

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Thursday, July 29, 2021

5:00 PM

**Harold L. Joyce Albany County Office Building
Room 730**

Health Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES

Sponsors: Health Committee

CURRENT BUSINESS:

2. AUTHORIZING AN AGREEMENT WITH THE ADDICTIONS CARE CENTER OF ALBANY, INC AND AMENDING THE 2021 DEPARTMENT OF MENTAL HEALTH BUDGET

Sponsors: Health Committee

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Minutes

Thursday, July 1, 2021

5:00 PM

Harold L. Joyce Albany County Office Building
Room 730

Health Committee

PREVIOUS BUSINESS:

Present: Legislator Raymond F. Joyce, Legislator Dustin M. Reidy, Matthew J. Miller, Robert J. Beston and Richard N. Touchette

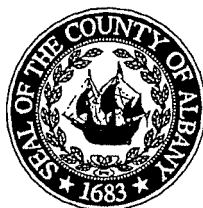
Excused: Alison McLean Lane, Peter B. Tunny, Sean E. Ward and Wanda F. Willingham

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

CURRENT BUSINESS:**2. AMENDING THE 2021 ALBANY COUNTY DEPARTMENT OF MENTAL HEALTH BUDGET: BETTER HEALTH OF NORTHEASTERN NEW YORK FUNDING**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.



COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

Daniel P. McCoy
County Executive

Stephen J. Giordano, Ph.D.
Director of Mental Health

Daniel C Lynch, Esq.
Deputy County Executive

Cindy G. Hoffman
Deputy Director

June 28, 2021

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce,

The Department of Mental Health requests permission to award RFP # 2021-051 Development of an Albany County Prevention Program to The Addictions Care Center of Albany Inc. (ACCA). Albany County Department of Mental Health also requests permission to enter into an agreement for services with ACCA as it relates to the awarding of RFP # 2021-051 (Albany County Prevention Program). ACCA proposes to engage the at-risk and hard-to-reach youth in drug prevention programs including middle and high school students from Albany County. NYS Office of Substance Abuse and Alcoholism Services (OASAS) shall provide pass through funding to ACCA through Albany County Department of Mental Health in the amount of \$147,369. There is no County share associated with the contract.

Feel free to contact me or Mark Gleason if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.
Director Department of Mental Health

- cc: Hon. Dennis A. Feeney, Majority Leader
- Hon. Frank A. Mauriello, Minority Leader
- Rebekah Kennedy, Majority Counsel
- Arnis Zilgme, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-2562, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Albany County Department of Mental Health requests to award RFP # 2021-051 (Albany County Prevention Program), and also enter into an agreement with The Addictions Care Center of Albany (ACCA). Mental Health additionally requests to amend the 2021 budget.

Date:	6/24/21
Submitted By:	Mark Gleason
Department:	Mental Health
Title:	Operations Analyst
Phone:	518-447-3014
Department Rep.	
Attending Meeting:	Dr. Stephen Giordano, Director

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Award RFP # 2021-051

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe

- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.:

Source of Funds: [Click or tap here to enter text.](#)

Title Change: [Click or tap here to enter text.](#)

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline [Click or tap to enter a date.](#)

Settlement of a Claim

Release of Liability

Other: (state if not listed)

ACCA to implement a Drug Prevention Program

Contract Terms/Conditions:

Party (Name/address):

The Addictions Care Center of Albany 90 McCarty Avenue Albany NY 12202

Additional Parties (Names/addresses):

[Click or tap here to enter text.](#)

Amount/Raise Schedule/Fee: \$147,369

Scope of Services: Engage at-risk and hard-to-youth in drug prevention programs.

Bond Res. No.: [Click or tap here to enter text.](#)

Date of Adoption: [Click or tap here to enter text.](#)

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No

If Mandated Cite Authority: [Click or tap here to enter text.](#)

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: N/A

Revenue Amount: N/A

Appropriation Account and Line: Addictions Care Center of Albany /A94230.44428

Appropriation Amount: \$147,369

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: 100%

County: Click or tap here to enter text.

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 7/31/2021-7/30/2022

Length of Contract: 12 Months

Impact on Pending Litigation Yes No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: N/A

Date of Adoption: N/A

Justification: (state briefly why legislative action is requested)

Click or tap here to enter text.

The Department of Mental Health requests permission to award RFP # 2021-051 Development of an Albany County Prevention Program to The Addictions Care Center of Albany Inc. (ACCA). Albany County Purchasing Department posted RFP # 2021-051 to the Empire State Bidnet Website, 22 agencies were invited to bid on the RFP, ACCA was the lone bidder. Albany County Department of Mental Health also requests permission to enter into an agreement for services with ACCA as it relates to the awarding of RFP # 2021-051 (Albany County Prevention Program). ACCA proposes to engage the at-risk and hard-to-reach youth in drug prevention programs including middle and high school students from Albany County. ACCA will introduce *Too Good for Drugs (TGFD)*, *Teen Intervene* and *SPORT Prevention Plus Wellness* programs to middle school and high school youth during their school day or afterschool programming. All programs introduced by ACCA are designed to reduce risk factors, promote active, healthy and substance-abuse free lifestyles among the youth of Albany County. The Department of Mental Health also requests approval for a budget amendment. NYS Office of Substance Abuse and Alcoholism Services (OASAS) shall provide pass through funding to ACCA through Albany County Department of Mental Health in the amount of \$147,369. There is no County share associated with the contract.

SECTION I: TITLE PAGE

**The Addictions Care Center of Albany, Inc.
Community Education & Prevention Services
90 McCarty Avenue, Albany NY 12202**

**Development of An Albany County Prevention Program
RFP# 2021-051**

Keith Stack, Executive Director-

kstack@theacca.net

(518) 465-5470 ext. 214

Jennifer Vitkus, Community Education Director- jvitkus@theacca.net

(518) 465-5829 ext. 412

June 11, 2021

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SECTION II: QUALIFICATIONS AND EXPERIENCE

Since 1967, the Addictions Care Center of Albany, Inc. (ACCA) has assisted individuals seeking treatment and housing for addiction and, since 1993, the agency has maintained formal community and school-based prevention education programming in the Capital District area. The ACCA has a strong history of serving the geographic area of Albany County and the Capital Region Economic Zone.

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

ACCA's Prevention Coordinator, Roland Riggins will develop and oversee the increased programming and program staff and will collect any required data, evaluate results, and prepare reports. Mr. Riggins has an extensive background in prevention education and relationships with the schools and community agencies throughout Albany County. Mr. Riggins will report to Jennifer Vitkus, Director of Community Education for ACCA, who has program and fiscal oversight. Mrs. Vitkus has 17 years of experience with ACCA, beginning as a prevention educator and is responsible for overseeing all community education and training programs, as they pertain to ACCA over the past 14 years. ACCA's Community Education programming is housed at 1044 Broadway in Albany, NY.

Keith W. Stack, Executive Director, is the authorized party for the Addictions Care Center of Albany. His office is in the Administration building on ACCA's main campus at 90 McCarty Avenue, Albany, NY 12202, phone: 518-465-5470, ext. 214.

ACCA is the only drug and alcohol rehabilitation program in Albany County that has a comprehensive community education program delivering evidence-based practices including

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

ACCA's current curricula includes "An Apple A Day" (non-evidenced based), "Too Good For Drugs" (evidenced based), and "Too Good For Violence" (evidenced based). Providing educational and supportive programs that include parenting programs, family support services, training opportunities, and community outreach. These programs are designed for grades k-4, 5 & 6, middle school, high school, and family-focused prevention programming, as well as afterschool programming during the school year and in parks and recreational sites during the summer months. The curriculums are delivered once a week, during a 45-minute session, for eight weeks.

During the 2019 school year, ACCA delivered the evidence based "Too Good for Drugs" within the Cohoes City, Albany City and Ravena Coeymans School District. The total number of students who were engaged in this programming is noted below:

Cohoes City School District

Abram Lansing: 374 students

Harmony Hill: 354 students

Van Schiack: 115 students

Albany City School District

Arbor Hill Community School: 36 students

Giffen Memorial School: 325 students

Thomas O'Brien Academy: 286 students

Ravena Coeymans School District

Pieter B. Coeymans: 270 students

In order to gauge our program effectiveness, ACCA implements pre and post surveys with students and participants. Facilitator evaluations are submitted to the teachers to offer feedback on programming and suggested areas for improvement.

Statistics from the 2019-2020 school year demonstrates the strength of ACCA's prevention programming to provide comprehensive substance abuse, bullying & gambling education in Capital District schools and community centers.

In order to best determine the needs of the community within which ACCA presents programming, the following resources are used consistently to provide an in-depth understanding of how prevention education needs to be presented:

- Behavioral Risk Factor Surveillance System (BRFSS). (Consumption)
 - Online BRFSS Analysis Tools: National; state-level; County including metropolitan/micropolitan
- Census Data includes American Community Survey estimates. (Risk/Protective factors)
- Community Health Assessment Clearinghouse.
- County Health Rankings & Roadmaps.
 - Online Analysis Tools: State, county
- Fatality Analysis Reporting System (FARS) (Consequence)
 - Online Analysis Tool: State
- Health Data NY.
- Kids' Well-being Indicators Clearinghouse (KWIC).
 - Online tools: State, county
 - Other relevant data sources
- National Survey on Drug Use and Health (NSDUH). (Consumption; Risk/Protective factors; Consequence)
 - Online Analysis Tools: National data; state-level data
- Uniform Crime Reporting. (Consequence)
 - Online Analysis Tools: State-level data; individual specific sheriff office & police dept-level data
- Youth Disconnection in America. (Risk/Protective factors)
 - Online Analysis Tools: State-level, congressional district level, metro area level, county-level
- Youth Risk Behavior Surveillance System (YRBSS). (Consumption; Risk/Protective factors)

- Online Analysis Tools: National data; state-level data, NYC borough-level data

In 2019, ACCA conducted focus groups in February and March of 2019. In connection with the Northeast Community Action Partnership, ACCA hosted an informational meeting for community members to discuss and voice concerns about the mental health and substance abuse affecting area youth. Questions were designed to engage members to be more proactive within their school districts to bring awareness to the issue our area youth continue to struggle with. Additionally, in March 2019, ACCA hosted a focus group regarding the need for evidence-based programming in schools K-12 with school personnel. Several area principals discussed their district needs for evidence-based programming at the Principal Guild. These focus groups assist ACCA's ability to gather data regarding the needs within the community for the kind of programming aimed at facilitating risk and preventative factors for the targeted population.

In March 2018, ACCA presented to area law enforcement at the monthly Law Enforcement Evaluation Committee to raise awareness of youth incidences of alcohol and drug use.

The above noted activities represent the widespread prevention activities that ACCA is commonly engage in within the Albany County community and beyond.

Resumes

JENNIFER VITKUS

E-mail: jvitkus9@gmail.com

44 Amanda Way, Schenectady NY 12309

(518) 441-3499

SUMMARY

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

PROFESSIONAL EXPERIENCE

The Addiction Care Center of Albany, Albany, NY
 Director of Community Education Program

2007-Present

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

The Addictions Care Center, Albany, NY
 Prevention Educator / Counselor

1999-2007

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

EDUCATION AND PROFESSIONAL DEVELOPMENT

- NYS Credential Prevention Provider, 2009
- Masters Degree, Guidance and Counseling, Sage Graduate School, Troy, NY, May 2002
- BA Degree in Psychology and Human Services, Russell Sage College, Troy, NY
- AAS in Chemical Dependency Studies, Sage Jr. College of Albany, Albany, NY

ROLAND RIGGINS
rolandriggins@hotmail.com

Albany, NY 12209
 ph: 518.505.0543

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

WORK EXPERIENCE

Prevention Specialist Coordinator

- Addictions Care Center of Albany, Inc. - Albany, NY - August 2016 to Present
- Supervise Prevention Educators, connect with School Administrators and Principals to implement Substance and Alcohol Abuse prevention programming in schools and community organizations.
- Conduct staff training, coordinate staff schedules and evaluate program performance.

Case Manager

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

- Coordinate care and treatment for people with mental health illnesses.
- Create and implement wellness plans to help clients attain a level of independence. Establish goals and track progress through case noting and service plans.
- Collaborate with other service providers to ensure physical and mental health care needs are met. Ensures timely completion and submission of all reports and documentation.

Director of Social Development

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

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

Mental Health Technician

Woodland International Research Group

- Rock, AR - July 2015 to October 2015

SECTION III: References

(See attached letters of reference)

Cohoes City School District:

Mr. Mark Perry

Harmony Hill School

(518) 233-1900

Ms. Jacqueline DeChiaro

Van Schiack School

(518) 237-2828

Ravena Coeymans Selkirk School District:

Mr. Hakim Jones

Pieter B. Coeymans Elementary School

(518) 756-5200

SECTION IV: Plan Implementation

ACCA proposes to engage the at-risk, hard-to-reach youth including middle and high school students from in and around the county of Albany including Cohoes, Green Island and Watervliet in school day programs, afterschool settings, weekend programs, and summer camps. The goal is to expand the targeted population to include middle and high school programming in the city townships of Cohoes, Green Island, and Watervliet, enhance community-based afterschool program sites within the Cohoes, Green Island and Watervliet for middle and high school aged youth, people of color, the LBGT community and those youth who have dropped out of school.

ACCA's Prevention Educators know the gap in services within Albany County and the need to reach youth after 6th grade where the percentage of youth reached is critically low without school based or extended-day school prevention education. Community Archival Data based on the review of the Healthy Capital District Initiative data, Albany County youth are at risk of abusing alcohol, marijuana, and prescription drugs. According to the New York State Department of Health approximately 12 % of New Yorker's aged 12 and older experienced a substance use disorder. For youth, marijuana and prescription drugs are principal concerns, the county has coordinated strategies to reduce the non-medical use of prescription drugs including provider education, promotion of safe storage in Albany County. Once the foundation is set for consistent, comprehensive prevention programming in the elementary grades it is crucial that it continues through the middle school and high school grades to address the time in a child's life when the peer pressure to use alcohol and other drugs is increasing dramatically and use rates, especially of marijuana, alcohol and prescription drug use are rising significantly.

There has been a continuous rise in youth 12 and over being treated for heroin and other opiate abuse between 2009 and 2016 within Albany County. According to the NYS - County Opioid Quarterly report, published April 2017, in 2015, there were a reported 31 deaths from opioid overdoses, 16 from heroin and 16 from opioid pain relievers. Albany County reported 77 opioid overdoses. 1 in 7 NY state residents (2.5 million) suffer from substance use disorder substance use disorder (SUD) or problem gambling and an estimated 11% - or 1.8 million - of New York State residents aged 12 and older (including 160,000 adolescents 12-17 years) experience a SUD annually.

Approximately 110,000 individuals receiving treatment in OASAS certified treatment programs on any given day in over 1500 treatment sites operated by over 500 provider agencies.

Given the above noted statistics in Albany County, and paired with the Albany County Local Service Plan for 2020 that addresses the fact that those providers who are currently providing prevention education in the county are not able to meet the demand for those schools who have requested services. The Local Service Plan notes that Albany County prevention providers like ACCA consistently receive new requests from suburban schools to provide community education/forums etc. in the wake of the opiate/heroin epidemic. It is important to note that the Albany County prevention providers have reported that it is difficult to access young adults, ages 17-25 with prevention/early intervention strategies. Access to SUD prevention services for youth age 21 and under remains a high need. Expanding prevention services to those districts noted herein in Albany County will go a long way to meet this unmet need.

Through a partnership with local school districts and community centers, specifically Green Island Unified School District, Cohoes City School District, and Watervliet City School District, ACCA Community Education program will deliver programming to middle school and high school youth during their school-day, or afterschool programming. New programming will include Too Good for Drugs (TGFD), Teen Intervene and SPORT Prevention Plus Wellness (SPORT) programs. Too Good for Drugs programs effectively address risk factors and build protective factors that all children need, and provide the basis for a safe, supportive, and respectful learning environment. The ACCA educators currently teach TGFD within several Albany County elementary schools during their in-school prevention education programming. TGFD program curriculum engages students beginning in elementary school by teaching them how to be problem solvers. The program is designed to provide social and emotional competencies while at the same time teaching skills to reduce risk factors by building on resiliency and protective factors. Offering this programming to middle and high school students in an in-person school day setting, and/or afterschool setting, will allow ACCA to reach students whose schools do not currently offer in-school prevention education or those students unavailable during the school day. The evidence-based SPORT program will work well for the high school population and alternative education populations because it focuses on promoting active, healthy and substance-abuse free lifestyles among youth. Targeting the high school population, Teen Intervene is designed as a comprehensive screening, brief intervention, and

referral to treatment (SBIRT) model of care. Teenagers who have experienced mild to moderate problems associated with alcohol or drug use work one-to-one with a counselor to identify and, ultimately, change their choices and behaviors. Teen Intervene programming will assist teens in self-identifying a substance use disorder and provide a plan for intervention. ACCA staff will also be available to help students who do identify to seek treatment.

The programming will begin during the fall session of the 2021-2022 school year and continue through the 2021-2022 school year. ACCA will work with school administrators and Health and Wellness teachers to implement EBP's at the best available time throughout the school year.

August-September

Hire a full-time prevention educator to deliver evidence-based prevention in middle and high school settings.

Develop MOUs between school district administration and ACCA Community Education Program.

Conduct evidence-based curriculum training for new prevention educator and purchase program materials needed.

September-December

Implement evidence-based prevention programming to middle and high school students during the fall 2021 programming session.

December-January

Evaluate programming and selected evidence-based programs upon completion of first round of 8-week session.

January-March

- Implement EBP's to middle and high school students during the winter 2022 session.

April-June

- Implement evidence-based programs to middle and high school students during the spring 2022 session.
- Evaluate programming and selected EBP's upon completion of winter and spring sessions.
- Prepare for school year 2022-2023.

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Development of an Albany County Prevention Program
RFP Number: 2021-051

See page CP4

COMPANY: Addictions Care Center of Albany, Inc.

ADDRESS: 90 McCarty Avenue

CITY, STATE, ZIP: Albany, NY 12202

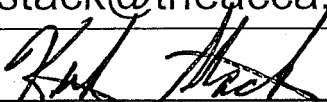
TEL. NO.: 518-465-5470

FAX NO.: 518-427-0854

FEDERAL TAX ID NO.: 14-150140

REPRESENTATIVE: Keith W. Stack

E-MAIL: kstack@theacca.net

SIGNATURE AND TITLE 

DATE 06/11/2021

Budget Staffing

Title	FTE	Personal Service Cost
Director of Community Education	.25	20,000
Prevention Education Coordinator	.75	42,000
Prevention Educator	1.0	48,000
Total		

Budget Expenses

Personal Services	110,000	
Vacation Leave Accruals		
Fringe Benefits	16,992	
OTPS(provide breakdown below)	7,125	
Equipment		
Property		
Agency Administration	13,252	
total	147,369	

Budget Revenue (total revenue must equal operating cost)

State Aid	147,369	
Other(provide details)		
Total Revenue		

OTPS Breakdown		
Laptop (2), printer: \$1,300		
Mileage (.565 cents per mile for 5,000 mi): \$2,825		
Curricula purchase: \$3,000		
Total OTPS	7,125	

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

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

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

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

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

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

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

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

Signature

Executive Director

Title

Addictions Care Center of Albany, Inc.

Company Name

06/11/2021

Date

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

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

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Corporation:

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

On this 11th day of June, 2021, before me personally appeared Keith W. Stack to me known, who, being by me sworn, did say that he resides at (give address) 96 McCarty Ave Albany, NY 12202; that he is the (give title) Executive Director of the (name of corporation) Addictions Care Center of Albany, Inc., the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Carly L. Kaczynski
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01KA6358408
Qualified in Schenectady County
Commission Expires May 8, 2025

Carly L. Kaczynski
Notary Public, State of New York
Qualified in Schenectady County
Commission Expires 5/8/25

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

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

Notary Public, State of _____
Qualified in _____
Commission Expires _____

**ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR Addictions Care Center of Albany, Inc.			
2. VENDOR'S LEGAL BUSINESS NAME Addictions Care Center of Albany, Inc.		3. IDENTIFICATION NUMBERS a) FEIN # 14-1501404 b) DUNS # 060547825	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) www.theacca.net	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 90 McCarty Avenue, Albany, NY 12202		7. TELEPHONE NUMBER 518-465-5470	8. FAX NUMBER 518-427-0854
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE			
Name		Keith W. Stack	
Title		Executive Director	
Telephone Number		518-465-5470	
Fax Number		518-427-0854	
e-mail		kstack@theacca.net	
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS. <i>n/a</i>			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

16. WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:

a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; Yes No

2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;

3. entered into an agreement to a voluntary exclusion from bidding/contracting;

4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;

5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;

6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;

7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;

8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or

9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.

b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? Yes No

c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:

1. federal, state or local health laws, rules or regulations. Yes No

17. IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES 1 HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Yes No

Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."

18. DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:

a) file returns or pay any applicable federal, state or city taxes?
Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. Yes No

b) file returns or pay New York State unemployment insurance?
Indicate the years the vendor failed to file/pay the insurance and the current status of the liability. Yes No

c) Property Tax
Indicate the years the vendor failed to file. Yes No

19. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES 1 WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OR THE DATE OF FILING? Yes No

Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.

20. IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. Yes No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES: Yes No

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

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

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

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.

- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
 - 1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 - 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



Signature

Executive Director

Title

Addictions Care Center of Albany, Inc.

Company Name

06/11/2021

Date