY REQUEST FOR PROPOSALS [RFP]

Operation of County Secured Emergency Shelter

Release Date: May 12, 2023

Response Deadline: June 9, 2023



Monroe County
Department of Human Services
111 Westfall Road
Rochester, NY 14620
monroecounty.gov

NO RESPONSE FORM

If you choose not to respond to this Request for Proposals, please fax or email this form back to MONROE COUNTY at your earliest convenience, to the attention of:

Walter Webert
Monroe County Office of Purchasing & Central Services
200 County Office Building
Rochester, NY 14614
Fax (585) 753-1104
E-mail wwebert@monroecounty.gov

RFP Operation of County Secured Emergency Shelter

Company: _____
Address: _____
Contact: _____
Contact Phone: _____
Email: _____

Reason for No-Response:

Project capacity. _____
Cannot bid competitively. _____
Cannot meet delivery requirements. _____
Cannot meet specifications. _____
Do not want to do business with Monroe County. _____
*Other: _____

Suggested changes to RFP

Specifications for next _____
Request for Proposals. _____

*Other reasons for not responding might include insufficient time to respond, do not offer product or service, specifications too stringent, scope of work too small or large, unable to meet insurance requirements, cannot meet delivery or schedule requirements, etc.

TABLE OF CONTENTS

Section 1 – Invitation to Participate.....	5
	<i>Purpose</i>
	<i>RFP Coordinator; Issuing Office</i>
	<i>County’s Rights and Intentions</i>
	<i>Time Line</i>
	<i>Overview of the Organization</i>
Section 2 – Scope of Work.....	7
	<i>Background</i>
	<i>Detailed Scope of Work</i>
Section 3 – Specific Proposal Requirements.....	9
	<i>Submission of Respondent’s Proposal</i>
	<i>Response Date</i>
	<i>Clarification of RFP and Questions</i>
	<i>Addenda to RFP</i>
	<i>Organization of Proposal</i>
	<i>Method of Evaluation</i>
	<i>Oral Presentation</i>
	<i>Investigations</i>
Section 4 – MWBE Requirements.....	14
	<i>MWBE Goals and Utilization Plan</i>
	<i>Definitions</i>
	<i>Waivers</i>
	<i>Disqualification of Proposal</i>
	<i>Enforcement of Contract</i>
Section 5 – General Information for the Respondent.....	17
	<i>Reservation of Rights</i>
	<i>Contract Negotiation</i>
	<i>Acceptance of Proposal Content</i>
	<i>Prime Responsibilities</i>
	<i>Property Rights</i>
	<i>Contract Payment</i>
	<i>News Release</i>
	<i>Notification of Respondent Selection</i>
	<i>Independent Price Determination</i>
	<i>Incurring Costs</i>
	<i>Material Submitted</i>
	<i>Insurance Requirements</i>
	<i>Proposal Certification</i>
Appendices.....	22
	<i>Appendix A - Sample Standard Contract</i>
	<i>Appendix B - Certification Regarding Debarment, Suspension, and Responsibility and Certification Regarding</i>
	<i>Monroe County Procurement Policy and Consequences for Violation</i>
	<i>Appendix C – Equal Pay Certification</i>
	<i>Appendix D – MWBE Utilization Plan</i>
	<i>Appendix E – Housing/Homeless Services Annual Report</i>

Appendix F – Monroe County Department of Health Communicable Diseases Screening Form
Appendix G – Program Narrative Template
Appendix H – Program Budget Template
Appendix I – Program Budget Instructions

SECTION 1 - INVITATION TO PARTICIPATE

1.1 Purpose

Monroe County (“the County”) is soliciting proposals on behalf of the county social services district, the Monroe County Division of Social Services (MCDSS), for the operation of a County secured emergency shelter. Prospective Respondents must offer a proposal that will meet the scope of services, qualifications and general description of work activities identified in this Request for Proposals (“RFP”).

In responding to this RFP, Respondents must follow the prescribed format as outlined in Section 3. By so doing, each Respondent will be providing the County and MCDSS with data comparable to that which was submitted by other Respondents and, thus, be assured of fair and objective treatment in the County review and evaluation process.

MCDSS’ objective is to enter into a one-year agreement, or agreements, with the option to renew for four additional one-year terms.

1.2 RFP Coordinator; Issuing Office

This RFP is issued for the County. The RFP Coordinator, identified below, is the sole point of contact regarding this RFP from the date of issuance until the selection of the successful Respondent.

Walter Webert, Contract Coordinator
Monroe County Purchasing and Central Services
39 West Main Street
Room 200
Rochester, New York 14614
Fax: (585) 753- 1104
Email: wwebert@monroecounty.gov

Only those Respondents who have registered and received a copy of this RFP via the County website at <https://contracts.monroecounty.gov/bid/list/rfps> will receive addenda if issued.

1.3 County’s Rights and Intentions

As a result of this RFP, MCDSS intends to enter into a contract with the selected Respondent to supply the services described in Section 2. However, this intent does not commit MCDSS or the County to award a contract to any Respondent, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any services. The MCDSS and the County reserve the right, in their sole discretion, to (a) accept or reject in part or in its entirety any proposal received as a result of this RFP if it is in the best interest of MCDSS and/or the County to do so; (b) award one or more contracts to one or more qualified Respondents if necessary to achieve the objectives of this RFP and if it is in the best interest of MCDSS and/or the County to do so. The County and MCDSS maintain the option to expand these types of services to other MCDSS or County projects, departments, and divisions as needed.

1.4 Time Line

The schedule of events for this RFP is anticipated to proceed as follows:

- This RFP will be distributed on **May 12, 2023**.
- All requests for RFP clarification must be submitted in writing to the RFP Coordinator at the address provided in Section 1 and received no later than 3:00 PM ET on **May 19, 2023**.
- All questions will be answered and documented in writing as an Addendum to the RFP. These will be sent out to all Respondents who received the original RFP no later than **May 26, 2023**.
- **Final RFP submissions must be received by 5:00 PM ET on June 9, 2023** at the address shown in Section 1. The right to withdraw will expire on this date and time.

1.5 Overview of the Organization

The County is located in the Finger Lakes Region of New York State, where the Genesee River meets the south shore of Lake Ontario. The County has a population of over 755,000 residents. The County is comprised of 19 towns, 10 villages and the City of Rochester, the third largest city in New York State.

The County is a community of innovators on the cutting edge of scientific research and discovery; a community of entrepreneurs; home to some of the world's best-known brands and fastest growing companies; and, a community recognized for its leadership in arts, culture and higher education.

Monroe County government, with a workforce of approximately 4,600 full and part-time employees, has an annual operating budget close to \$1.3 billion. County government provides a variety of services, including: general government, public safety, health and human services, economic development, recreation, transportation and environmental services. The County operates a small-hub airport; a 566-bed skilled nursing facility; four sewer districts for sanitary and storm water management including two treatment plants; a solid waste landfill, transfer/haul station, and recycling center; an AZA-accredited zoo, and three municipal golf courses. Under the governance of an elected 29-member County Legislature, the County is structured among four elected offices, eleven operating departments, and eight staff departments.

SECTION 2 – SCOPE OF WORK

2.1 Background

Temporary Housing Assistance (THA) placements are made by the MCDSS Housing Unit for individuals and families that are programmatically eligible for THA.

As Monroe County moves forward with the goal of ending homelessness, we have reached a point where we are serving a more chronic population suffering from serious mental illness and/or significant addictions that are more difficult to serve in a traditional shelter setting. The complex needs of this population require staff that are trained and experienced in managing serious mental health and addiction behaviors. An atmosphere conducive to the needs of this population, e.g., non-congregate sleeping quarters, extended curfew, peer support, etc., is a necessity to encourage individuals to come in off the streets and remain in shelter while permanent housing plans are established. A longer length of stay and flexibility to achieve goals to secure the appropriate level of permanent housing will be necessary.

MCDSS intends to lease a suitable site that the selected Respondent will operate.

2.2 Scope of Work

1. Selected Respondent will provide Temporary Housing Assistance for use by MCDSS's Public Assistance applicants and/or recipients at an agreed upon site.
2. Selected Respondent should agree to the use of Coordinated Access, Rapid Rehousing and Diversion as well as agree to participate in the community's Homeless Services Network (www.letsendhomeless.org).
3. Selected Respondent will provide Case Management Services to shelter residents. Case management services should include the following activities:
 - a. Complete the Vulnerability Index Service Prioritization Delivery Assistance Tool (VISPDAT) within 72 hours of admission and make appropriate referrals to the community Prioritization List for Rapid Rehousing and/or Permanent Supportive Housing. Assess eligibility for Health Home Care Management services and refer to a HHCM agency as appropriate.
 - b. Work with clients to apply for ongoing Financial and Temporary Housing Assistance. Assist clients in establishing eligibility. Follow-up to ensure clients complete required apartment search as well as keep all required appointments (including but not limited to: Job Search, Employment Assessments, Rehabilitation, Physical, Mental Health or medical screening appointments). For clients already active on Public Assistance, work with clients to maintain eligibility.
 - c. Facilitate client compliance with Temporary Housing Agreements and Independent Living Plans.
 - d. Provide transportation as needed.
 - e. Provide daily meals.
 - f. Assist clients in finding stable, permanent housing. Activities should include, but are not limited to: locating housing, setting up appointments to see housing, providing advocacy with landlords and verifying that prospective housing is free of any health and safety violations.

g. Coordinate moving arrangements out of the temporary housing arrangement, including but not limited to: facilitating utility turn on, facilitating clients' efforts to choose budget billing, and address updates as needed.

Any deviation from the established standards must be explained in the proposal.

5. The selected Respondent retains the right to determine whether it will accept an individual into its facility.
6. MCDSS retains the right to inspect the building where temporary housing is offered at any time when public assistance applicants/recipients are being served under contract.
7. Respondents should include with their proposal a written Operational Plan, Safety and Security Plan and OTDA budget template, in accordance with 18 NYCRR § 352.38, which will be subject to review and approval from the local district and the New York Office of Temporary and Disability Assistance (OTDA).
8. Respondents must be in full compliance with all applicable OTDA, New York Office of Children and Family Services (OCFS), Runaway/Homeless or other applicable shelter requirements including, but not limited to: OTDA -18 NYCRR § 352.8; OCFS 9 NYCRR § 182-1 and 9 NYCRR § 182-2. Selected Respondent must maintain compliance with all future changes or new regulations.
9. Shelter must be certified or working towards certification by OTDA.
10. Selected Respondent will enter all reporting into MCDSS's web-based ContractHq contract management system on a monthly basis and will report on the following performance evaluation criteria:
 - a. Number of clients served.
 - b. Number/percentage of clients who found permanent housing.
 - c. Number/percentage of clients who moved into transitional housing.
 - d. Number/percentage of clients who moved to a higher level of care facility.
 - e. Number of clients who transferred to another shelter and why.
 - f. Number of clients who left shelter for unknown outcomes.
 - g. Average length of stay.
11. Selected Respondents will assess each emergency housing client using the Monroe County Department of Health Communicable Diseases Screening Form (see Appendix D). Clients who have answered positively to any of the questions 1 through 6 on the screening sheet must be examined by Monroe County Tuberculosis Clinic or the Healthreach Mobile Medical Unit within seven days of the assessment. Clients who re-enter the temporary housing assistance site on a regular basis must complete a health assessment at a minimum of every thirty days. Selected Respondents will work collaboratively with the Monroe County Department of Public Health to ensure residents with positive screening receive examinations as soon as possible.
12. In addition to appropriate (same day) reporting on all clients, whether or not they reported for placement, monthly placement logs, along with the corresponding month's invoice must be received by MCDSS by the 15th of the following month.

2.3 Cost Proposal

Respondents should complete the attached Program Budget Template for their shelter that supports the requested per diem rate, and include in their proposal. The Budget template is attached as Appendix H and Budget instructions are included as Appendix I. An Excel version of the Budget template can be obtained by email request to the RFP Coordinator, wwebert@monroecounty.gov.

SECTION 3 - SPECIFIC PROPOSAL REQUIREMENTS

3.1 Submission of Respondent's Proposal(s)

- A. Acceptance Period and Location.** To be considered, Respondents must submit a complete response to this RFP. Respondents not responding to all information requested in this RFP or indicating exceptions to those items not responded to may have their proposals rejected as being non-responsive.

Sealed proposals must be received at the address below on or before 5:00 PM Eastern Time, on June 9, 2023.

Walter Webert
Monroe County Office of Purchasing & Central Services
200 County Office Building
39 West Main Street
Rochester, NY 14614
Fax: (585) 753-1104
Email: wwebert@monroecounty.gov

Refer to Section 3 for further detail regarding response formats and requirements. There will be no public opening of the proposals.

- B. Withdrawal Notification.** Respondents receiving this RFP who do not wish to submit a proposal should reply with the "No Response Form" [page 2 of this RFP] to be received by the indicated contact on the form no later than the proposal submission date. This RFP is the property of the County and may not be reproduced or distributed for purposes other than proposal submission without the written consent of the Monroe County Attorney.
- C. Required copies.** Respondents must submit one (1) signed original Proposal and four (4) complete copied sets of the signed original Proposal. **Proposals should be clearly marked as "Proposal for Operation of County Secured Emergency Shelter."** The Respondent should also include a copy of its full proposal on a USB Flash Drive. The Respondent will make no other distribution of proposals. An official authorized to bind the Respondent to its provisions must sign proposals.
- D. Pricing Period.** For this RFP, the proposal must remain valid for a minimum of 120 days past the due date for receipt of RFPs.
- E. Economy of Preparation.** Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional material, etc. are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Vague terms such as "Respondent complies" or "Respondent understands" should be avoided.

3.2 Response Date

To be considered, sealed proposals must arrive on or before the location, time and date specified in Section 3.1.A. *Requests for extension of the submission date will not be granted.* Respondents mailing proposals should allow ample delivery time to assure timely receipt of their proposals.

3.3 Clarification of RFP and Questions

Questions that arise prior to or during proposal preparation must be submitted **in writing or via email** pursuant to the instructions in Section 1 of this RFP. Questions and answers will be provided to all Respondents who have received RFPs and must be acknowledged in the RFP response. No contact will be allowed between the Respondent and any other member of the County with regard to this RFP during the RFP process unless specifically authorized in writing by the RFP Coordinator. Prohibited contact may be grounds for Respondent disqualification.

3.4 Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all Respondents that received the original RFP. **An acknowledgment of such addenda, if any, must be submitted with the RFP response. Applicants will only receive notices of addenda by downloading the original RFP document via the Monroe County website at www.monroecounty.gov.**

3.5 Organization of Proposal

This section outlines the information that must be included in your proposal. Please respond with your information in the same order as the items in the section.

- A. Transmittal Letter.** Each response to the RFP should be accompanied by a letter of transmittal not exceeding one (1) page that summarizes key points of the proposal and which is signed by an officer of the firm authorized to commit the Respondent to the obligations contained in the proposal. The transmittal letter should also include a phone number, fax number and e-mail address for the Respondent's contact person.
- B. Table of Contents.** Include a Table of Contents at the beginning, which clearly outlines the contents of your proposal.
- C. Company Information.** Provide information related to your company and any companies you are proposing to use as subcontractors. Specifically, address the following:
 - 1. Year the company was organized.
 - 2. Identification of company ownership.
 - a. Functions and location of your nearest regional office to Monroe County. Identify the location of your company's headquarters.
 - b. Documentation of Minority and Women Owned Business Enterprise (MWBE) and/or Disadvantaged Business Enterprise (DBE) ownership status.
 - c. Both the State and Federal governments have programs for the certification of small businesses that are owned by Veterans or Service-Disabled Veterans. The Federal program certifies Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business (SDVOSB), and the New York state program certifies Service-Disabled Veteran-Owned Business (SDVOSB). The goal of this requirement is to acknowledge local businesses that have achieved these designations. Respondents should provide documentation of certification, if applicable.

3. Total gross revenues of the company covering the last three years. The County reserves the right to request additional financial information during the proposal review process.
4. Anticipated growth of your organization including expansion of the client base and acquisitions.
5. Any conflicts of interest that may affect the County's potential selection of, or entering into an agreement with, your organization, i.e. your organization currently holds an agreement with the County for other services, a relative of any employee of the Respondent is a member of the selection committee, etc.
6. Any disputes or litigations as a result of services provided for Monroe County, either through a direct contract with Monroe County or as a subcontractor to another entity contracting with Monroe County.

D. Experience. Provide information that clearly demonstrates your organization's prior experience and background (both business and technical) in engagements similar to this project. This section must include:

1. A list of all public sector clients in the State of New York. Include the following information for each public sector client:
 - a. Name and address of the client;
 - b. Dates of engagement for the client;
 - c. Approximate annual budget;
 - d. Name, telephone number and email address of contact person;
2. A list of all agreements either directly with Monroe County, or as a subcontractor for another agency's agreement with Monroe County. Include the following information:
 - a. Name and address of the agency or Monroe County Department;
 - b. Services provided;
 - c. Dates of engagement;
 - d. Approximate annual budget;
 - e. Name, telephone number and email address of contact person;
3. Résumés for the key personnel to be involved in providing services to the County.

E. Respondent's proposal. Respondent must submit a detailed Project Narrative and Work Plan that describes:

1. its expertise and that of its proposed personnel and how its management procedures will ensure quality work is performed;
2. how its proposed services and proposed work plan will meet the tasks and deliverables as described in Section 2 of this Request for Proposals;
3. proposed quality control mechanisms that ensure a high level of quality and commitment to excellence.

F. Cost Proposal. Respondent must provide a proposed Program Budget as outlined in Section 2.4, and proposed per diem rates.

- G. Certifications Regarding Debarment and Procurement Policy.** Respondents and proposed subcontractors must print, sign, and submit with the proposal Appendix B: Certification Regarding Debarment, Suspension, and Responsibility and Certification Regarding Monroe County Procurement Policy and Consequences for Violation.
- H. Equal Pay Certification.** Respondents and proposed subcontractors must print, sign, and submit with the proposal Appendix C: Monroe County Equal Pay Certification.
- I. Insurance Certificates.** Each Respondent must supply a copy of their current Certificate of Insurance showing the insurance coverage at or above those described in Section 5.12 of this RFP.
- J. Exceptions to General Information for the Respondent.** For all exceptions to Section 5, the Respondent must indicate on a separate sheet labeled "Exceptions Taken to the General Information for the Respondent," the section number of any requirement to which an exception is being taken and an explanation of their position.
- K. Exceptions to the Standard Contract.** For all exceptions to the Standard Contract, attached herein as Appendix A, the Respondent must indicate on a separate sheet labeled "Exceptions Taken to the Standard Contract," the section number of any requirement to which an exception is being taken and an explanation of their position. It is not intended that new contract wording be proposed by the Respondent, but rather that the Respondent explain their position so that the conflict can be evaluated. If no exceptions are noted, the Respondent is presumed to have agreed with all sections of the standard contract.
- L. Certification.** Proposals should include a letter from an authorized corporate officer certifying the accuracy of the information provided and guaranteeing the proposed prices.
- M. MWBE Utilization Plan.** Each Respondent shall prepare and submit a Utilization Plan (Appendix D) in connection with its proposal and the proposed Contract. The Utilization Plan shall identify Certified Businesses, if known, that have committed to perform work in connection with the proposed Contract as well as any such Certified Businesses, if known, which the Respondent intends to use in connection with the Respondent's performance of the proposed Contract. The Utilization Plan shall specifically contain a list, including the name, address and telephone number, of each Certified Business with which the Respondent intends to subcontract.

3.6 Method of Evaluation

- A. Evaluation Committee.** Selected personnel from the County will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate all properly prepared and submitted proposals for the RFP and make a recommendation for award.
- B. Evaluation and Selection Criteria.** All properly prepared and submitted proposals shall be subject to evaluation deemed appropriate for the purpose of selecting the Respondent with whom a contract may be signed. Responses to this RFP will be evaluated according to criteria that the County deems pertinent to these services, which may include, but may not be limited to, the following:
- Cost/Proposed Fees
 - Understanding of and Approach to the Project
 - Specific Experience on Similar Projects
 - General Technical and Professional Competence

- Capacity and Availability to Perform All Services
- MWBE/DBE Utilization
- Local Office/Support
- Veteran Owned Business (VOSB/SDVOSB)
- Other Pertinent Criteria

C. Contract Approval Process. Respondents must be aware that any contract resulting from this request for proposals is subject to prior approval by the Monroe County Law Department.

3.7 Oral Presentation

Respondents who submit a proposal may also be required to make an oral presentation of their proposal to the County. These presentations will provide an opportunity for the Respondent to clarify their proposal to ensure a thorough mutual understanding. At the same time, the County is under no obligation to offer any Respondent the opportunity to make such a presentation.

3.8 Investigations

The County reserves the right to conduct any investigations necessary to verify information submitted by the Respondent and/or to determine the Respondent's capability to fulfill the terms and conditions of the RFP contract document. The County reserves the right to visit a prospective Respondent's place of business to verify the existence of the company and the management capabilities required to administer this agreement. The County will not consider Respondents that are in bankruptcy or in the hands of a receiver at the time of tendering a proposal or at the time of entering into a contract.

SECTION 4 - MWBE REQUIREMENTS

4.1 MWBE Goals and Utilization Plan

The successful Respondent shall employ its best efforts to subcontract at least twelve percent (12%) of the total cost of services to Minority-Owned Business Enterprises that are Certified Businesses (“MBE”) and three percent (3%) of the total cost of services to Women-Owned Business Enterprises that are Certified Businesses (“WBE”) each year of the Contract. Each prospective Respondent shall submit with its proposal a Utilization Plan identifying with whom the Respondent would subcontract and the dollar amount of such subcontract. This Section and the successful Respondent’s Contract shall be subject to the requirements of Chapter 26 of the Monroe County Code (Gantt’s Law for Utilization of Minority and Women-Owned Businesses).

In the event a Respondent is a MBE, such Respondent shall remain subject to the goal of subcontracting at least three percent (3%) of the total cost of services to a WBE. In the event a Respondent is a WBE, such Respondent shall remain subject to the goal of subcontracting at least twelve percent (12%) of the total cost of services to a MBE. In the event a Respondent is both a MBE and WBE, the Respondent shall choose one of the two designations and shall remain subject to the subcontracting best efforts requirement for the designation not chosen.

4.2 Definitions

“Certified Business” – shall mean a business verified as a Minority or Women-Owned Business Enterprise pursuant to § 26-4 of the Monroe County Code and/or a business certified by New York State pursuant to Article 15-a of the New York State Executive Law.

“Minority Group Members” – shall mean a United States citizen or permanent resident alien who has and can demonstrate membership in one of the following groups:

1. Black persons having origins in any of the Black African racial groups;
2. Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American Descent of either Indian or Hispanic origin, regardless of race;
3. Native American or Alaskan native persons having origins in any of the original peoples of North America;
4. Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands.

“Minority-Owned Business Enterprise” – shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is:

1. at least fifty-one percent owned by one or more minority group members;
2. an enterprise in which such minority ownership is real, substantial and continuing;

3. an enterprise in which such minority ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; and
4. an enterprise authorized to do business in the State of New York state and independently owned and operated.

“Utilization Plan” - shall mean a plan prepared by each Respondent and submitted in connection with its proposal and the proposed Contract. The utilization plan shall identify certified businesses, if known, that have committed to perform work in connection with the proposed Contract as well as any such certified businesses, if known, which the Respondent intends to use in connection with the Respondent’s performance of the proposed Contract. The plan shall specifically contain a list, including the name, address and telephone number, of each Certified Business with which the Respondent intends to subcontract.

“Women-Owned Business Enterprise” – shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is:

1. at least fifty-one percent owned by one or more United States citizens or permanent resident aliens who are women;
2. an enterprise in which the ownership interest of such women is real, substantial and continuing;
3. an enterprise in which such women ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; and
4. an enterprise authorized to do business in the State of New York state and independently owned and operated.

4.3 Waivers

Any requests for waivers from these requirements shall be governed by § 26-12 of the Monroe County Code. Notwithstanding the foregoing, the County reserves the right to determine, in its sole discretion: (1) to waive the requirements of Section 4.1, above, for municipal corporations, school districts, district corporations, boards of cooperative educational services, utilities, not-for-profit corporations, and publicly traded companies, and/or (2) that it is not in the County’s interest to permit subcontracting under the proposed Contract.

4.4 Disqualification of Proposal

Without limiting other grounds for the disqualification of proposals on the basis of nonresponsiveness and/or non responsibility, the County may disqualify a Respondent’s proposal as nonresponsive and/or nonresponsible for failure to provide a complete Utilization Plan and/or remedy noted deficiencies in the Respondent’s Utilization Plan within ten days after receiving notification of such failure and/or deficiencies from the County.

4.5 Enforcement of Contract

Upon receipt of a complaint that the successful Respondent has violated § 26-12 of the Monroe County Code, including but not limited to a failure or refusal to comply with Minority and Women-Owned Business Enterprise participation requirements as set forth in the County Contract, the County's Director of Diversity, Equity and Inclusion shall send a notice of deficiency to said successful Respondent setting forth the facts and circumstances giving rise to the complaint. If the successful Respondent fails to cure or otherwise address the complaint within fifteen (15) days of receiving notice thereof, the County shall have the right to cancel, terminate, or suspend the Contract in whole or in part, and/or seek any other remedy afforded to the County in law or in equity.

SECTION 5 - GENERAL INFORMATION FOR THE RESPONDENT

5.1 Reservation of Rights

The County reserves the right to refuse any and all proposals, in part, or in their entirety, or select certain products from various Respondent proposals, or to waive any informality or defect in any proposal should it be deemed to be in the best interest of the County. The County is not committed, by virtue of this solicitation, to award a contract, or to procure or contract for services. The proposals submitted in response to this solicitation become the property of the County. If it is in its best interest to do so, the County reserves the right to:

- A. Make selections based solely on the proposals or negotiate further with one or more Respondents. The Respondent selected will be chosen on the basis of greatest benefit to the County as determined by an evaluation committee.
- B. Negotiate contracts with the selected Respondents.
- C. Award a contract to more than one Respondent.

5.2 Contract Negotiation

Negotiations may be undertaken with those Respondents whose proposals prove them to be qualified, responsible, and capable of fulfilling the requirements of this solicitation. The contract that may be entered into will be the most advantageous to the County, price and other factors considered. The County reserves the right to consider proposals or modifications thereof received at any time before a contract is awarded, if such action is in the best interest of the County. Attached as Appendix A is a copy of the Standard Contract which contains mandatory provisions.

Negotiations do not include further revisions to the mandatory provisions depicted in Appendix A. Respondents must take exception as instructed in Section 3.5.K. if necessary. Any exceptions will be evaluated by the Monroe County Law department prior to proposal rating.

5.3 Acceptance of Proposal Content

The contents of the proposal of the successful Respondent may become contractual obligations, should a contract ensue. Failure of a Respondent to accept these obligations may result in cancellation of the award. The awarded respondent will be required to provide Monroe County with a *Word* version of its final proposal.

5.4 Prime Responsibilities

The selected Respondent will be required to assume responsibility for all services offered in its proposal whether or not provided by them. The selected Respondent will be liable, both individually and severally, for the performance of all obligations under the awarded contract and will not be relieved of non-performance of any of its subcontractors. Further, the County shall approve all subcontractors

and will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

5.5 Property Rights

For purposes of this document and for the contract, the term “Work” is defined as all data, records, files, information, work products, discs or tapes developed, produced or generated in connection with the services to be provided by the Respondent. The County and the Respondent intend the contract to be a contract for services and each considers the Work and any and all documentation or other products and results of the services to be rendered by the Respondent to be a work made for hire. In submitting a proposal in response to this solicitation, the Respondent acknowledges and agrees that the Work (and all rights therein) belongs to and shall be the sole and exclusive property of the County.

The Respondent and the Respondent’s employees shall have no rights in or ownership of the Work and any and all documentation or other products and results of the services or any other property of the County. Any property or Work not specifically included in the Contract as property of the Respondent shall constitute property of the County.

In addition to compliance with the right to audit provisions of the contract, the Respondent must deliver to the County, no later than the twenty-four (24) hours after receipt of the County’s written request for same; all completed, or partially completed, Work and any and all documentation or other products and results of the services under such contract. The Respondent’s failure to timely deliver such work or any and all documentation or other products and results of the services will be considered a material breach of the contract. With the prior written approval of the County, this twenty-four (24) hour period may be extended for delivery of certain completed, or partially completed, work or other such information, if such extension is in the best interests of the County.

The Respondent will not make or retain any copies of the Work or any and all documentation or other products and results of the services provided under such Contract without the prior written consent of the County.

5.6 Contract Payment

Actual terms of payment will be the result of agreements reached between Monroe County and the Respondent selected.

5.7 News Release

News releases pertaining to this solicitation or the services to which it relates will not be made without prior approval by the County and then only in coordination with the County Department of Communications and Special Events.

5.8 Notification of Respondent Selection

All Respondents who submit proposals in response to this solicitation will be notified by the Coordinator of acceptance or rejection of their proposal.

5.9 Independent Price Determination

- A. By submission of a proposal, the Respondent certifies, and in case of a joint proposal, each party thereto certifies as to its own organization, that in connection with the proposal:
 - 1. The prices in the proposal have been arrived at independently without consultation, communication, or agreement, with any other Respondent or competitor for the purpose of restricting competition; and
 - 2. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing the proposal certifies that:
 - 1. They are the person in the Respondent's organization responsible within that organization for the decision as to prices being offered in the proposal and they have not participated and will not participate in any action contrary to A.1 and A.2 above; or
 - 2. They are not the person in the Respondent's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to A.1 and A.2 above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to A.1 and A.2 above.
- C. A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify A.1 and A.2 above.

5.10 Incurring Costs

The County is not liable for any costs incurred by Respondent prior to the effective date of the contract.

5.11 Material Submitted

All right, title and interest in the material submitted by the Respondent as part of a proposal shall vest in Monroe County upon submission of the Respondent's proposal to Monroe County without any obligation or liability by Monroe County to the Respondent. Monroe County has the right to use any or all ideas presented by a Respondent.

Monroe County reserves the right to ownership, without limitation, of all proposals submitted. However, because Monroe County could be required to disclose proposals under the New York Freedom of Information Law (Public Officers Law §§ 84 – 90), Monroe County will, to the extent permitted by law, seek to protect the Respondent’s interests with respect to any trade secret information submitted as follows:

Pursuant to Public Officers Law § 87, Monroe County will deny public access to Respondent’s proposal to the extent the information constitutes a trade secret, which if disclosed would cause substantial harm to the Respondent’s competitive position, provided the Respondent identified the information it considers to be a trade secret and explains how disclosure would cause harm to the Respondent’s competitive position.

Respondent acknowledges that resultant Agreement(s) will be made available to the public and searchable online in a digital form pursuant to Public Officers Law § 87.

5.12 Insurance Requirements

The Respondent shall procure and maintain at their own expense until final completion of the work covered by the Contract, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided, issued by insurance companies authorized to do business in the State of New York, covering all operations under the Contract whether performed by the Respondent or by their subcontractors.

The successful Respondent shall furnish to the County a certificate or certificates of insurance in a form satisfactory to the County Attorney showing that he has complied with all insurance requirements set forth in the contract for services, that certificate or certificates shall provide that the policies shall not be changed or canceled until thirty (30) days written notice has been given to the County. Except for Workers’ Compensation Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the Contract resulting from this proposal solicitation. The kinds and amounts of insurance are as follows:

- A. **WORKERS’ COMPENSATION AND DISABILITY INSURANCE:** A policy covering the operations of the Respondent in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Workers’ Compensation Law, covering all operations under contract, whether performed by them or by their subcontractors. The Contract shall be void and of no effect unless the person or corporation making or executing same shall secure compensation coverage for the benefits of, and keep insured during the life of said Contract, such employees in compliance with the provisions of the Workers’ Compensation Law known as the Disability Benefits Law (chapter 600 of the Laws of 1949) and amendments hereto.
- B. **LIABILITY AND PROPERTY DAMAGE INSURANCE** issued to the Respondent naming Monroe County as an additional insured, and covering liability with respect to all work performed by him under the Contract. The policy must be endorsed by the insurance carrier to authorize the additional insured designation. The minimum limits for this policy for property damage

and personal injury shall be \$1,000,000 per occurrence and \$3,000,000 aggregate covered under liability and damage property. All of the following coverage shall be included:

- Comprehensive Form
- Premises-Operations
- Products/Completed Operations
- Contractual Insurance covering the Hold Harmless Provision
- Broad Form Property Damage
- Independent Respondents
- Personal Injury

- C. CONTRACTOR'S PROTECTIVE LIABILITY INSURANCE issued to the Respondent and covering the liability for damages imposed by law upon the said Respondent for the acts or neglect of each of his subcontractors with respect to all work performed by said subcontractors under the Contract.
- D. PROFESSIONAL LIABILITY INSURANCE covering errors and omissions of the Respondent with minimum limits of \$1,000,000 per occurrence and \$3,000,000 aggregate coverage.
- E. MOTOR VEHICLE INSURANCE issued to the Respondent naming Monroe County as an additional insured, and covering liability and property damage on the Respondent's vehicles in the amount of \$1,000,000 per occurrence. The policy must be endorsed by the insurance carrier to authorize the additional insured designation.

5.13 Proposal Certification

The Respondent must certify that all material, supervision, and personnel will be provided as proposed, at no additional cost above the proposal price. Any costs not identified and subsequently incurred by the County must be borne by the Respondent. This certification is accomplished by having the Proposal signed by an individual who has the authority to bind the Respondent.

APPENDIX A
SAMPLE MONROE COUNTY DIVISION OF SOCIAL SERVICES CONTRACT

The County contemplates that, in addition to all terms and conditions described in this document, the final agreement between the County and the selected Respondent will include, without limitation, the terms contained in this Appendix A, Sample Monroe County Division of Social Services Contract.

Respondents should note that, at a minimum, all the contractual provisions included in the sample contract herein will automatically be deemed part of the final Contract. Although such provisions will govern all proposals as submitted, MCDSS may later amend such provisions. The sample contract is included so that all proposals will be governed by the same contractual terms.

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT shall be deemed to be dated as of the last date executed by a party hereto, by and between the Monroe County Division of Social Services, with offices at 111 Westfall Road, Rochester, NY 14620, hereinafter referred to as the "Division" and _____, a corporation with offices at _____ hereinafter referred to as the "Contractor".

WITNESSETH

WHEREAS, the Division is desirous of obtaining the services of the Contractor to perform the scope of services set forth in Section 1 hereof, and

WHEREAS, the Contractor is willing and able and qualified to perform such services,

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The term of this agreement shall be from _____ to _____. This contract may be terminated by either party upon 60 days written notice to the other party.
2. The Division hereby agrees to pay the Contractor a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed _____ DOLLARS (\$_____.00). Said sum shall be paid as follows:

In order to receive payment by the County for the sum(s) herein contracted for the Contractor must submit a properly completed and executed Monroe County claim voucher(s), supported with such information and documentation necessary to substantiate the voucher, approved by the COMMISSIONER of Monroe County Division of Social Services, or by his/her designee, and audited by the Controller of the County.

3. The Contractor hereby agrees to perform the following services for the Division:
4. The Division agrees to make payment in accordance with the terms established and designated in Appendix B. Contractor agrees to comply with all of the Division's applicable claiming practices and policies, and to submit claims in a timely manner only for services actually provided under the terms of this contract.
5. Contractor assures and agrees that it will fully perform the services described in this contract in accordance with generally accepted professional standards in a manner satisfactory to the Division. The Division reserves the right to evaluate the quality of services provided by Contractor and suspend or terminate the purchase of services from Contractor should Division determine such

services are not being performed in accordance with the provisions of this contract. Nothing contained in this section however shall be construed to limit any other rights or duties of the parties of this contract to suspend or terminate this contract.

6. The parties agree that the following attachments are part of this agreement:

APPENDIX A: Standard Clauses for Monroe County Division of Social Services Contracts

APPENDIX B: Reimbursement for Services

ATTACHMENT A: Program Narrative/Scope of Services

ATTACHMENT B: Program Budget

IN WITNESS WHEREOF, the parties have hereunto signed this agreement on the day and year appearing opposite their respective signatures.

Date _____

Thalia Wright, Commissioner Monroe
County Division Of Social Services

Date _____

FEDERAL ID #

STATE OF NEW YORK) SS
COUNTY OF MONROE)

On this _____ day of _____, 20____, before me personally came THALIA WRIGHT, to me known, who being by me duly sworn, did depose and say that she resides in ROCHESTER, N.Y., that she is the COMMISSIONER of the MONROE COUNTY DIVISION OF SOCIAL SERVICES, the Agency described in and which executed the above instrument; that as COMMISSIONER of said Agency she signed her name thereto.

NOTARY PUBLIC

STATE OF NEW YORK) SS
COUNTY OF MONROE)

On this _____ day of _____, 20____, before me personally came _____, to me known, who duly sworn, did depose and say that he/she resides in _____; that he/she is the _____ of _____, the corporation described in and which executed the foregoing instrument, that he/she signed his/her name thereto by order of the Board of Director's.

NOTARY PUBLIC

STANDARD CLAUSES FOR MONROE COUNTY DIVISION OF SOCIAL SERVICES
CONTRACTS

The parties to the attached Agreement (hereinafter, "the Agreement") agree to be bound by the following clauses which are hereby made a part of the Agreement (the word "Contractor" herein refers to any party other than the Monroe County Division of Social Services (the "Division") or Monroe County ("the County"), whether a contractor, licenser, licensee, lessor, lessee or any other party):

Section 1. AMENDMENTS

This Agreement may be modified or amended only in writing duly executed by both parties. Any modification or amendment shall be attached to and become part of this Agreement. All notices concerning this Agreement shall be delivered in writing to the parties at the principal addresses as set forth above unless either party notifies the other of a change in address.

Section 2. INSURANCE AND FAMILY LEAVE BENEFITS

The Contractor will, at its own expense, procure and maintain a policy or policies of insurance during the term of this Agreement. The policy or policies of insurance required are standard Worker's Compensation and Disability Insurance, if required by law; professional liability and general liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage; automobile liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies. Original certificates and endorsements evidencing such coverage shall be delivered to the County before final execution of this Agreement. The certificates shall indicate that such coverage will not be cancelled or amended in any way without thirty (30) days prior written notice to the County and original renewal certificates conforming to the requirements of this section shall be delivered to the County at least sixty (60) days prior to the expiration of such policy or policies of insurance. The Contractor's insurance shall provide for and name the Monroe County Division of Social Services and Monroe County as an additional insured. All policies shall insure the Monroe County Division of Social Services and the County for all claims arising out of the Agreement. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State or otherwise acceptable to the Division and the County.

If any required insurance coverage contain aggregate limits or apply to other operations of the Contractor, outside of those required by this Agreement, the Contractor shall provide Monroe County with prompt written notice of any incident, claims settlement, or judgment against that insurance which diminishes the protection of such insurance affords the Division and Monroe County. The Contractor shall further take immediate steps to restore such aggregate limits or shall provide other insurance protection for such aggregate limits.

The Contractor will also provide proof duly subscribed by an insurance carrier in a form satisfactory to the Chair of the Worker's Compensarion Board that the payment of family leave benefits for all its employees required under New York law to receive such benefits has been secured.

Section 3. INDEMNIFICATION

The Contractor shall defend, indemnify and save harmless the Division and the County, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the Division and/or the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, its employees, agents or subcontractors, the provision of any products by the Contractor, its employees, agents, or subcontractors, arising from any act, omission or negligence of the Contractor, its employees, agents, or subcontractors, or arising from any breach or default by the Contractor, its employees, agents or subcontractors under the Agreement. Nothing herein is intended to relieve the Division or the County from its own negligence or misfeasance or to assume any such liability for the Division or the County by the Contractor.

Section 4. INDEPENDENT CONTRACTOR

For the purpose of this Agreement, the Contractor is and shall in all respects be considered an independent contractor. The Contractor, its individual members, directors, officers, employees and agents are not and shall not hold themselves out as, nor claim to be, an officer or employee of Monroe County nor make claim to any rights accruing thereto, including, but not limited to, Worker's Compensation, unemployment benefits, Social Security or retirement plan membership or credit.

The Contractor shall have the direct and sole responsibility for the following: payment of wages and other compensation; reimbursement of the Contractor's employees' expenses; compliance with Federal, state and local tax withholding requirements pertaining to income taxes, Worker's Compensation, Social Security, unemployment and other insurance or other statutory withholding requirements; and all obligations imposed on the employer of personnel. The County shall have no responsibility for any of the incidences of employment.

Section 5. EXECUTORY NATURE OF CONTRACT

This Agreement shall be deemed executory only to the extent of the funding available and the Division and the County shall not incur any liability beyond the funds annually budgeted therefore. The Division and the County may make reductions in this Agreement for the loss/reduction in State Aid or other sources of revenues. If this occurs, the Contractor's obligations regarding the services provided under this Agreement may be reduced correspondingly.

Section 6. NO ASSIGNMENT WITHOUT CONSENT

The Contractor shall not, in whole or in part, assign, transfer, convey, sublet, mortgage, pledge, hypothecate, grant any security interest in, or otherwise dispose of this Agreement or any of its right, title or interest herein or its power to execute the Agreement, or any part thereof to any person or entity without the prior written consent of the Division.

Section 7. FEDERAL SINGLE AUDIT ACT

In the event the Contractor is a recipient through this Agreement, directly or indirectly, of any funds of or from the United States Government, Contractor agrees to comply fully with the terms and requirements of Federal Single Audit Act [Title 31 United States Code, Chapter 75], as amended from time to time. The Contractor shall comply with all requirements stated in "Uniform Administrative Requirements, Cost

Principles, and Audit Requirements for Federal Awards” (Uniform Grant Guidance) Subpart F and such other circulars, interpretations, opinions, rules or regulations that may be issued in connection with the Federal Single Audit Act.

If on a cumulative basis the Contractor expends Seven Hundred and Fifty Thousand and no/100 Dollars (\$750,000.00) or more in federal funds in any fiscal year, it shall cause to have a single audit conducted, the Data Collection Form (defined in Federal Office of Management and Budget Uniform Grant Guidance) shall be submitted to the Division or the County; however, if there are findings or questioned costs related to the program that is federally funded by the Division or the County, the Contractor shall submit the complete reporting package (defined in Federal Office of Management and Budget Uniform Grant Guidance) to the Division or the County.

If on a cumulative basis the Contractor expends less than Seven Hundred and Fifty Thousand and no/100 Dollars (\$750,000.00) in federal funds in any fiscal year, it shall retain all documents relating to the federal programs for three (3) years after the close of the Contractor’s fiscal year in which any payment was received from such federal programs.

All required documents must be submitted within nine (9) months of the close of the Contractor’s fiscal year end to:

Monroe County Internal Audit Unit
303 County Office Building
39 West Main Street
Rochester, New York 14614

The Contractor shall, upon request of the Division or the County, provide the Division or the County such documentation, records, information and data and response to such inquiries as the Division or the County may deem necessary or appropriate and shall fully cooperate with internal and/or independent auditors designated by the Division or the County and permit such auditors to have access to, examine and copy all records, documents, reports and financial statements as the Division or the County deems necessary to assure or monitor payments to the Contractor under this Agreement.

The Division or the County’s right of inspection and audit pursuant to this Agreement shall survive the payment of monies due to Contractor and shall remain in full force and effect for a period of three (3) years after the close of the Contractor’s fiscal year in which any funds or payment was received from the Division or the County under this Agreement.

Section 8. RIGHT TO INSPECT

Designated representatives of the Division and/or the County shall have the right to monitor the provision of services under this Agreement which includes having access, at reasonable times and places to the Contractor’s employees, reports, books, records, audits and any other material relating to the delivery of such services. The Contractor agrees to maintain and retain all pertinent records related to this Agreement for a period of ten (10) years after final payment.

Upon request, the Contractor shall provide to the Division copies of its certified public accountant prepared financial statements, prepared in accordance with generally accepted accounting principles, and management letter within ninety (90) days after the end of the Contractor’s fiscal year

The Contractor agrees to comply with all confidentiality and access to information requirements in Federal, State and Local laws and regulations.

The Contractor shall deliver monitoring reports to the Division in a manner prescribed by the Division.

8.1 HOUSING CONTRACTS

If this is a contract for housing, the following shall apply:

All Housing contracts

The Contractor shall submit a report to the Emergency Housing Coordinator of the Division within 10 days of the end of each month detailing the number of Division clients served in that month, including the number of actual beds days used.

Transitional Housing contracts

If this is a transitional housing contract, the Monroe County Division of Social Services shall approve in writing all requests for entry to the transitional housing provided from Contractor by assessing the client and notifying the Contractor in writing prior to assuming payment for said client.

Additionally, Contractor shall submit to Emergency Housing Coordinator of the Division a monthly status report on each client within ten (10) business days of the close of each month.

The Division shall determine the appropriate length of stay for each client and shall inform Contractor of a departure date for the client to exit the transitional housing.

The report shall also include submitting an independent living plan and monthly updates on client progress towards goals for those in Transitional Housing.

Contractor shall not be reimbursed for clients admitted to the Contractor's transitional housing facility prior to the written approved date or for clients remaining in the transitional housing beyond the departure date established by the Division.

8.2 PREVENTIVE SERVICES CONTRACTS

If this is a preventive services contract, the Contractor shall submit a report to the Manager of Child and Family Services of the Division within 10 days of the end of each month detailing the number of Division clients served in that month, including the number of service units utilized.

8.3 FOSTER CARE

If this is a foster care contract, the Contractor shall submit a report to the Manager of Child and Family Services of the Division within 10 days of the end of each month detailing the number of Division clients served in that month, including the number of bed days utilized.

Section 9. NON-DISCRIMINATION

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of an individual's age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract 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, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is

qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. The Contractor is subject to penalties by the County and the Division of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

Section 10. CONTRACTOR QUALIFIED, LICENSED, ETC.

The Contractor represents and warrants to the Division and the County that it and its employees is duly and fully qualified under the laws of the state of its incorporation and of the State of New York, to undertake the activities and obligations set forth in this Agreement, that it possesses as of the date of its execution of this Agreement, and it will maintain throughout the term hereof, all necessary approvals, consents and licenses from all applicable government agencies and authority and that it has taken and secured all necessary board of directors and shareholders action and approval.

Section 11. CONFIDENTIAL INFORMATION

For the purpose of this Agreement, “Confidential Information” shall include information or material proprietary to the Division and/or the County or designated as “Confidential Information” by the Division and/or the County, and not generally known by non-County personnel, which Contractor may obtain knowledge of or access to as a result of a contract for services with the Division. The Confidential Information includes, without limitation, the following types of information or other information of a similar nature (whether or not reduced to writing): methods of doing business, computer programs, computer network operations and security, finances and other confidential and proprietary information belonging to the Division and/or the County. Confidential Information also includes any information described above which the Division and/or the County obtained from another party which the Division and/or the County treats as proprietary or designates as Confidential Information, whether or not owned or developed by the Division and/or the County. Information publicly known and that is generally employed by the trade at the time that Contractor learns of such information or knowledge shall not be deemed part of the Confidential Information.

1. Scope of Use

- a. Contractor shall not, without prior authorization from the Division and/or the County acquire, use or copy, in whole or in part, any Confidential Information.
- b. Contractor shall not disclose, provide or otherwise make available, in whole or in part, the Confidential Information other than to those employees of Contractor who have executed a confidentiality agreement with the Division and/or the County, have a need to know such Confidential Information, and who have been authorized to receive such Confidential Information.
- c. Contractor shall not remove or cause to be removed, in whole or in part, from County facilities, any Confidential Information, without the prior written permission of the Division and/or the County.
- d. Contractor shall take all appropriate action, whether by instruction, agreement or otherwise, to insure the protection, confidentiality and security of the Confidential Information and to satisfy its obligations under this Confidentiality Agreement.

2. Nature of Obligation

Contractor acknowledges that the County, because of the unique nature of the Confidential Information, would suffer irreparable harm in the event that Contractor breaches its obligation under this Agreement in that monetary damages would be inadequate to compensate the Division and/or the County for such a breach. The parties agree that in such circumstances, the Division and/or the County shall be entitled, in addition to monetary relief, to injunctive relief as may be necessary to restrain any continuing or further breach by Contractor, without showing or proving any actual damages sustained by the Division and/or the County.

3. Freedom of Information Law

This paragraph 3 of Section 11 shall apply only after written notice by the Contractor that certain information provided to the Division or the County is Contractor's Confidential Information. In the event that the Division or the County or any of the Division's or the County's members, officers, agents or representatives is requested or required (by oral questions, interrogatories, requests for information or documents in legal proceedings, subpoena, civil investigative demand or other similar process) to disclose any Confidential Information relative to Contractor, the Division or the County shall provide Contractor with prompt written notice of any such request or requirement so that Contractor may seek a protective order or other appropriate remedy and/or waive compliance with this provision of the Agreement. Furthermore, in recognition of the fact that the Division or the County is subject to laws requiring disclosure of public documents, including the Freedom of Information Law ("FOIL"), the parties agree that in the event that the Division or the County receives a request or order for the release of Contractor's Confidential Information, the County shall provide Contractor with prompt notice thereof so that Contractor may seek a protective order or other appropriate remedy prior to such disclosure, if Contractor chooses to do so. If, in the absence of a protective order or waiver from Contractor, the Division or the County is nonetheless, in the opinion of the County Attorney and after consultation with Contractor, compelled to disclose some portion of the Contractor's confidential information, the Division or the County may disclose such information to such person without penalty under the terms of this Agreement and shall immediately advise Contractor of such disclosure.

Section 12. FEDERAL, STATE AND LOCAL LAW AND REGULATORY COMPLIANCE

a. Notwithstanding any other provision in this Agreement, the Contractor remains responsible for ensuring that any service(s) provided pursuant to this Agreement complies with all pertinent provisions, including but not limited to any and all reporting requirements, of Federal, State and local statutes, rules and regulations, including without limitation, Title VI of the Civil Rights Act of 1964 (CRA Title VI), Federal Executive Order 13166, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA).

b. The Contractor is responsible for ensuring compliance with New York State Labor Law Section 201-g and Executive Law Section 296-d. Upon request by the Division or the County, the Contractor shall provide evidence of compliance with the sexual harassment training required under Labor Law Section 201-g for all its employees performing work under this Agreement.

c. To the extent that State-funds/State-authorized payments (SF/SAP) received are used to pay for program services by covered providers, any subcontractors or sub-awardees shall be made aware of the provisions of the regulations of 9 NYCRR Part 6157 - "Limits on Administrative Expenses and Executive Compensation". Additionally, Contractor and any subcontractors shall review as appropriate Executive Order No. 38, which can be located at <http://executiveorder38.ny.gov>.

Section 13. EQUAL PAY CERTIFICATION

Prior to the execution of this Agreement, the Contractor shall submit to the County an Equal Pay Certification ("Certification") affirming the Contractor's compliance with the Federal Equal Pay Act, 29 USC § 206 and New York State Labor Law §194, as amended from time to time ("Equal Pay Laws"). As set forth in the Certification, the Contractor's violation of one or more of the Equal Pay Laws or its filing of a false or misleading Certification during the term of this Agreement may constitute grounds for the County in its sole discretion to immediately terminate the Agreement and for determining the Contractor to be not qualified to participate in future Monroe County contracts.

Section 14. LAW

This Agreement shall be governed by and under the laws of the State of New York without regard or reference to its conflict of law principles. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

Section 15. NO-WAIVER

In the event that the terms and conditions of this Agreement are not strictly enforced by the Division and/or the County, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the Division and/or the County from enforcing each and every term of this Agreement thereafter.

Section 16. SEVERABILITY

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

Section 17. TITLE TO WORK

a. The title to all work performed by the Contractor and any unused materials or machinery purchased by the Contractor with funds provided by the County in order to accomplish the work hereunder shall become legally vested to the Division and/or the County upon the completion of the work required under this Agreement. The Contractor shall obtain from any subcontractors and shall transfer, assign, and/or convey to the Division and/or Monroe County all exclusive, irrevocable, or other rights to all work performed under this Agreement, including, but not limited to trademark and/or service mark rights, copyrights, publication rights, distribution rights, rights of reproduction, and royalties.

b. No information relative to this Agreement shall be released by the Contractor or its employees for publication, advertising or for any other purpose without the prior written approval of the Division and/or the County. The Contractor hereby acknowledges that programs described herein are supported by this Agreement by the Division and/or the County and the Contractor agrees to state this fact in any and all publicity, publications and/or public information releases.

Section 18. WAGE AND HOURS PROVISIONS

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the Division and/or the County of any the Division approved sums due and owing for work done upon the project.

Section 19. STATE FINANCE LAW PROVISIONS

a. In accordance with Section 139-d of the State Finance Law, if this Agreement was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the County a non-collusive bidding certification on Contractor's behalf.

b. To the extent this Agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this Agreement the Contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the Division may terminate this Agreement by providing written notification to the Contractor in accordance with the terms of the Agreement.

Section 20. FAIR HEARINGS

Contractor acknowledges that eligible individuals receiving services under this contract may be entitled to request a Fair Hearing to appeal matters relating to the provision of services. Contractor agrees to cooperate and participate in the Fair Hearing process as directed by the Division or appropriate New York State Agencies, consistent with applicable law and regulation, regarding services provided under this contract. Such cooperation and participation shall include, but not be limited to, providing testimony, reports, records and documents at, and in preparation for Fair Hearings, and continuing in appropriate cases, and compliance with Fair Hearing decisions.

Section 21. RENEGOTIATION

The parties agree to re-negotiate this Agreement in the event that the Federal Department of Human Services or appropriate New York State Agencies, issue new or revised requirements binding on the Division as a condition for receiving continued Federal or State reimbursement.

Section 22. ACCREDITATION

The Contractor represents and warrants to the County and Division that it and its employees is duly and fully qualified under the laws of the state of its incorporation and of the State of New York, to undertake the activities and obligations set forth in this Agreement, that it possesses as of the date of its execution of

this Agreement, and it will maintain throughout the term hereof, all necessary approvals, consents and licenses from all applicable government agencies and authority and that it has taken and secured all necessary board of directors and shareholders action and approval.

The Contractor further assures that all professional staff are qualified for their positions and all educational records and other credentials are genuine and on file. The records are to include but not limited to proof of: academic degrees, continuing education transcripts, state certifications, and professional licenses.

Section 23. CHILD ABUSE/STATE REGISTRY REQUIREMENTS

The Contractor agrees to comply with the reporting provision of suspected child abuse or maltreatment as set forth in Article 6 of Title 6 of the Social Services Law.

Pursuant to New York Social Services Law §413, effective July 1, 2014, the following persons and officials are required to report or cause a report to be made in accordance with New York State Law Social Services Law §413-420 when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child, or when they have reasonable cause to suspect that a child is an abused or maltreated child where the parent, guardian, custodian or other person legally responsible for such child comes before them in their professional or official capacity and states from personal knowledge facts, conditions or circumstances which, if correct, would render the child an abused or maltreated child: any physician; registered physician assistant; surgeon; medical examiner; coroner; dentist; dental hygienist; osteopath; optometrist; chiropractor; podiatrist; resident; intern; psychologist; registered nurse; social worker; emergency medical technician; licensed creative arts therapist; licensed marriage and family therapist; licensed mental health counselor; licensed psychoanalyst; licensed behavior analyst; certified behavior analyst assistant; hospital personnel engaged in the admission, examination, care or treatment of persons; a Christian Science practitioner; school official, which includes but is not limited to school teacher, school guidance counselor, school psychologist, school social worker, school nurse, school administrator or other school personnel required to hold a teaching or administrative license or certificate; social services worker; director of a children's overnight camp, summer day camp or traveling summer day camp, as such camps are defined in section thirteen hundred ninety-two of the New York public health law; day care center worker; school-age child care worker; provider of family or group family day care; or any other child care or foster care worker; mental health professional; substance abuse counselor; alcoholism counselor; all persons credentialed by the office of alcoholism and substance abuse services; peace officer; police officer; district attorney or assistant district attorney; investigator employed in the office of a district attorney; or other law enforcement official. Reports shall be made to the Local Register (461-5690) or to the New York State Child Abuse and Maltreatment Register (1-800-342-3720). When such a person is required to report under this title, he shall immediately notify the person in charge of such agency who shall then become responsible to report or cause reports to be made. Persons, officials or institutions participating in good faith making a report, taking photographs or removing or keeping a child pursuant to the law shall have immunity from any liability that may result. Any such person, official or institution who willfully fails to report suspected child abuse or maltreatment shall be guilty of a Class A misdemeanor and shall be civilly liable for damages.

The Contractor understands that the Division is required by New York State Law and Administrative Directive 86-43 to have individuals (e.g. applicants for employment, employees, volunteers, consultants, and other providers of service, etc.) who will have the potential for regular and substantial contact with children, to be screened through the New York State Child Abuse Registry. The Contractor agrees to cooperate with the Division in order for the Division to meet the requirements of 86 ADM-43, including but not limited to, having individuals as noted above complete form DSS-3370 and to submit such forms

to the Division. Upon being notified that an individual is the subject of an indicated report, the Division shall follow the provisions of 86 ADM-43 regarding making use of that individual's services.

Section 24. BACKGROUND CHECKS

Contractor remains, at all times during the term of this Agreement, responsible for the actions or inactions of its volunteers, agents and servants providing services pursuant to this Agreement. Such responsibility includes conducting criminal and other background checks for all such persons prior to said service.

Section 25. LOBBYING

As required by Section 1352, Title 31 U.S.C., and implemented at 34 CFR Part 82, Sec. 82.105 and 82.110, the Contractor certifies that:

No Federal appropriated funds will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this agreement, the Contractor shall complete and submit Federal Standard Form 111, DISCLOSURE FORM TO REPORT LOBBYING, in accordance with its instructions.

Section 26. DRUG-FREE WORKPLACE

As required by the Drug-Free Workplace Act of 1988 (41 USC 8103), the Contractor certified that it will provide a drug-free workplace by:

Publishing a statement notifying employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an ongoing drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace.
- The contractor's policy of maintaining a drug-free workplace.
- Any available drug counseling, rehabilitation, and employee assistance program.
- The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.

Making it a requirement that each employee to be engaged in the performance of this contract be given a copy of the statement required by paragraph a.

Notifying the employee in the statement required by paragraph a., that as a condition of employment under this contract, the employee will:

- Abide by the terms of the statement.
- Notify the employer in writing of his or her conviction for a violation of a criminal drug statute **occurring in the workplace** no later than five calendar days after such conviction.

Notifying, in writing within 10 calendar days after having received notice under subparagraph d from an employee or otherwise receiving actual notice of such conviction, the Division.

Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d., with respect to any employee who is so convicted:

- Taking appropriate personnel action against such an employee, up to and including termination including termination, consistent with the requirements of the Rehabilitation Act of 1973, or
- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by an appropriate agency.

Making a good faith effort to continue to maintain a drug-free workplace through the above steps.

Section 27. PROPERTY REQUIREMENTS

The Contractor agrees that all property with a useful life of more than two years and a cost of \$500 or more, purchased in connection with this Agreement becomes the property of the DIVISION and is subject to all Federal and State regulations governing such property.

The Contractor agrees to provide the Division with copies of receipts for the purchase of all such equipment.

The Contractor agrees to notify the Division in writing upon the loss, theft, or damage of any such equipment.

The Contractor agrees that within 45 days of the termination date of this Agreement, or upon request of the Division, all such equipment in the possession of the Contractor will be delivered to the Division.

Section 28. MISCELLANEOUS

a. The Contractor agrees to comply with all confidentiality and access to information requirements in Federal, State and local laws and regulations.

b. The Division shall have the right, via its Director of Services, to direct the Agency to remove specific employees of the Agency from work within the scope of services under this agreement, and to not have those employees assigned to other work involving the Division.

c. The Contractor shall not enter into subcontracts for services to be provided through this contract without the Division's written permission. In the event a subcontract is permitted by the Division, the Contractor remains responsible for the performance of the subcontractor and the form and substance of the subcontract shall be consistent with 18 NYCRR Part 405, if applicable. This contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred conveyed, sublet or disposed of without the previous consent, in writing of the Division.

d. Contractor agrees to cooperate with the Division, as may be required, so that the Division and appropriate New York State Agencies will be able to fulfill their function and responsibilities under

applicable provisions of the Social Security Act and the Social Services Law and be able to meet all of the applicable requirements, both State and Federal pertaining thereto.

e. The Contractor acknowledges and agrees that usage of any computer hardware, computer software and/or electronic equipment used in the course of carrying out duties under this Agreement will be governed by all applicable laws, rules and regulations.

f. This Agreement constitutes the entire agreement between the Division and the Contractor and supersedes any and all prior agreements between the parties hereto for the services herein to be provided.

g. Attached to this Agreement and incorporated herein is the Certification Regarding Debarment, Suspension and Responsibility/Certification Regarding Monroe County Procurement Policy and Consequences for Violation.

h. The Contractor agrees that this Agreement may be made available to the public and searchable online in a digital format.

----END OF PAGE----

APPENDIX B

**CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, AND RESPONSIBILITY**

The undersigned certifies, to the best of his/her knowledge and belief, that the Contractor and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;
2. Have not within a three (3) year period preceding this transaction/application/proposal/contract/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three (3) year period preceding this transaction/application/proposal/contract/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

**CERTIFICATION REGARDING MONROE COUNTY PROCUREMENT POLICY AND
CONSEQUENCES FOR VIOLATION**

The undersigned certifies, to the best of his/her knowledge and belief, that the Contractor and its principals:

5. Have read and understand the Monroe County Procurement Policy and agree to abide by its terms (<http://www2.monroecounty.gov/purch-overview.php>);
6. Understand that any violation of the Monroe County Procurement Policy may result in the exclusion of any response to a public bid, Request for Proposals (RFP) or Request for Qualifications (RFQ) submitted on our behalf; and
7. Understand that any contract or agreement entered into subsequent to a violation of this policy during the procurement process is null and void.

Date: _____

[Print Name of Contractor]

By:

[Signature]

[Print Name]

[Print Title/Office]

APPENDIX C

MONROE COUNTY EQUAL PAY CERTIFICATION

The undersigned certifies, to the best of his/her knowledge, that the Contractor:

1. Compensates its employees in compliance with the Federal Equal Pay Act, 29 USC § 206, and the New York State Labor Law § 194, as amended from time to time ("Equal Pay Laws").
2. Has not been subject to an adverse finding by the United States Department of Labor, New York State Department of Labor or a court of law with regard to the Equal Pay Laws within the previous five years ("Adverse Finding"). If the Contractor has been subject to an Adverse Finding, the Contractor shall immediately disclose in writing the outcome and circumstances of such Adverse Finding to the County Purchasing Manager at the following address: Room 200, County Office Building, 39 West Main Street, Rochester, New York 14614.
3. Is not the subject of any currently pending claims involving the Equal Pay Laws. If the Contractor is the subject of any currently pending claims involving the Equal Pay Laws, the Contractor shall immediately disclose in writing to the County's Purchasing Manager the nature and status of such claims.
4. Acknowledges that the violation of one or more of the Equal Pay Laws or its filing of a false or misleading Monroe County Equal Pay Certification during the term of the Contractor's agreement with Monroe County may constitute grounds for the County in its sole discretion to immediately terminate such agreement with the Contractor and for determining the Contractor to be not qualified to participate in future Monroe County contracts.
5. Acknowledges that the Contractor will cooperate with the County's compliance monitoring and periodic auditing of Certifications provided by the Contractor to the County.

Date: _____

[Print Name of Contractor]

By: _____
[Signature]

[Print Name]

[Print Title/Office]

9/4/2020

Appendix D

MWBE Utilization Plan

CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN

<u>CONTRACTOR</u>			<u>CONTRACT</u>		
NAME:			PROJECT NAME:		
ADDRESS:			CONTRACT DESCRIPTION:		
CONTACT PERSON:					
PHONE:					

PROJECTED MBE/WBE CONTRACT SUMMARY

MINORITY BUSINESS ENTERPRISE

TOTAL DOLLAR VALUE OF THE PRIME CONTRACT: \$ _____

CONTRACT MBE PERCENTAGE GOAL: _____ %

MBE PERCENTAGE/AMOUNT APPLIED TO THE CONTRACT: \$ _____

TOTAL MBE DOLLAR AMOUNT PROJECTED: \$ _____

MBE DOLLAR AMOUNT UNABLE TO MEET: \$ _____

WOMEN BUSINESS ENTERPRISE

TOTAL DOLLAR VALUE OF THE PRIME CONTRACT: \$ _____

CONTRACT WBE PERCENTAGE GOAL: _____ %

WBE PERCENTAGE/AMOUNT APPLIED TO THE CONTRACT: \$ _____

TOTAL WBE DOLLAR AMOUNT PROJECTED: \$ _____

WBE DOLLAR AMOUNT UNABLE TO MEET: \$ _____

Contractor Utilization Plan Checklist

Utilization Plan: Please be specific and provide detail of the work being performed by M/WBEs

Letters of Intent: Signed form must be submitted for each M/WBE scheduled to participate.

Request for M/WBE Utilization Waiver: Must be submitted if there is any amount listed under the MBE or WBE Dollar Amount Unable to Meet

DEI/MWBE USE ONLY

Plan Approved: _____ Plan Disapproved: _____ Waiver Granted: _____ Waiver Denied: _____

By: _____

M/WBE Requirements

M/WBE-7

CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN (cont'd)

SECTION I-MBE PARTICIPATION

MBE FIRM		DESCRIPTION OF WORK	CONTRACT INFORMATION	
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				

CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN (cont'd)

SECTION II-WBE PARTICIPATION

MBE FIRM		DESCRIPTION OF WORK	CONTRACT INFORMATION	
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				

MINORITY AND WOMEN'S BUSINESS ENTERPRISE
LETTER OF INTENT

PROJECT: _____

TO: _____
(Name of Bidder)

The undersigned intends to perform work in connection with the above project as (Check one choice on each side):

_____ Minority _____ Woman

The undersigned M/WBE is prepared to perform the following described work in connection with the above project:

at the following price: _____

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Projected Start Date: _____

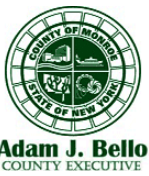
Completion Date: _____

With respect to the proposed subcontract described above, _____% of the dollar value of such subcontract will be sublet and/or awarded to non-M/WBE contractors or non-M/WBE suppliers. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the County of Monroe.

Date

Name of M/WBE Contractor

Authorized Signature



APPLICATION FOR WAIVER OF M/WBE PARTICIPATION GOAL

Section 1: Basic Information			
Contractor's Name:		Federal Identification Number:	
Street Address:		E-Mail Address:	
City, State, Zip Code:		Telephone:	
Project Name or Contract Number:	M/WBE CONTRACT GOALS		
	MBE %	WBE %	
Section 2: Type of M/WBE Waiver Requested			
MBE Waiver	<input type="checkbox"/> Total	<input type="checkbox"/> Partial	If partial waiver, please enter the revised MBE percentage:
WBE Waiver	<input type="checkbox"/> Total	<input type="checkbox"/> Partial	If partial waiver, please enter the revised WBE percentage:
Please explain the reason for the waiver request (additional pages may be attached):			
Section 3: Supporting Documentation			
Provide the following documentation as evidence of your good faith efforts to meet the M/WBE goals set forth in the contract and in support of your waiver application. If Attachment F is applicable, you must include the date on the space provided and also copies of the notice of application receipt.			
<input type="checkbox"/> Attachment A. List of the general circulation, trade and M/WBE-oriented publications and dates of publications soliciting for certified M/WBE participation as a subcontractor/supplier and copies of such solicitation. <input type="checkbox"/> Attachment B. List of the certified M/WBEs appearing in the State M/WBE Directory or Monroe County M/WBE Directory that were solicited for this contract. Provide proof of dates or copies of the solicitations and copies of the responses made by the certified MWBEs. Describe specific reasons that responding certified M/WBEs were not selected. <input type="checkbox"/> Attachment C. Descriptions of the contract documents/plans/specifications made available to certified M/WBEs by the contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified M/WBEs. <input type="checkbox"/> Attachment D. Description of the negotiations between the contractor and certified M/WBEs for the purposes of complying with the M/WBE goals of this contract. <input type="checkbox"/> Attachment E. Identify dates of any pre-bid, pre-award, or other meetings attended by contractor, if any, scheduled by Monroe County with certified M/WBEs. <input type="checkbox"/> Attachment F. Waiver Pending ESD or Monroe County Certification (Check here if subcontractors or suppliers of Contractor are not certified M/WBE, but an application for certification has been filed with New York State or Monroe County). Date of such filing with New York State: Must provide a copy of notice of application receipt issued by Empire State Development (ESD) or an application statement form DEI/M/WBE. <input type="checkbox"/> Attachment G: List of all proposed subcontractors and the scope of work they will perform, regardless of certification status. <input type="checkbox"/> Attachment H. Any additional information that may be considered in this request.			
Section 4: Signature and Contact Information			
By signing and submitting this form, the contractor certifies that a good faith effort has been made to promote M/WBE participation pursuant to the M/WBE requirements set forth under the contract. Failure to submit complete and accurate information may result in a finding of noncompliance, non-responsibility, and a suspension or termination of the contract.			
Prepared By: (Signature)			Date:
Name and Title of Preparer (Print or Type)			

FOR DEI/MWBE USE ONLY

Reviewed By:

Date:

Decision:

- Full MBE waiver granted
- Partial MBE waiver granted; revised MBE goal: _____%
- MBE waiver denied
- Full WBE waiver granted
- Partial WBE waiver granted; revised WBE goal: _____%
- WBE waiver denied

Approved By:

Date:

Date Notice of Determination Sent:

Comments:

FOR Monroe County DEI/MWBE USE ONLY

Reviewed By:

Date:

Waiver Granted:

- Yes No
- MBE WBE
- Total Waiver
- Partial Waiver
- ESD/Monroe County Certification Waiver
- *Conditional
- *Notice of Deficiency Issued

Comments

Appendix E - Housing/Homeless Services Annual Report

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES



Adam J. Bello
COUNTY EXECUTIVE

HOUSING / HOMELESS SERVICES ANNUAL REPORT 2019

Issued: June 2020

TEMPORARY HOUSING ASSISTANCE/ HOMELESS SERVICES – 2019

Increased focus on emergency housing applicants, recipients, shelter providers, and local district practices on the state level continued in 2019, resulting in new policies and procedures being implemented, by both Social Service Statute and Regulations. New York State Office of Temporary and Disability Assistance (OTDA) continued its expansion of local certification requirements for facilities under OTDA Certification thresholds. Use of an online Shelter Management System, submission of Operational Budgets (in addition to requests to approve Operational Plans, Safety and Security Plans) were required by OTDA's Office of Shelter Oversight and Compliance in 2017.

These continuously evolving requirements require increased coordination, cooperation and communication between Monroe County Department of Human Services (MCDHS) and community providers. We continue to work together with the homeless provider community to serve Monroe County residents in the most efficient and effective ways, while also complying with all applicable rules and regulations from NYS and OTDA.

Temporary Housing Assistance Placements

In 2019, MCDHS made 10,104¹ Temporary Housing Assistance (THA) placements for individuals and families. This represents a 9.7% decrease from the 11,186 placements made in 2018. This decrease is the result of reduced requests for placement through DHS as well as local changes to the implementation and clarification of New York State Social Services Regulation 304.18 <https://otda.ny.gov/legal/Emergency-Measures-Homeless-Incident-Weather.pdf> (Code Blue) which requires placement in emergency shelter of otherwise ineligible individuals when the temperatures fall below 32 degrees Fahrenheit with wind-chill. In 2019, MCDHS contracted with 2 warming centers to meet the requirements of the Code Blue regulations. Individuals seeking shelter under this regulation were first referred to a warming center to address their emergency. Only if the warming centers were full or the individual was not allowed in, were they placed in a traditional THA placement.

Year	Families	Individuals	Total	Change from Previous Year	% Change	Total Cost	Average Cost per placement
2015	2,318	5,137	7,455	-1030	-12%	\$4,631,902	\$621
2016	2,424	5,391	7,815	+360	4%	\$4,743,783	\$607
2017	2,984	6,440	9,424	+1,609	21%	\$4,635,699	\$492
2018	3,293	7,893	11,186	+1,762	19%	\$5,293,887	\$473
2019	2,238	7,866	10,104	-1,082	-9.7%	\$5,733,845	\$567

¹ The number of temporary housing placements made is not unduplicated, and does not include canceled placements or certain no show placements.

The 2019 THA placement numbers do not include Monroe County residents that were placed in domestic violence shelters outside of Monroe County. In **2019, an additional \$450,869.23** was issued for out-of-county placements.

Temporary Housing Assistance – Unduplicated Placement Information

Unduplicated placement information tells a story that needs further consideration. While placements decreased in 2019 by 1,000, the actual individuals (or head of households) entering shelters only decreased by 445. In 2018, 3,227 unduplicated singles and 1,292 unduplicated families comprised the 9,424 placements made. In 2019, 3,033 unduplicated singles and 1,041 unduplicated families comprised the 10,104 placements made.

Of note, 437 individuals and/or families accounted for the 1,165 THA placements made under the 304.18 Regulations (Code Blue) and 379 individuals and/or families in receipt of Social Security income accounted for 873 of the total placements.

Placements into THA (especially into hotels which lack case management support) with unresolved outcomes, cause individuals to return to the shelter system for multiple placements within the year.

Year	Total Family Placements	Unduplicated Families	Total Individual Placements	Unduplicated Individuals
2015	2,318	1,366	5,137	2,973
2016	2,424	1,269	5,391	2,963
2017	2,984	1,299	6,440	2,988
2018	3,293	1,292	7,893	3,227
2019	2,238	1,041	7,866	3,033

Leading Causes for Temporary Housing Assistance Placements in 2019

The primary cause of homelessness in 2019 continued to be eviction by the primary tenant. Individuals and families residing in the homes of relatives or friends are often asked to leave due to overcrowded conditions, substance use, domestic disputes, family breakups and strained relationships. This placement reason represented 50% of the total THA placements made in 2019.

The second leading cause of homelessness in 2019 was a result of being released from an institution without a plan for permanent housing. Institutions include hospitals, substance use treatment programs, Monroe County Jail, and other correctional facilities. This placement reason represented 16% of THA placements made in 2019.

Temporary Housing Assistance Placement Reasons 2018-2019

<u>Cause of Homelessness</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Eviction by Primary Tenant	65%	69%	60%	57%	50%
Release from Institution	12%	11%	11%	12%	16%
Eviction by Landlord	7%	7%	8%	8%	6%
Arrived from out of county	6%	5%	5%	5%	5%
Domestic Violence	7%	6%	5%	5%	5%
Street Homeless*			3%	3%	4%
SS Law 304.1* (Code Blue)			3%	9%	12%
Fire	1%	1%	1%	1%	1%
All other causes	2%	1%	4%	n/a	1%

*added as new reasons in 2017

Temporary Housing Assistance Placements – Youth

In 2019, 333 youths (ages 16-21, unduplicated) were placed in temporary housing. As some youths experienced multiple bouts of homelessness, the total number of youth placements into temporary housing for 2019 was 702. Of the total youth placements made in 2019, 53% were placed in the adult shelter system, 45% were placed in the youth shelter system and 2% were placed in hotels.²

Temporary Housing Assistance Placements – Youth (ages 16-21) 2015-2019

Year	Youths Placed	Change from Previous Year	% Change	Total Placements	Change from Previous Year	% Change
2015	465	-58	-11%	858	-76	-8%
2016	479	+14	+3%	845	-13	-2%
2017	450	-29	-6%	966	121	14%
2018	443	-7	-1.5%	1,047	81	8%
2019	333	-110	-24%	702	-345	-34.6%

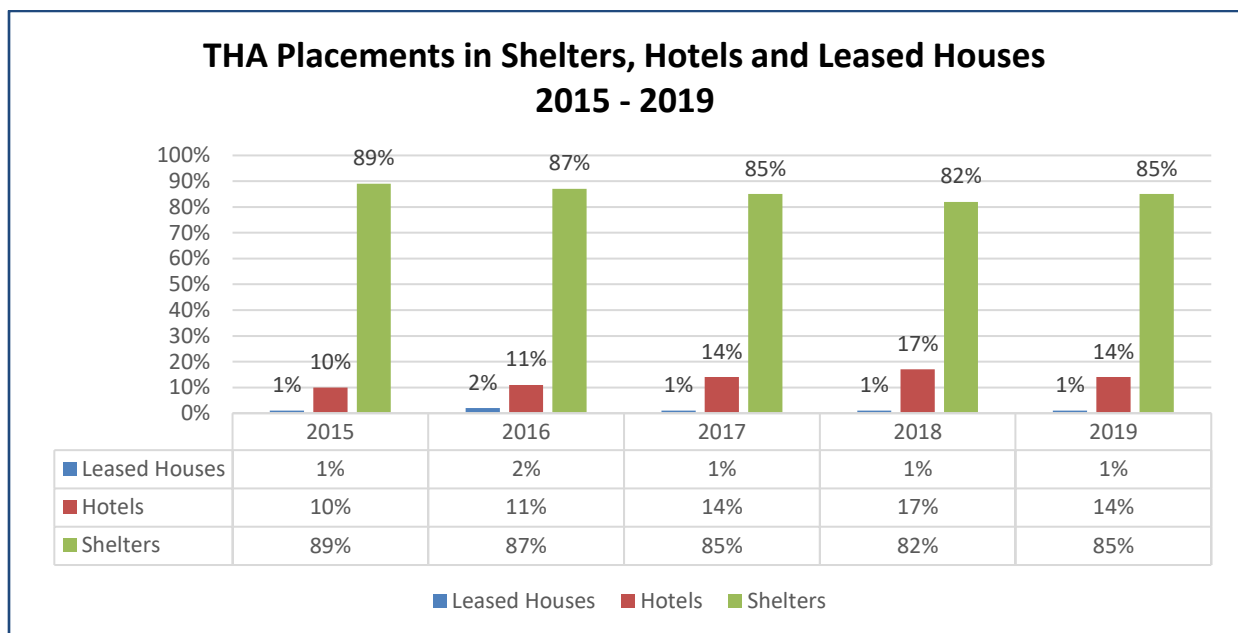
Temporary Housing Assistance Placements – Shelters, Hotels and Leased Houses

Shelters and leased houses provide case management services that are not provided at a hotel. When making a placement, shelters are always utilized first, and a hotel placement is only made when a shelter bed or leased house is unavailable. In some situations, hotel placements are utilized when a shelter option is not appropriate based on the household circumstances. In 2018,

² These percentages are based on the unduplicated numbers.

MCDHS entered into a contract with MC Collaborative to provide case management services to households placed in a hotel setting due to lack of space or household circumstances. A case manager will complete the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) and place individuals on the Prioritization List while the household waits for a placement in a shelter or leased house, avoiding a delay in needed services and minimizing the time spent in temporary housing. Case management services will be provided for the duration of the hotel placement.

In 2019, 85% of the THA placements were made at homeless shelters, while hotel placements accounted for 14% of the total temporary housing assistance placement and leased houses 1%. MCDHS has actively worked with THA providers to reduce the number of placements made in hotels. It is important to note that 34% of placements made in 2006 were in hotels. In 2019, MCDHS continued to hold hotel placements to some of the lowest levels seen since that time.



Average Length of Stay

The goal of MCDHS is to assist homeless residents in securing appropriate permanent housing as quickly as possible. In 2019 MCDHS continued the practice of having MCDHS staff liaisons assigned to each temporary housing facility. This allows MCDHS staff and temporary housing/shelter staff to collectively assess and address the needs of each household, determine barriers to accessing stable, permanent housing and developing independent living plans tailored to each household’s circumstance. MCDHS THA reimbursed lengths of stay across facility types increased in 2019.

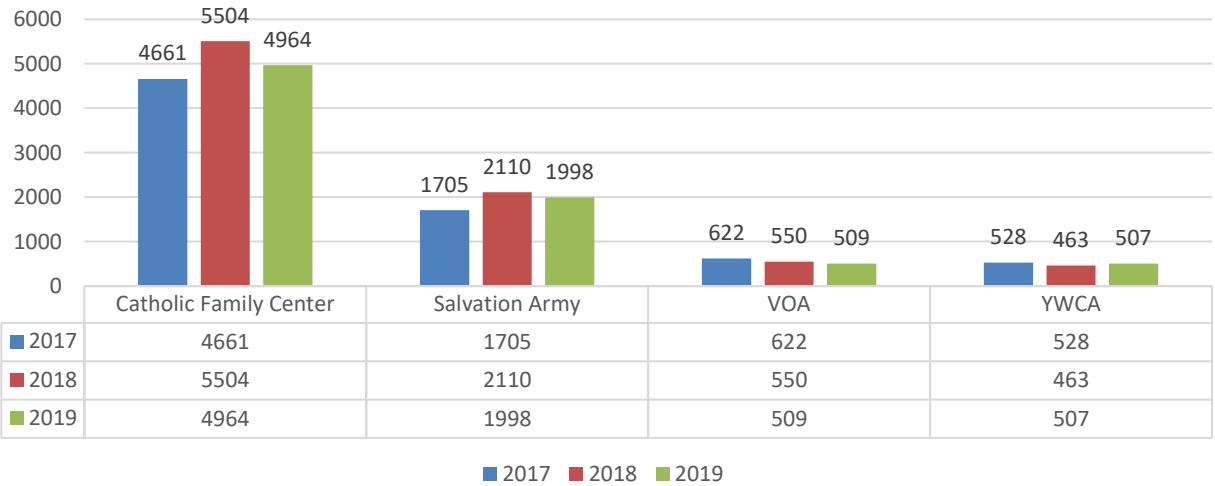
	Families			Individuals		
	2018	2019	Change	2018	2019	Change
Hotels	2	4	+2	3	6.5	+3.5
Shelters	15	17	+2	11	12	+1
Leased Houses	22	32	+10	-	-	N/A

Contracted Temporary Housing Assistance Beds and Placements

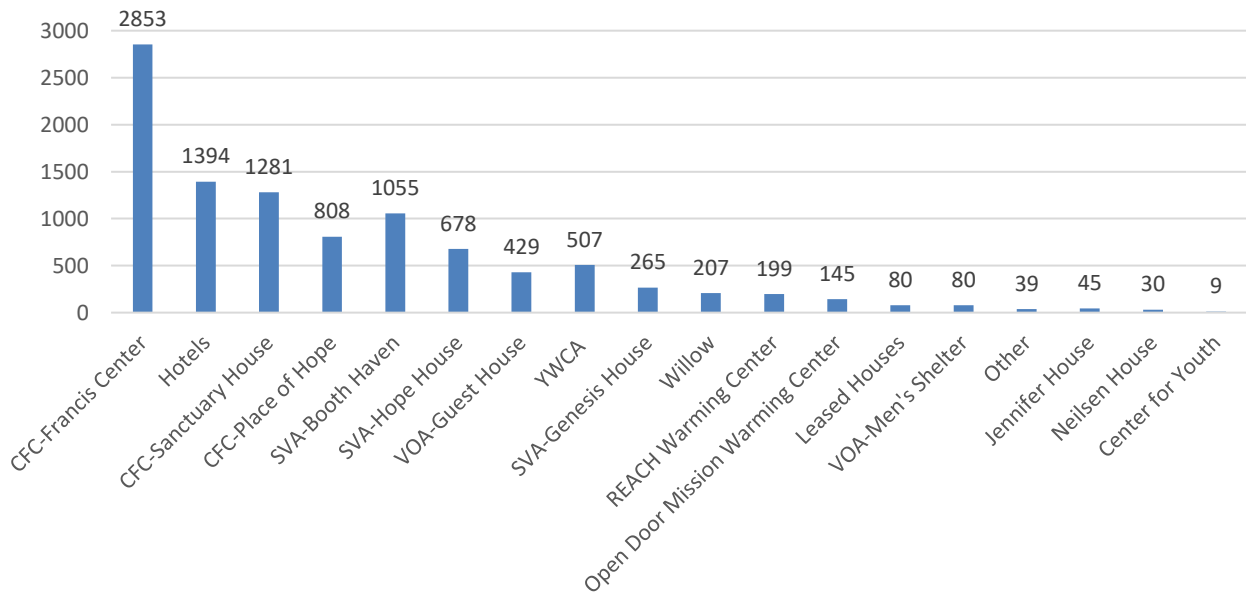
During 2019, MCDHS contracted with various community agencies for approximately 388 THA beds for homeless individuals and families. These are approximate numbers as rooms can be reconfigured based on need and some of the shelter beds are “moved” between various programs when necessary. When the shelters are unable to accommodate a placement, MCDHS utilizes various hotels and motels across Monroe County.

Agency	Beds	Program
Willow Domestic Violence Center	37	Individuals with children
Catholic Family Center- Francis Center	38	Single men
Catholic Family Center- Sanctuary House	46	Women – single and with children (17 rooms)
Catholic Family Center- Place of Hope	43	Families, couples and singles (18 rooms)
Center for Youth	13	Youth (16-20) male or female
Salvation Army Men’s Shelter- Booth Haven	29	Single men
Salvation Army Youth Shelter- Genesis House	14	Youth (16-21) male or female
Salvation Army Women’s Shelter- Hope House	19	Single women
Tempo Development (Temple B’rith Kodesh)	58	Families (11 units)
VOC Richards House	6	Single men (Veterans)
Volunteers of America- Guest House	42	Families, couples and singles (12 rooms)
Volunteers of America- Men’s Shelter	3	Single men
YWCA	40	Families, single men or women w/ children (20 rooms)

Top Four Temporary Housing Assistance Placement Sites 2017-2019



2019 THA Placements by Site



Temporary Housing Assistance Placement No-Shows

When a family or individual is placed by the Housing Unit they are instructed to report to the shelter by 5:30 PM. If they have not arrived by 6:00 PM, their placement is cancelled, and their bed(s) are once again made available for other homeless individuals and families. When the placement is made during non-business hours (through the After-Hours process), the placement is paid for by MCDHS even if the client fails to show for the placement. In 2019, a total of 635 no show placements were paid by MCDHS.

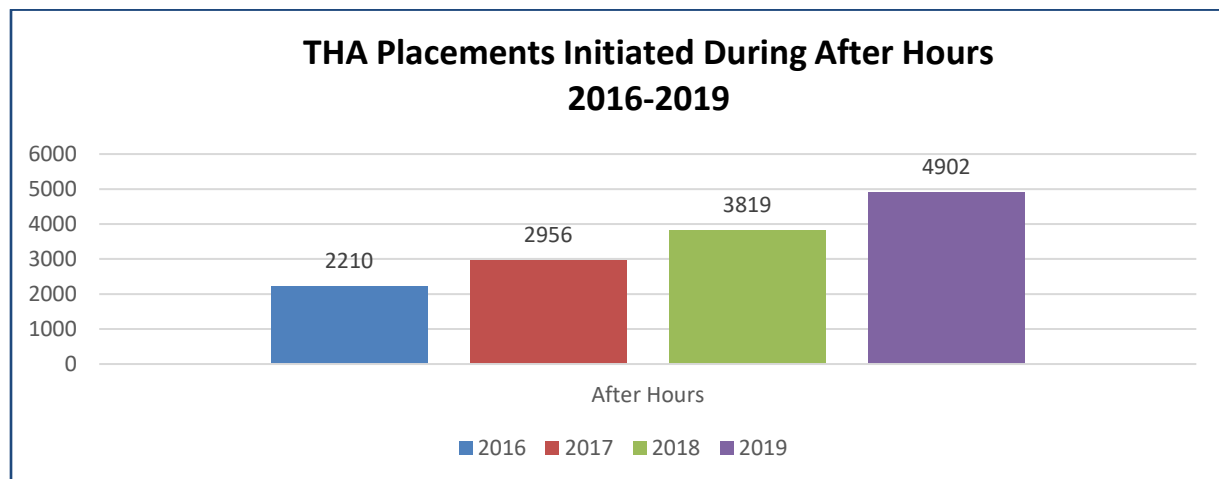
During 2019, an additional 382 (91 Family and 291 Individual placements) no show placements were released and MCDHS did not pay for those placements.

After-Hours Placements

In 2018, 3,819 placements were made during non-business hours through the After-Hours process, which was a 29% increase from 2017. **In 2019, 4,902 After-Hours placements were made**, another 28% increase. MCDHS continues to explore solutions for individuals facing an emergency resulting in the need for THA placement during non-business hours.

Of note, 50.1% of individuals placed through After-Hours fail to appear the next business day for continued placement.

Historical evidence suggests that experienced callers sometimes seek placement through After-Hours when they are aware they would not otherwise be eligible for THA, by providing inaccurate information to seek placement at hotels, particularly on holidays and weekends. Since 2015, improvements to the After-Hours process has helped to better discern Temporary Housing eligibility. In 2018, 207 of these placements (5%) were made for callers in which erroneous identity information was provided. In 2019, the number of placements with erroneous information was 179 or 3.6%.



Tenant Accountability Training

In September 2009, MCDHS, the City of Rochester and the Housing Council collaborated to offer Tenant Accountability Training (TAT). The goal of the program is to assist recipients of Temporary Assistance (TA) in achieving their highest level of self-sufficiency. The training focuses on the value of being a good tenant and neighbor, along with the costs to the individual, their children and the community of a transient lifestyle. The client's attendance is considered a continuing eligibility requirement for TA, and failure to attend would be cause to discontinue the client's TA grant. Circumstances that warrant a referral to TAT include; two moves within the last 12 months, a former landlord has filed a claim on a Landlord Tenant Security Agreement for \$500 or greater, two emergency housing placements within a 12-month period, the head of household is under the age of 21, administrative discretion, a TA household that contains a child under the age of 6 and is residing in the areas that have been identified by the City of Rochester as posing the highest risk of exposure to lead poisoning, or a request from a city, town or Housing Council inspector, the Health Department, a MCDHS case worker or investigator.

In December 2010, the curriculum for half of the training sessions was revised to include a segment on Healthy Homes, specifically geared toward to lead poisoning. The goal of this portion of the training is to increase the tenant's knowledge and awareness of potential lead hazards. The participants are also given instructions, resource materials, and contact information to use in the event they identify a potential lead hazard in their home. In August of 2011, this was expanded and now all TAT trainings include a segment on Healthy Homes and specifically lead poisoning. In July of 2013, educational information was added to the training regarding the identification, prevention and treatment of bedbugs.

Surveys of participants consistently find that over 96% of those who respond felt that as a result of the presentation they were better able to identify lead hazards in their home. During 2019, 472 TA recipients attended TAT. Since its resurrection in September 2009 through December 31, 2019 there have been a total of 10,473 participants.

Monroe County Department of Human Services Housing Unit

The MCDHS Housing Unit was established to serve the emergency needs of the homeless and the housing needs of the low-income residents in our community. The following services are provided by the Housing Unit and other units within MCDHS:

- Housing Unit staff work with shelter providers to assist residents in securing financial assistance, locating housing and providing relocation services such as moving, utility turn-on and acquiring essential furniture and appliances.
- The Housing Unit provides the homeless with housing assistance and linkages to other County staff, including: Adult Protective, Child Protective, Financial Assistance, Mental Health, Youth Bureau, Probation, as well as community service providers.
- The Housing Unit has a Senior Examiner designated as a single point of entry for any youth between the ages of 16 to 18 that are homeless and/or applying for cash assistance as the head of household. MCDHS staff conducts investigations to locate responsible adults, or, in the event no adult is available, work with community providers to locate appropriate permanent housing and link the youths to needed services.

- MCDHS operates an after-hours placement line (585-442-1742). After-hours telephone coverage is available during non-business hours to provide emergency assistance to individuals facing emergencies during non-business hours.
- The Housing Unit is the central point of entry for MCDHS placement into temporary housing. Staff coordinate the placement of the homeless into available beds. A daily census is taken at the shelters and hotels to maximize use of available beds and identify and address any client-specific barriers to relocation into permanent housing.
- Screening of all homeless individuals and families who are not receiving TA to determine eligibility for temporary housing assistance. When appropriate, expedited Supplemental Nutrition Assistance Program benefits, personal needs allowances and assistance with first month's rent are issued.
- The Housing Unit operates a Landlord "Hotline" (585-753-6034). Questions and concerns are resolved quickly, and in many instances, have prevented evictions. Staff work directly with landlords to resolve agency/landlord disputes. In 2019, a total of 2,907 calls from landlords and property managers were received.
- The Housing Unit conducts yearly inspections of the shelters and semi-annual hotel inspections to ensure that safe and sanitary housing is being provided to homeless residents.
- The Housing Unit operates the Rent Withholding Program which works to ensure that buildings with open health and safety violations occupied by TA recipients are brought up to code compliance. When necessary, rental payments are withheld until major violations are corrected.
- MCDHS issues a Landlord Tenant Security Agreement (LTSA) in lieu of a cash security deposit. The LTSA secures the landlord against tenant-caused damages and unpaid rent up to a maximum amount equal to two months of the household's TA shelter allowance. The Emergency Housing Unit is responsible for processing claims made on LTSA's. In 2019, there were 59 claims filed on the agreements. There has been a steady decline in the number of LTSA claims that are being filed annually. MCDHS does not maintain statistics on the number of LTSA's issued each year, but there has been a decline in the number of inspections that are being done related to the process. While there may be several factors that are causing this, it is felt that more landlords are requiring cash security deposits. The Community Homeless Coordinator regularly meets with landlords and property managers to review the LTSA process and encourage more landlords to accept the LTSA to increase the number of property options available to DHS clients.
- Provide emergency payments to financially eligible home-owners which include payments to prevent tax or mortgage foreclosures or help with necessary repairs to maintain current occupied housing.

Monroe County Department of Human Services staff are also active participants in the following organizations:

- **Homeless Services Network:** This organization facilitates networking, coordinating, training, consulting and fundraising among individuals who work for, or with agencies who provide high-quality, accessible and effective health, social, housing and other services to

individuals who are homeless. Members represent approximately 60 community agencies, including County and City departments. In 2015, the Homeless Services Network became the official stakeholder body of the Rochester and Monroe County Homeless Continuum of Care.

- **Homeless Continuum of Care Team:** This team, comprised of staff from Monroe County, the City of Rochester, and the Homeless Service Providers' Network, facilitates and evaluates the implementation of the local Homeless Continuum of Care Plan. Each year, this group is responsible to coordinate the community's submission for the HUD Super Notification of Funding Availability (NOFA). This includes collecting community data, facilitating a community priority exercise, ranking proposals to meet community needs and writing the Rochester/Monroe County application for HUD funds.

- **"Rapid Re-Housing Services" Program:** This team functions as a collaboration of community partners. Some of the key elements of this collaboration include:
 - A staff person that will work in conjunction with MCDHS staff in developing a pool of potential landlords that will have housing readily available for our homeless clients. As part of this process, they will identify and address any issues that landlords may have to renting to our clients. (i.e. Landlords who are reluctant to accept a Landlord Tenant Security Agreement.)

 - A staff person who will work with MCDHS and shelter staff in locating appropriate housing for families that have completed the VI-SPDAT, score in the Rapid Re-Housing intervention spectrum and have been prioritized through the Coordinated Entry Community Prioritization List.

- **Coordinated Entry:** The vision for Coordinated Entry is to:
 - Ensure that everyone who needs emergency shelter is able to access and receive services.
 - Reduce episodes of homelessness and the number of bed placements through coordinated diversion strategies and tactics.
 - Utilize MCDHS as the primary entry point into the homeless services system. Eliminating "side doors" ensures equitable access to necessary services.
 - Emergency shelters and outreach programs will use the VI-SPDAT, which is supported in our community.
 - Decrease the length of homeless episodes by moving households to permanent housing as quickly as possible.
 - Permanent Supportive Housing and Rapid Re-Housing programs are expected to fill beds/vacancies from a single prioritization list that is accessible in the Homeless Management Information System.

- **Chronically Homeless Workgroup:** The MCDHS Community Homeless Coordinator co-chairs this group and it became a committee of the Continuum of Care (CoC) with the charge of addressing the needs of all the chronically homeless in Monroe County.

Along with members of the CoC, MCDHS, Person Centered Housing Options, Rapid Rehousing, the Veterans Administration, Rochester Regional Health System, faith based providers, community volunteers, and community shelter and homeless services providers, this group continues to work with other community partners to identify this group of individuals, their specific needs and remove any barriers they face. The group regularly goes out where the chronically homeless members of our community are to offer available options, case management, apartment searching, and other services.

2019 Highlights

PIT Training and Implementation – January of 2019 – Conducted 78 surveys, 35 surveys yielded results

Increased capacity and consistency of service delivery to unsheltered community - providing assistance to REACH, and other service providers

Began to engage Neighborhood Associations and Neighborhood Service Centers as an avenue to increase our reach to individuals experiencing homelessness

Unity Health Reach, PCHO Inc., City of Rochester, House of Mercy, Peace Village, Homes for the Homeless joined to help with piloting 3 Small Temporary Domiciles

Worked closely with City of Rochester Housing Development and Zoning to identify homeless individuals in abandoned places or on the streets

Identified problem housing stock that we can work to renovate and provide better affordable housing

Department of Transportation has partnered with CHWG to provide more humane and supportive efforts when homeless are found on their property

September – Community Clean Up of Peace Village

Met with City Police and City Security to address growing concerns with homeless in the garages downtown

Appendix F - Monroe County Department of Health Communicable Diseases Screening Form

MONROE COUNTY DEPARTMENT OF HEALTH
COMMUNICABLE DISEASE PREVENTION AND CONTROL
COMMUNICABLE DISEASES SCREENING FORM

Name: _____

DOB _____

Sex: M F Location _____

Please answer the following questions: If a client answers YES to any questions 1-6, clients MUST be evaluated by the Healthreach Mobile Medical Unit Team and/or the TB Clinic within one week to remain in this facility.

DO YOU HAVE:		Yes	No
1. Unexplained cough	<i>Cough lasting more than 3 weeks.</i>		
2. Coughing up blood	<i>Bright blood or streaks of blood in the sputum</i>		
3. Night Sweats	<i>Persistent sweating which leaves sheets and night clothes wet - recurring over weeks or months</i>		
4. Shortness of breath or chest pain	<i>Presently having shortness of breath or pain in your chest.</i>		
5. Unexplained weight loss or appetite loss	<i>Loss of appetite with weight loss for no apparent reason</i>		
6. Unexplained fatigue	<i>Very tired - a large amount of the day - for no reason.</i>		
The following questions	Require follow up with the Mobile Medical Unit or the TB Clinic - but not exclusion from the Shelter		
			Date of Test/Screening
7. History of a positive TB test	<i>PPD skin test which was positive (a shot in the forearm for TB which made a hard bump or blister two days later) or active tuberculosis.</i>	/	/
8. When was your last HIV or STD screening?	<i>List the date you were most recently screened for HIV and / or Sexually Transmitted Infections.</i>	/	/

The above screening questions were asked of the client during the intake process and are accurate to the best of my knowledge.

Intake Staff Signature Date

Client Signature Date

Please place the white copy in the client's record.

Please forward the pink copy to Health Reach Mobile Medical Team

Please FAX the yellow copy to TB Program Coordinator Monroe County Department of Public Health 753-5033

Please contact the TB Control Program with questions: 753-5162

Appendix G– Program Narrative Template

PROGRAM NARRATIVE/DESCRIPTION

Instructions to Agency:

The following narrative must be completed by the agency, in order to present an accurate description of the agency's program(s). Please adhere to this narrative outline format.

- I. Agency Name and Address.
- II. Please provide the contact name, address, phone and fax number, and email address for this program.
- III. Admissions Criteria and Procedures: Describe the referral process, agency requirements for informational reports, pre-placement visits, eligibility criteria, etc.
- IV. Provide detailed descriptions of services provided and how they are delivered, target population and number to be served, expected duration of services, and discharge criteria. Include all program goals/objectives (up to five [5] objectives) and the projected performance measurements used by the agency to evaluate program effectiveness [use the performance chart below].

Performance Projections and Previous Outcomes: (You may include up to 5 Outcomes)

REPEAT THIS SEQUENCE AS NEEDED FOR EACH OUTCOME OBJECTIVE

- a.) Outcome Objective
- b.) Performance Section
 - b.1.) Narrative:
 - b.2.) Performance Section Table:

Indicator of Success:				
	Previous Year Projection (a)	Previous Year Actual	% (b/a x 100)	Next Year Projection
Time Frame				
Total # of Participants				
# Successful				
% Successful				
Basis for Next Year Projection: (source and relevant statistic)				

- c.) Performance Measure:
 - c.1.) Measurement Instrument - Name, if applicable and brief description (include copy):

c.2.) Measurement Timetable:

d) Analysis & Plans for Continuous Improvement and Monitoring Methods:

- V. How do the needs of the target population relate to your program design?
- VI. Describe program monitoring and evaluation processes.
- VII. Indicate the types and numbers of direct staff providing the services and the ratio of direct staff to client by level of service.
- VIII. Interagency cooperation/collaboration: Describe all persons or agencies that will be working with the client, and if applicable, child(ren), family, or significant others.

Appendix H – Program Budget Template

Monroe County Department of Human Services

Budget Proposal

Contractor Name:	
Contract Period:	
Contracted Service:	
Person Completing this Budget:	
Title and Phone Number:	
Email Address:	

	Last Year Actual	Budget Year
Program Income		0
<i>MCDSS Contract</i>		
Other Government Contracts		
Foundation / Grant Support		
Contributions / Fundraising		
G&A Income Allocation		
Other Income		
Total Program Income	\$ 0	\$ 0

	0	0	
Expense Budget	Total Program Cost	Total Program Cost	Cost to be Reimbursed by MCDSS
Personal Services:			
Management Salaries		0	0
Direct Staff Salaries		0	0
Support Staff Salaries		0	0
Admin Staff Salaries		0	0
Other Staff Salaries		0	0
Total Staff Salaries	0	0	0
Fringe Benefits <i>Rate: 0.00</i>		0	0
Total Personal Services	\$ 0	\$ 0	\$ 0
Other Than Personal Services (OTPS):			
G&A Allocation [capped at 15% of Personal Services] <i>Rate:</i>		0	0
Occupancy		0	0
Telephone		0	0
Program Expenses		0	0
Office Supplies and Printing		0	0
Consulting / Subcontracts		0	0
Leased Equipment		0	0
Expensed Equipment		0	0
Total OTPS	\$ 0	\$ 0	\$ 0
Total Expenses	\$ 0	\$ 0	\$ 0
Program Surplus / (Deficit)	\$ 0	\$ 0	
# Served (<i>client, case, bed night, etc</i>)			
Cost Per			

Personal Services Detail

Please indicate weekly full-time hours: (35, 37.5, 40)

Position Title	Annual Salary	# of Hrs Worked per Week	# of Months on Program	% Effort on Program	FTE	Allocated Program Salary	Salary to be Reimbursed by MCDSS
Management Staff:							
Total Management Staff							
Direct Staff:							
Total Direct Staff							
Support Staff:							
Total Support Staff							
Administrative Staff:							
Total Administrative Staff							
Other Staff:							
Total Other Staff							
Total of All Staff							

Fringe Benefits*	Audit Year-End Date:	Total Salaries:	Total Benefits:	Fringe Rate:
Audited Information:				0.00

*Please attach a copy of the page from your most recent audited financial statement that details your agency's total payroll and total benefits.

0
0

Occupancy & Telephone Detail

Budget Item	Total Program Cost	Cost to be Reimbursed by MCDSS
Occupancy Costs:		
Total Occupancy	\$ 0	\$ 0
Telephone Costs:		
Total Telephone	\$ 0	\$ 0

0
0

Program Expenses & Office Supplies Detail

Budget Item	Total Program Cost	Cost to be Reimbursed by MCDSS
Program Expenses:		
Total Program Expenses	\$ 0	\$ 0
Office Supplies and Printing:		
Total Office Supplies & Printing	\$ 0	\$ 0

0
0

Consulting & Equipment Detail

Budget Item	Total Program Cost	Cost to be Reimbursed by MCDSS
Consulting / Subcontract costs:		
Total Consulting / Subcontract	\$ 0	\$ 0
Leased Equipment:		
Total Leased Equipment	\$ 0	\$ 0
Expensed Equipment:		
Total Expensed Equipment	\$ 0	\$ 0

Appendix I – Program Budget Instructions

**Monroe County Division of Purchasing and Central Services
Budget Proposal Instructions**

I. General Instructions

- A. The budget template was created using Microsoft Excel and should be completed using Excel or another spreadsheet program capable of saving the file in Excel format.
- B. Please save this file and rename it with the program name and contract year.
- C. The Excel workbook contains a summary page with links to subsequent detail pages. To avoid over-writing linked cells and other formulas, agency data should only be entered in cells that have **blue highlighting**.
- D. Your agency is being asked to submit revenue and cost data for the total program as well as the portion of the program funded by Monroe County.
- E. If Monroe County is the sole funder for your program, the column titled “Cost to be Reimbursed by Monroe County” will equal the column titled “Total Program Cost.” Please do not leave the County reimbursement column blank simply because the County funds the entire program.
- F. To populate the Total Program Cost on the Budget Summary page for the current Budget Year, complete the detail pages first (i.e. Personal Services Detail, Occupancy and Phone Detail, etc).
- G. Please include a separate budget narrative for any items that need further explanation or justification.

II. Budget Summary

A. Contractor Information

Please complete your agency’s legal name (and d/b/a if applicable), the contract period, the contracted service, the name, title, phone number and email address of the person completing the budget proposal.

B. Program Income

- 1. Program income from all sources is requested for both the current contract year and the budget year being proposed. If you received the budget template after the start of the budget year, please use audited data (or unaudited if an audit report is unavailable) for “Last Year’s Actual.”
- 2. For Last Year Actual, please indicate the date range being reported on, from the beginning of the contract year to the most recent completed full month for which you have financial data.

C. Expense Budget

- 1. Please report last year’s Total Program Costs. Be sure to enter data in the **blue-highlighted** cells only.

2. Please enter the anticipated General and Administrative (G&A) Allocation Rate (overhead rate, indirect rate) for the **budget year**. This rate must not exceed 15% of total personal expenses. The County reserves the right to request additional documentation for verification of this expense.
3. The cells relating to the Budget Year are linked to subsequent detail pages and will automatically populate once you begin work on those pages.

D. Number Served

1. **Please indicate the most appropriate unit of service** for this contract. For housing contracts, this would be *bed nights*. Preventive contracts generally provide a number of *slots*.
2. Enter the program's prior year utilization. The cost per unit served will automatically calculate.
3. For the Budget Year columns, enter the total program capacity and the capacity available under the County contract.

III. Personal Services Detail

- A. Please indicate the number of hours full-time employees work each week.
- B. For each type of position (management, direct, support, administrative, other), you will need to enter the following data:
 1. The employee's title;
 2. The employee's annual salary (for part-time or hourly staff, enter the amount you expect to pay over the course of one year);
 3. The number of hours the employee normally works during the week;
 4. The number of months that person will be assigned to the program;
 5. The employee's percent of effort on the program.
 6. The portion of the allocated program salary to be reimbursed by this contract.
- C. DO NOT include employee names, only titles.

IV. Fringe Benefits

- A. The fringe rate will be based on the most recent audited financial statements. From your most recently completed audited financial statements, please indicate the year-end date, total salaries and wages expense, and total fringe benefit expense (mandated and non-mandated). The company-wide fringe rate will automatically calculate. This is the rate that may be charged on all monthly vouchers submitted.
- B. Fringe may consist of the following expenses, as applicable: Social Security, health insurance, dental insurance, pension plan contribution, group life insurance, NYS

disability insurance, workers' compensation, unemployment insurance, and accrued vacation.

- C. Provide a copy of the page(s) from the most recent audited financial statement that details your agency's total payroll and total benefits. Monroe County must be able to verify the fringe benefit rate. Failure to provide this documentation will delay approval of your budget submission.

V. Unallowable Expenses

A. Unallowable Expenses shall include, but are not limited to, the following:

- Advertising/marketing costs
- Alcoholic beverages
- Bad debts
- Contributions/donations
- Fundraising activities
- Legal costs relating to any lawsuits
- Staff travel/meetings/conferences
- Entertainment costs
- Fines/penalties
- Personal use of goods or services
- Building and land improvements (including leasehold improvements)
- Insurance, unless program specific
- Audit costs
- Association Dues not directly related to the service
- Vehicle expenses not directly related to provision of service
- Line of credit interest
- Bank Fees/Charges

Monroe County reserves the right to review and disallow (reject) Expenses that do not pertain to the provision of program services.

Revised 09/1/16