

Albany County Request for Contract Approval

Contract #	2023-1309
Contract Type	B) CAB Contract
Contract Action	B) Amendment
Contract Action Type	
Department	D5110 - Maintenance of Roads and Bridges
Date Submitted	Wednesday, September 20, 2023
Contact Person	Ramundo, Lisa
Contact Phone	() -518
Vendor Info	Greenman Pedersen Inc. 80 Wolf Rd. 6th Floor, Albany, NY 12205
Estimated Amount	\$104,772.50
Estimated Term	11/30/2023 to 11/30/2025
Scope of Services	DPW is requesting approval to extend the contract term with Greenman Pedersen, Inc. for Design and Construction Administration Services for the CR 405 (Sunset Hill Rd.) over 8 Mile Creek Culvert Replacement Project
Budget Line Item	DD5010 - HHT75197 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
www.albanycountyny.gov

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

September 20, 2023

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works is requesting the Legislature's approval to extend the contract term with Greenman Pedersen, Inc. for Design and Construction Administration Services for the CR 405 (Sunset Hill Rd.) over 8 Mile Creek Culvert Replacement Project, Contract Nos. 2023-816 and 2022-111. The current contract will expire on 11/30/23. We are requesting a contract extension, with a new expiration date of 11/30/25.

Contract extension should also reflect that it is for Design and Construction Administration Services and not for Design and Construction Inspection Services.

The contract time extension will not result in any change to the contract value and is a direct result of the duration of the project.

The total contract amount remains the same in that total compensation shall not exceed \$104,772.50.

If there are any questions or further information is needed, please feel free to contact my office.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel

AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT
BETWEEN THE COUNTY OF ALBANY
AND GREENMAN PEDERSEN, INC.
FOR DESIGN AND CONSTRUCTION INSPECTION SERVICES
FOR CR 405 (SUNSET HILL ROAD)
OVER 8 MILE CREEK CULVERT REPLACEMENT PROJECT

CONTRACT NO. 2023-816
(ORIG. CONTRACT NO. 2022-111)

This Amendment to Agreement is made by and between the County of Albany, a municipal corporation, acting by and through its County Executive, with its principal place of business located at the Albany County Office Building, 112 State Street, Albany, New York 12207-2021 (hereinafter, the "County") and Greenman Pedersen, Inc., a registered New York corporation, with its principal place of business located at 80 Wolf Road, Albany, New York 12205 (hereinafter, the "Consultant," and with the County, may be referred to herein individually as a "[P]arty" or together as the "[P]arties").

WHEREAS, the County has an agreement with the Consultant to provide design and construction inspection services for CR 405 (Sunset Hill Road) Over 8 Mile Creek Culvert Replacement Project for the Albany County Department of Public Works, said agreement having been designated Contract No. 2022-111 (hereinafter, "the Agreement"); and

WHEREAS, the County has a need for additional design and construction inspection services, specifically, regarding right of way, and the Agreement at Article 23. EXTRA SERVICES/WORK provides for additional services and compensation upon mutual agreement of the parties; and

WHEREAS, the Consultant has submitted a proposal on November 18, 2022 to provide the aforesaid additional design and construction inspection services for additional compensation (hereinafter, the "Second Proposal"); and

WHEREAS, the County has accepted the second proposal of the Consultant to provide the aforesaid additional design and construction inspection services for additional compensation; and

WHEREAS, this Agreement sets forth the understanding reached by the parties herein; and

NOW, THEREFORE THE PARTIES HERETO DO MUTUALLY COVENANT AND AGREE AS FOLLOWS:

1. That ARTICLE 1. THE CONTRACT DOCUMENTS: INTERPRETATION shall be amended to read as follows:

1.1 The Contract Documents consist of the following: this Agreement; the RFP, which is incorporated by reference and made a part hereof; the Proposal, which is incorporated by reference and made a part hereof; and the Second Proposal, which is incorporated by reference and made a part hereof (collectively, may be referred to herein as "the Agreement").

1.2 In the event of any discrepancy, disagreement or ambiguity among the contract documents, the documents shall be given preference in the following order to interpret and

to resolve such discrepancy, disagreement or ambiguity: 1) this Agreement; 2) the RFP; 3) the Proposal; 4) the Second Proposal.

2. That Paragraph 2.3 of ARTICLE 2. SCOPE OF SERVICES shall be amended to read, as follows:

2.3 In addition to the services described in Paragraph 2.2, above, the Consultant shall also provide the following services:

2.3.1 As described in the Proposal, in a manner consistent with the terms, conditions and assumptions described in the RFP; and

2.3.2 As described in the Second Proposal, specifically, regarding right of way, in a manner consistent with the terms, conditions and assumptions described in the RFP and the Proposal.

3. That Paragraph 3.1 of ARTICLE 3. COMPENSATION shall be amended to read, as follows:

3.1 In consideration of the terms and obligations of this Agreement, the County agrees to pay, and the Consultant agrees to accept, the following:

3.1.1 SEVENTY EIGHT THOUSAND, EIGHT HUNDRED SEVENTY AND 00/100 DOLLARS (\$78,870.00) as full compensation for all services rendered under Paragraphs 2.1 through 2.3.1 of this Agreement, said dollar amount being equal to the sum of the following:

Total Cost of Design: \$70,400.00
5% Contingency: \$ 8,470.00; and

3.1.2 TWENTY FIVE THOUSAND, NINE HUNDRED TWO AND 50/100 DOLLARS (\$25,902.50) as full compensation for all services rendered pursuant to Subparagraph 2.3.2 of this Agreement, said dollar amount being equal to the sum of the following:

Staffing: \$ 9,490.00
Non-Salary Costs: \$ 912.50
Subcontractor Costs: \$15,500.00; and

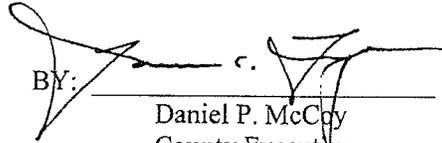
3.1.3 Total compensation shall not exceed ONE HUNDRED FOUR THOUSAND, SEVEN HUNDRED SEVENTY TWO AND 50/100 DOLLARS (\$104,772.50).

4. That all other articles, paragraphs, terms, conditions and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to Agreement to be signed the day and year first indicated below.

COUNTY OF ALBANY

DATED: 6/8/2023

BY:  c.
Daniel P. McCoy
County Executive

or

Daniel C. Lynch
Deputy County Executive

GREENMAN PEDERSEN, INC.

DATED: May 30, 2023

BY: 
Name

EXEC. VICE PRESIDENT
Title

STATE OF NEW YORK)
COUNTY OF ALBANY) SS:

On the _____ day of _____, 2023, before me, the undersigned, personally appeared Daniel P. McCoy, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
COUNTY OF ALBANY) SS.:

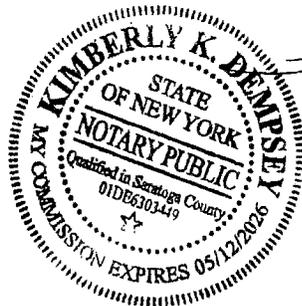
On the 8th day of June, 2023, before me, the undersigned, personally appeared Daniel C. Lynch, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

EUGENIA K. CONDON
Notary Public, State of New York
Registration No: 02CO4969817
Qualified in Albany County
Commission Expires July 23, 2026

STATE OF NEW YORK)
COUNTY OF Albany) SS.:

On the 30th day of May, 2023, before me, the undersigned, personally appeared JOHN SIMKULET, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



Notary Public

Need Term
Extended

PROFESSIONAL SERVICE AGREEMENT
BETWEEN THE COUNTY OF ALBANY
AND GREENMAN PEDERSEN, INC.
FOR DESIGN AND CONSTRUCTION INSPECTION SERVICES
FOR CR 405 (SUNSET HILL ROAD)
OVER 8 MILE CREEK CULVERT REPLACEMENT PROJECT

CONTRACT NO. 2022-111

This Agreement is made by and between the County of Albany, a municipal corporation, acting by and through its County Executive, with its principal place of business located at the Albany County Office Building, 112 State Street, Albany, New York 12207-2021 (hereinafter, the "County") and Greenman Pedersen, Inc., a registered New York corporation, with its principal place of business located at 80 Wolf Road, Albany, New York 12205 (hereinafter, the "Consultant," and with the County, may be referred to herein individually as a "[P]arty" or together as the "[P]arties").

WHEREAS, the Albany County Purchasing Division (hereinafter, the "Purchasing Division") has issued a request for proposals for design and construction inspection services for CR 405 (Sunset Hill Road) Over 8 Mile Creek Culvert Replacement Project for the Albany County Department of Public Works (hereinafter, the "DPW"), said request having been denominated as RFP #2022-005, issued on January 11, 2022 and published on January 20, 2022 (hereinafter, the "RFP"); and

WHEREAS, the Consultant has submitted a proposal on February 4, 2022 to provide the aforesaid design and construction inspection services (hereinafter, the "Proposal"); and

WHEREAS, the County has accepted the proposal of the Consultant to provide the aforesaid design and construction inspection services; and

WHEREAS, this Agreement sets forth the understanding reached by the parties herein; and

NOW, THEREFORE THE PARTIES HERETO DO MUTUALLY COVENANT AND AGREE AS FOLLOWS:

ARTICLE 1. THE CONTRACT DOCUMENTS: INTERPRETATION

- 1.1 The Contract Documents consist of the following: this Agreement; the RFP, which is incorporated by reference and made a part hereof; and the Proposal, which is incorporated by reference and made a part hereof (collectively called "the Agreement").
- 1.2 In the event of any discrepancy, disagreement or ambiguity among the contract documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) this Agreement; 2) the RFP; 3) the Proposal.

ARTICLE 2. SCOPE OF SERVICES

- 2.1 The project is the CR 405 (Sunset Hill Road) Over 8 Mile Creek Culvert Replacement Project (hereinafter, the "[p]roject").
- 2.2 The Consultant shall provide complete design services for the project as described in the

RFP at SECTION 4: SCOPE OF SERVICES, pages RFP-3 through RFP-7. The Consultant shall comply with all of the provisions contained in the RFP, including, but not limited to, those at Subsection 4.4 (PROPOSAL CONDITIONS AND ASSUMPTIONS), on pages RFP-6 and RFP-7.

2.3 In addition to the services described in Paragraph 2.2, above, the Consultant shall also provide the services described in the Proposal, in a manner consistent with the terms, conditions and assumptions described in the RFP.

2.4 While providing any of the services described above at/on the project site, the Consultant and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of New York, including, but not limited to, the Governor's executive orders and the Empire State Development Corporation's guidelines and requirements; and the federal government, and the Consultant shall be subject to the provisions of the County's Local Emergency Order re Covid-19 and all supplements/renewals to said order.

2.5 The Consultant shall render all services in a professional manner.

ARTICLE 3. COMPENSATION

3.1 In consideration of the terms and obligations of this Agreement, the County agrees to pay, and the Consultant agrees to accept, SEVENTY EIGHT THOUSAND, EIGHT HUNDRED SEVENTY AND 00/100 DOLLARS (\$78,870.00) as full compensation for all services rendered under this Agreement, said dollar amount being equal to the sum of the following:

Total Cost of Design:	\$70,400.00
5% Contingency:	\$ 8,470.00.

3.2 The parties agree that the dollar amount identified in Paragraph 3.1 of this Agreement includes all expenses incurred providing the services and all travel costs, parking fees, overhead costs, profit and any other ancillary fees and costs including, but not limited to, permits, licenses and insurance.

ARTICLE 4. PAYMENT

Payment shall be made to the Consultant by the County on a monthly basis upon the Consultant's submission of a properly executed invoice, plus all supporting documentation, to the Commissioner for DPW. Upon review and approval of the claim form, payment shall be rendered promptly.

ARTICLE 5. TERM OF AGREEMENT

The term of this Agreement shall commence on May 1, 2022 and continue in effect through November 30, 2023.

ARTICLE 6. TERMINATION OF AGREEMENT; REMEDY FOR BREACH

6.1 This Agreement may be terminated by the County or the Consultant as follows:

6.1.1 The County may terminate the Agreement if the Consultant if the Consultant is substantially in breach of any of its provisions. Additionally, the County may, without cause, order the Consultant in writing, to suspend, delay or interrupt the

services in whole or in part for such period of time as the County may determine.

6.1.2 The Consultant may terminate the Agreement if the County is substantially in breach of it.

6.2 In the event of a breach by the Consultant, the Consultant shall pay to the County all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the County to procure a substitute consultant to satisfactorily complete the work, together with the County's own costs incurred in procuring a substitute consultant.

ARTICLE 7. ASSIGNMENT

7.1 The Consultant specifically agrees as required by Section 109 of the N.Y. GENERAL MUNICIPAL LAW that the Consultant is prohibited from assigning, transferring, conveying, subcontracting or otherwise disposing of this Agreement, or of the Consultant's right, title, or interest therein, without the prior written consent of the County.

7.2 The Consultant shall not subcontract for any portion of the services required under this Agreement without the prior written approval of the County. Any such subcontractor shall be subject to the terms and conditions of this Agreement and any additional terms and conditions the County may deem necessary or appropriate.

ARTICLE 8. AVAILABLE DATA

All technical or other data relative to this Agreement in the possession of the County or in the possession of the Consultant shall be made available to the other party to this Agreement without expense to the other party.

ARTICLE 9. COOPERATION

The Consultant shall cooperate with representatives, agents and employees of the County and the County shall cooperate with representatives, agents and employees of the Consultant to the end that work may proceed expeditiously and economically.

ARTICLE 10. NON-DISCRIMINATION

In accordance with Article 15 of N.Y. EXECUTIVE LAW (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Consultant agrees that neither it nor any of its County approved sub-consultants shall, by reason of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence, refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

ARTICLE 11. RELATIONSHIP

The Consultant is, and shall function as, an independent consultant under the terms of this Agreement and shall not be considered an agent or employee of the County for any purpose. The employees and agents of the Consultant shall not in any manner be, or be held out to be, agents or employees of the County.

ARTICLE 12. INDEMNIFICATION

The Consultant shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Consultant, its employees or agents, to the extent of its responsibility for such claims, damages, losses and expenses.

ARTICLE 13. NON-APPROPRIATIONS

Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Consultant of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

ARTICLE 14. APPLICABLE LAW

The laws of the State of New York shall govern this Agreement. The designated venue is Albany, New York.

ARTICLE 15. RECORDS

Proper and full accounting records shall be maintained by the Consultant which records shall clearly identify the costs of the work performed. The records shall be subject to periodic and final audit by the County upon request. Such records shall be accessible to the County for a period of six (6) years following the date of final payment.

ARTICLE 16. INSURANCE

- 16.1 The Consultant shall procure and maintain for the entire term of this Agreement, without additional expense to the County, insurance policies of the kinds and in the amounts provided in the Schedule A attached hereto and made a part hereof. The insurance policies shall name the County as an additional insured. Such policies may only be changed upon 30 days prior written approval by the County.
- 16.2 The Consultant shall, prior to commencing any of the services outlined herein, furnish the County with Certificates of Insurance showing that the requirements of this article have been met. The Consultant shall also provide the County with updated Certificates of Insurance prior to the expiration of any previously-issued certificate. No work shall be commenced under this Agreement until the Consultant has delivered the Certificates of Insurance to the County. Upon failure of the Consultant to furnish, deliver and maintain such insurance certificates as provided above, the County may declare this Agreement suspended, discontinued or terminated.
- 16.3 As required by Section 108 of the N.Y. GENERAL MUNICIPAL LAW, this Agreement shall be of no force and effect unless the Consultant shall secure compensation for the benefit of, and keep insured during the life of this Agreement, all employees engaged thereon in compliance with the provisions of the N.Y. Workers' Compensation Law. The Consultant shall require any subcontractor authorized by the County to do likewise for all of their employees engaged thereon, all in compliance with the provisions of the N.Y. WORKERS'

COMPENSATION LAW and of Schedule (A) of this Agreement.

ARTICLE 17. NO WAIVER OF PERFORMANCE

Failure of the County to insist upon strict and prompt performance of the provisions of this Agreement, or any of them, and the acceptance of such performance thereafter shall not constitute or be construed as a waiver or relinquishment of the County's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the Consultant.

ARTICLE 18. MODIFICATION

This Agreement may only be modified by a formal written amendment executed by the parties.

ARTICLE 19. EXECUTION OF DOCUMENTS

This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement, but all of which together shall constitute one and the same instrument.

ARTICLE 20. HEADINGS - CONSTRUCTION

The headings appearing in this Agreement are for the purpose of easy reference only and shall not be considered a part of this Agreement or in any way to modify, amend or affect the provisions hereof.

ARTICLE 21. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties and no representations or promises have been made except as herein expressly set forth.

ARTICLE 22. COMPLIANCE WITH MacBRIDE PRINCIPLES

The Consultant hereby represents that it is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. 3 for 1993, in that the Consultant either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of its compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. 3 in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the Consultant in default and/or seeking debarment or suspension of the Consultant.

ARTICLE 23. EXTRA SERVICES/WORK

If the Consultant is of the opinion that any services/work it has been directed to perform is beyond the scope of this Agreement and constitutes extra services/work, the Consultant shall promptly notify the County of that opinion. The County shall be the sole judge as to whether or not such services/work is in fact beyond the scope of this Agreement and whether or not it constitutes extra services/work. In the event the County determines such services/work does constitute extra services/work, it shall provide extra compensation to the Consultant on a negotiated basis.

ARTICLE 24. IRANIAN ENERGY SECTOR DIVESTMENT

The Consultant hereby represents that said consultant is in compliance with N.Y. Gen. Mun. Law § 103-g entitled "Iranian Energy Sector Divestment," in that said consultant has not:

- a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b) Acted as a financial institution and extended \$20 Million or more in credit to another person for 45 days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

ARTICLE 25. STORMWATER MANAGEMENT PROGRAM

- 25.1 The Consultant understands that Albany County is a regulated entity subject to the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003), and must comply with the terms and conditions of the aforementioned Permit. Proposer further understands that under the New York State Environmental Conservation Law, it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards, and that Albany County adopted Local Law 7 of 2007 enabling the County to take action against any discharges that cause or contribute to a violation of water quality standards. The Consultant agrees to comply with the terms and conditions of the SPDEC General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003) as well as Albany County Local Law No. 7 for 2007 and any Best Management Practices developed pursuant to the foregoing, as established in Albany County's Stormwater Management Program Plan. The Consultant also agrees to implement any corrective actions identified by Albany County or a representative pursuant to the above regulations, and further understands that any non-compliance by the County will not diminish, eliminate, or lessen Consultant's own liability.
- 25.2 The Consultant shall execute and deliver to the County a certification statement acknowledging the above provisions prior to providing any services and/or commencing any work.

ARTICLE 26. GREEN INFRASTRUCTURE POLICY

The Consultant acknowledge(s) awareness of Albany County's Green Infrastructure Policy, which is part of the County's larger MS4 Stormwater Management Program pursuant to SPDES GP-0-15-003 (hereinafter, the "Policy"). The Consultant agree(s) to examine the feasibility of design options involving protection of natural resources, reduction of stormwater runoff, and use of green infrastructure practices to the maximum extent practicable in accordance with the Policy.

ARTICLE 27. MISCELLANEOUS PROVISIONS

- 27.1 In addition to the Iranian Energy Sector Divestment (per N.Y. GEN. MUN. LAW § 103-9) described above, the Consultant also acknowledges that it shall follow all of the other policies and procedures described in the RFP.
- 27.2 During the term of this Agreement, the Consultant agrees that, in the event of its reorganization or dissolution as a business entity or change in business, the Consultant shall give the County 30 days written notice in advance of such event.

27.3 The Consultant shall at all times obtain and maintain all licenses and/or certifications required by New York State, or other relevant regulating body, to perform the services required under this Agreement.

27.4 If any term, part, provision, section, subdivision or paragraph of this Agreement shall be held to be unconstitutional, invalid or ineffective, in whole or in part, such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions or paragraphs.

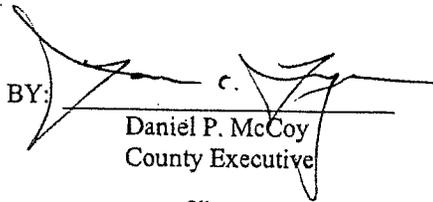
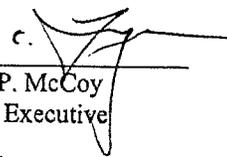
27.5 The County shall bear no responsibility other than that set forth in this Agreement.

27.6 All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given if, and only if, delivered personally, sent by registered or certified United States mail, postage prepaid, or, with the prior consent of the receiving party, dispatched via facsimile transmission.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed the day and year first indicated below.

DATED: 6/22/2022

COUNTY OF ALBANY

BY:  c. 

Daniel P. McCoy
County Executive

or

Daniel C. Lynch
Deputy County Executive

GREENMAN PEDERSEN, INC.

DATED: 6-3-2022

BY:  Name

VICE PRESIDENT
Title

STATE OF NEW YORK)
COUNTY OF ALBANY) SS:

On the _____ day of _____, 2022, before me, the undersigned, personally appeared Daniel P. McCoy, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
COUNTY OF ALBANY) SS.:

On the 22nd day of Feb, 2022, before me, the undersigned, personally appeared Daniel C. Lynch, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Eugenia K. Condon

Notary Public

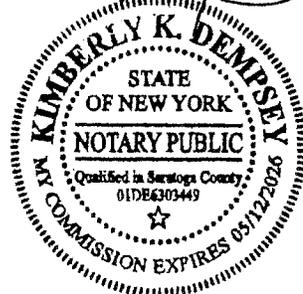
EUGENIA K. CONDON
Notary Public, State of New York
No. 02CO4969817
Qualified in Albany County
Commission Expires July 23, 2022

STATE OF NEW YORK)
COUNTY OF Albany) SS.:

On the 3rd day of June, 2022, before me, the undersigned, personally appeared JOHN SIMILLET, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Kimberly K. Dempsey

Notary Public



**SCHEDULE A
INSURANCE COVERAGE**

The kinds and amounts of insurance to be provided are as follows:

1. **Workers' Compensation and Employers Liability Insurance:** A policy or policies providing protection for employees in the event of job related injuries or a waiver of the requirements of this insurance with such waiver to be issued by New York State.
2. **Automobile Liability Insurance:** A policy or policies with the limits of not less than \$500,000 for each accident because of bodily injury, sickness or disease, including death at any time, resulting therefrom, sustained by any person caused by accident, and arising out of the ownership, maintenance or use of any automobiles; and with the limits of \$500,000 for damage because of injury to or destruction of property, including the loss of the use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobiles.
3. **General Liability Insurance:** A policy or policies of comprehensive all-risk insurance including coverage for demolition of structures with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000.
4. **Professional Liability Insurance:** A policy or policies of professional liability insurance with limits of not less than \$1,000,000.

Albany County Request for Contract Approval

Contract #	2022-111
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	A) New
Department	D5010 - Public Works
Date Submitted	Monday, March 07, 2022
Contact Person	Ramundo, Lisa
Contact Phone	() -518
Vendor Info	Greenman Pedersen, Inc. 80 Wolf Rd., Suite #300, Albany, NY 12205
Estimated Amount	\$78,870.00
Estimated Term	5/1/2022 to 11/30/2023
Scope of Services	Design Services for CR405 over 8 Mile Creek Culvert Replacement Project.
Budget Line Item	BOND HHT75197 DD5010 - 00000 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. McCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
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WWW.ALBANYCOUNTY.COM

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

MEMORANDUM

To: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

From: Lisa M. Ramundo, Commissioner

Date: March 7, 2022

Re: Contract Request

Dear Chairman Joyce:

The Department of Public Works is requesting approval to enter into a contract with Greenman Pedersen, Inc. (GPI) for design of the County Route 405 (Sunset Hill Rd.) over Eight Mile Creek Culvert Replacement Project in an amount not to exceed \$78,870.00. The culvert is located in the Town of Westerlo.

The County Purchasing Agent received seven (7) proposals for this project. Our engineering staff reviewed the proposals and recommended the award to GPI, Inc. based on price, comprehension of project scope, prior experience in similar projects, staffing, client references and ability to keep the project on schedule. This project is 100% County funded.

If there are any questions or further information is needed, please feel free to contact my office.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM
PURCHASING AGENT

MEMORANDUM

TO: Lisa Ramundo
Public Works

FROM: Karen Storm
Purchasing Agent

DATE: March 7, 2022

RE: RFP #2022-005

I am in receipt of your recommendation to award the aforementioned Request for Proposals to GPI in the amount of \$78,870.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of GPI for an award.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award to the successful proposer.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
WWW.ALBANYCOUNTY.COM

LISA M. RAMUNDO
COMMISSIONER

RECOMMENDATION NOTICE

TO: Karen Storm, Purchasing Agent

FROM: Lisa M. Ramundo, Commissioner 

DATE: March 7, 2022

RE: RFP #2022-005
CR405 over 8 Mile Creek Culvert Replacement Project
Design Services

Upon review of the seven (7) RFP's received for the above referenced project, I would like to recommend GPI be awarded this project for Design Services plus contingency for an amount not to exceed \$78,870.00.

I have attached a copy of our Engineering Divisions recommendation along with the Rating and Evaluation Sheets.

If you have any questions, please feel free to contact my office.

LMR:ct



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
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WWW.ALBANYCOUNTY.COM

LISA M. RAMUNDO
COMMISSIONER

Memorandum

TO: Lisa M. Ramundo, Commissioner

FROM: Bill Anslow, Civil Engineer

DATE: March 7, 2022

RE: RFP#2022-005
Design & Construction Inspection Services
CR405 over 8 Mile Creek Culvert Replacement Project

Attached please find the Rating Sheet along with Evaluation Score Sheets for the subject project. After reviewing all seven (7) of the RFP's, we recommend the project be awarded to GPI on the basis of the best understanding of the scope of the project. We request the contract with GPI be for design services plus contingency for a total of \$78,870.00.

Please let me know if you have any questions.

WA:ct

BID TALLY SHEET
RFP 2022-005

Design and Construction Inspection Services
CR405 over 8 Mile Creek Culvert Replacement Project

<u>COMPANY</u>	<u>Design</u>	<u>CI</u>	<u>Contingency</u>	<u>PROPOSED PRICE</u>
JMT	\$ 97,500	\$ 104,000	\$ 10,075	\$ 211,575
GPI	\$ 70,400	\$ 99,000	\$ 8,470	\$ 177,870
Barton & Loguidice	\$ 76,000	\$ 95,000	\$ 8,550	\$ 179,550
MJ Engineering	\$ 84,600	\$ 113,495	\$ 9,905	\$ 208,000
Foit Albert	\$ 53,000	\$ 91,800	\$ 7,240	\$ 152,040
Creighton Manning	\$ 69,000	\$ 115,000	\$ 9,200	\$ 193,200
McLaren	\$ 177,710	\$ 120,000	\$ 14,890	\$ 312,600

RATING SHEET

RFP 2022-005

Design and Construction Inspection Services
CR405 over 8 Mile Creek Culvert Replacement Project

	FOIT ALBERT	MCLAREN ENGINEERING	CREIGHTON MANNING	JMT	GPI	BARTON & LOGUIDICE	MIJ ENGINEERING & LAND SURVEYING
Bill	8.800	7.200	8.700	8.325	9.275	8.750	8.450
Brent	7.700	6.800	9.000	8.325	8.875	8.350	9.050
Lisa	8.950	8.750	9.325	8.575	9.775	9.450	9.400
Totals	25.450	22.750	27.025	25.225	27.925	26.550	26.900
Average	8.483	7.583	9.008	8.408	9.308	8.850	8.967
Rank	5	7	2	6	1	4	3

RFP #2022-005: Design and Construction Inspection Services for CR405 over Eight Mile Creek Culvert Replacement Project

Proposal Rating Worksheet

Reviewer 1: Bill Anslow

Weight	Foit Albert Associates		McLaren Engineering		Creighton Manning		JMT		GPI		Barton & Loguidice		MJ Engineering	
	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score
20%	9	1.8	8	1.6	9	1.8	9	1.8	9.5	1.9	10	2	9.5	1.9
20%	10	2	8	1.6	10	2	10	2	10	2	10	2	8.5	1.7
20%	5	1	5	1	7	1.4	7	1.4	7.5	1.5	5	1	8	1.6
25%	10	2.5	6	1.5	8	2	6.5	1.625	9.5	2.375	9	2.25	7	1.75
5%	10	0.5	10	0.5	10	0.5	10	0.5	10	0.5	10	0.5	10	0.5
10%	10	1	10	1	10	1	10	1	10	1	10	1	10	1
TOTALS:		8.8		7.2		8.7		8.325		9.275		8.75		8.45

NOTES:



RFP #2022-005: Design and Construction Inspection Services for CR405 over Eight Mile Creek Culvert Replacement Project

Proposal Rating Worksheet

Reviewer 1: Lisa Ramundo

	Weight	Foit Albert Associates		McLaren Engineering		Creighton Manning		JMT		GPI		Barton & Loguidice		MJ Engineering	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score
Criterion #1 Proposer's Comprehension of Required (work) Scope of Services	20%	8	1.6	9.5	1.9	9.5	1.9	7	1.4	9.5	1.9	9.5	1.9	9.5	1.9
Criterion #2 Prior Experience in Similar Projects	20%	9	1.8	9	1.8	10	2	10	2	10	2	10	2	10	2
Criterion #3 Ability to Keep Project on Schedule and Within Budget (Include examples and a proposed project schedule.)	20%	9	1.8	9	1.8	9	1.8	9	1.8	10	2	9	1.8	10	2
Criterion #4 Total Proposed Price	25%	9	2.25	7	1.75	8.5	2.125	7.5	1.875	9.5	2.375	9	2.25	8	2
Criterion #5 Client References															
Criterion #6 Proposed Project Staffing-(Evaluation of Employees' Resumes)	5%	10	0.5	10	0.5	10	0.5	10	0.5	10	0.5	10	0.5	10	0.5
	10%	10	1	10	1	10	1	10	1	10	1	10	1	10	1
TOTALS:			8.95		8.75		9.325		8.575		9.775		9.45		9.4

NOTES:

LARS

RFP #2022-005: Design and Construction Inspection Services for CR405 over Eight Mile Creek Culvert Replacement Project

Proposal Rating Worksheet

Reviewer 1: Brent Meredith



Weight	Fott Albert Associates		McLaren Engineering		Creighton Manning		JMT		GPI		Barton & Loguidice		MJ Engineering	
	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score
20%	6	1.2	6	1.2	10	2	9	1.8	7	1.4	8	1.6	10	2
20%	7	1.4	7	1.4	10	2	9	1.8	10	2	9	1.8	10	2
20%	7	1.4	7	1.4	7.5	1.5	8.5	1.7	8	1.6	7	1.4	9	1.8
25%	10	2.5	6	1.5	8	2	6.5	1.625	9.5	2.375	9	2.25	7	1.75
5%	10	0.5	8	0.4	10	0.5	10	0.5	10	0.5	10	0.5	10	0.5
10%	7	0.7	9	0.9	10	1	9	0.9	10	1	8	0.8	10	1
TOTALS:			7.7	6.8	9	8.325	8.875	8.35	9.05					

NOTES:

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2022-005**

Sealed Proposals for **Design and Construction Inspection Services for CR405 (Sunset Hill Road) Over Eight Mile Creek Culvert Replacement Project** as requested by the Albany County Department of Public Works will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM, local time on Friday, February 4, 2022.

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, **starting** by close of business (4:30 p.m.) on Thursday, January 20, 2022.

Karen A. Storm
Purchasing Agent

Dated: January 11, 2022
Albany, New York

PUBLISH ONE DAY – Thursday, January 20, 2022 -- THE EVANGELIST
PUBLISH ONE DAY – Thursday, January 20, 2022 -- THE TIMES UNION

Albany County Request for Contract Approval

Contract #	2023-1425
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A3110 - Sheriff
Date Submitted	Monday, November 06, 2023
Contact Person	Harris, Tina
Contact Phone	1 (518) 487-5435
Vendor Info	Dapaula Chevrolet 785 Central Avenue, Albany, N.Y. 12206
Estimated Amount	\$35,487.50
Estimated Term	11/6/2023 to 11/5/2024
Scope of Services	Purchase 2023 Chevrolet Tahoe with trading existing 2018 Tahoe for the Sheriff's Office
Budget Line Item	AA3110 - 22400 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400

WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

Date: November 6, 2023
To: Contract Administration Board (CAB)
From: Craig D. Apple Sr., Sheriff e
Subject: Vehicle Purchase (Contract Request 2023-1425)

Briefly, this request is to purchase a vehicle from Depaula Chevrolet for the Albany County Sheriff's Office. This vendor was the sole vendor to submit a bid.

Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman
Hon. Bruce A. Hidley, County Clerk



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

TO: Pamela O'Neill, Purchasing Agent

FROM: Michael S. Monteleone, Executive Undersheriff *mdey*

RE: RFB #2023-134 Vehicle Purchase

DATE: November 6, 2023

We have solicited and reviewed the bid tabulation for the above referenced bid and have no objection with the selection of Depaula Chevrolet, the sole vendor to submit a bid.

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Purchase of 2023 Chevrolet Tahoe
Bid Number: 2023-134

THIS BID IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 1000
Albany, NY 12207-2021

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to accept a Purchase Order for the goods described in the bid form and deliver said goods within the time indicated in this bid.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will submit the Contract Security and other documents required by the General Instructions to Bidder within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Bid, that:
 - (a) BIDDER has examined copies of all the Bid Documents and of the following addenda: (If none, so state)

Date

Number

(receipt of all of which is hereby acknowledged) and also copies of the Notice to Bidders and the Instructions to Bidders;

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

BF1

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

7. Communication concerning this Bid shall be addressed to:

Bill Magee Depaula Chevrolet

785 Central Ave

Albany, NY, 12206

Phone: 518-788-6851 Fax: _____

E-mail: Wmagee@Depaula.com

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

BID FORM

BID IDENTIFICATION:

Title: Purchase of Chevrolet 2023 Tahoe
Bid Number: 2023-134

<u>Item Description</u>	<u>Qty</u>	<u>Grand Total</u>
2023 Chevrolet Tahoe Equal	1	\$ <u>68,487.50</u>
Trade in for 2018 Chevrolet Tahoe		\$- <u>33,000</u>
Grand Total for purchase of (1) 2023 Chevrolet Tahoe and trade in		\$ <u>35,487.50</u>

COMPANY:

Depaula Chevrolet

ADDRESS:

785 Central Ave

CITY, STATE, ZIP:

Albany, NY, 12206

TEL. NO.:

518-788-6851

FAX NO.:

1844-166459

FEDERAL TAX ID NO.:

14-1616459

REPRESENTATIVE:

Bill Magee

E-MAIL:

Wmagee@Depaula.com

SIGNATURE AND TITLE

Commercial Sales

DATE

10/27/23

BF3

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

Commercial Sales
Title

Depaula Chevrolet
Company Name

10/27/23
Date

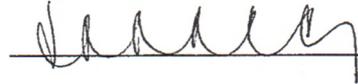
ATTACHMENT "B"
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF New York
COUNTY OF Albany)

) SS.:

On this 27 day of October, 2009, before me personally appeared William Magall 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 DEWAN R. HARKING
Notary Public, State of New York
Qualified in Fulton Co., No. 01HAG112246
Commission Expires July 12, 2011

If Corporation:

STATE OF _____)
COUNTY OF _____)

) SS.:

On this _____ day of _____, 200____, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, 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.

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

If Partnership:

STATE OF _____)
COUNTY OF _____)

) SS.:

On the _____ day of _____, 200____, 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 type="checkbox"/> PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME depanna cherviet inc		3. IDENTIFICATION NUMBERS a) FEIN # 141010479 b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) depanna.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 79th central ave albany ny		7. TELEPHONE NUMBER 519-799-6971	8. FAX NUMBER
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 <u>bill magel</u> Title Telephone Number <u>519-799-6971</u> Fax Number e-mail			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME <u>Susan DePaula</u>	TITLE <u>owner</u>	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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

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

Commercial Sales
Title

Dopada Chevrolet
Company Name

10/27/23
Date

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

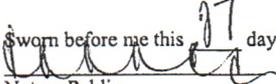
The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business
Address
City, State, Zip

Signature of Owner _____
Printed Name of Signatory _____
Title

Sworn before me this 27 day of Oct., 2011.

Notary Public

DEVAN R. HARDING
Notary Public, State of New York
Qualified in Fulton Co., No. 01HA6112846
Commission Expires July 12, 2014

Printed Name

Signature

Date

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ : 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.

COUNTY OF ALBANY – NON - FEDERAL ENTITY CONTRACT PROVISIONS

The following provisions are required and apply when federal funds are expended by the County of Albany for any contract resulting from the procurement process.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal contract provision (A) above, when federal funds are expended by the County of Albany, the County reserves all rights and privileges under the applicable laws and regulations with respect to the RFB/P # procurement in the event of breach of contract by either party.

Does Contractor/Consultant agree? YES Authorized Representative's initials: 

- (B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000).

Pursuant to Federal contract provision (B) above, when federal funds are expended by the County of Albany, the County reserves the right to immediately terminate any contract in excess of \$10,000 resulting from the procurement process in the event of a breach or default of the agreement by Contractor/Consultant, in the event the Contractor/Consultant fails to:

- (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, agreement, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the agreement and/or the procurement solicitation. The County of Albany also reserves the right to terminate the contract immediately, with written notice to the Contractor/Consultant, for convenience, if the County believes, in its sole discretion that it is in the best interest of the County to do so. The Contractor/Consultant will be compensated for work performed and accepted and goods accepted by the County as of the termination date if the contract is terminated for convenience of the County. Any award under the RFB/P #2023-042 procurement process is not exclusive and the County reserves the right to purchase goods and services from other Contractors/Consultants when it is in the best interest of the County.

Does Contractor/Consultant agree? YES Authorized Representative's initials: 

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal contract provision (C) above, when federal funds are expended by the County of Albany on any federally assisted construction contract, the aforesaid equal opportunity clause is incorporated by reference herein.

Does Contractor/Consultant agree? YES **Authorized Representative's initials:** 

- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146- 3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non- Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal contract provision (D) above, when federal funds are expended by the County of Albany during the term of an award for all contracts and subgrants for construction or repair, the Contractor/Consultant shall comply with all applicable Davis-Bacon Act provisions.

Does Contractor/Consultant agree? YES **Authorized Representative's initials:** 

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal contract provision (E) above, when federal funds are expended by the County of Albany, the Contractor/Consultant certifies that during the term of an award for all contracts by the County resulting from the RFB/P # procurement process, the Contractor/Consultant shall be, and shall remain, in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act.

Does Contractor/Consultant certify? YES **Authorized Representative's initials: **

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal contract provision (F) above, when federal funds are expended by the County of Albany, the Contractor/Consultant certifies that during the term of an award for all contracts by the County resulting from the RFB/P # procurement process, the Contractor/Consultant agrees to comply with all applicable requirements as referenced in Federal contract provision (F) above.

Does Contractor/Consultant certify? YES **Authorized Representative's initials: **

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal contract provision (G) above, when federal funds are expended by the County of Albany, the Contractor/Consultant certifies that during the term of an award for all contracts by the County resulting from the RFB/P #2023-042 procurement process, the Contractor/Consultant agrees to comply with all applicable requirements as referenced in Federal contract provision (G) above.

Does Contractor/Consultant certify? YES **Authorized Representative's initials:** 

(H) Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal contract provision (H) above, when federal funds are expended by the County of Albany, the Contractor/Consultant certifies that during the term of an award for all contracts by the resulting from the RFB/P# procurement process, the Contractor/Consultant neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency or by the State of New York. The Contractor/Consultant shall immediately provide written notice to the if at any time it learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. The County may rely upon a certification of a Contractor/Consultant that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless the County knows the certification is erroneous.

Does Contractor/Consultant certify? YES **Authorized Representative's initials:** 

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors/Consultants that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal contract provision (I) above, when federal funds are expended by the County of Albany, the Contractor/Consultant certifies that during the term and after the awarded term of an award for all contracts by the County resulting from the RFB/P # procurement process, the Contractor/Consultant shall provide the required written certification that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Contractor/Consultant further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any 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 a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The Contractor/Consultant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The aforesaid certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of the required certificate is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Does Contractor/Consultant certify? YES Authorized Representative's initials: 

(J) Procurement of Recovered Materials. When federal funds are expended by the County of Albany, it and its contractors/consultants must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include: (1) procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; (2) procuring solid waste management services in a manner that maximizes energy and resource recovery; and (3) establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Pursuant to Federal contract provision (J) above, when federal funds are expended the County of Albany, as required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6962(c)(3)(A)(i)), the Contractor/Consultant certifies, by initialing this document, that the percentage of recovered materials content for EPA-designated items to be delivered or used in the performance of the agreement will be at least the amount required by the applicable contract specifications or other contractual requirements.

Does Contractor/Consultant certify? YES **Authorized Representative's initials:** 

(K) Required Affirmative Steps for Small, Minority, And Women-Owned Firms for Contracts Paid for with Federal Funds – 2 CFR § 200.321 – When federal funds are expended by the County of Albany, Contractor/Consultant is required to take all affirmative steps set forth in 2 CFR 200.321 to solicit and reach out to small, minority and women-owned firms for any subcontracting opportunities on the project, including: 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Pursuant to Federal contract provision (K) above, when federal funds are expended the County of Albany, the Contractor/Consultant certifies, by initialing this document, that it shall take all affirmative steps set forth in 2 CFR 200.321 to solicit and reach out to small, minority and women-owned firms for any subcontracting opportunities on the project.

Does Contractor/Consultant certify? YES **Authorized Representative's initials:** 

RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.334

When federal funds are expended by the County of Albany for any contract resulting from the RFB/P # procurement process, the Contractor/Consultant certifies it shall comply with the record retention requirements detailed in 2 CFR § 200.334. The Contractor/Consultant further certifies it will retain all records as required by 2 CFR § 200.334 for a period of three (3) years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Contractor/Consultant certify? YES Authorized Representative's initials: 

CERTIFICATION OF COMPLIANCE WITH EPA REGULATIONS APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS IN EXCESS OF \$100,000 OF FEDERAL FUNDS

When federal funds are expended by the County of Albany for any contract resulting from the RFB/P # procurement process in excess of \$100,000, the vendor certifies that the vendor is in compliance with all applicable standards, orders, regulations, and/or requirements issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15.

Does Contractor/Consultant certify? YES Authorized Representative's initials: 

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When federal funds are expended by the County of Albany for any contract resulting from this procurement process, the Contractor/Consultant certifies it shall be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Does Contractor/Consultant certify? YES Authorized Representative's initials: 

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Contractor/Consultant certifies it shall be, and remain, in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Contractor/Consultant certify? YES **Authorized Representative's initials:**

CERTIFICATION OF NON-COLLUSION STATEMENT

Contractor/Consultant certifies that it has executed a certification under penalty of perjury as part of its response to the RFB/P # procurement solicitation that it is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does Contractor/Consultant certify? YES **Authorized Representative's initials:**

Albany County Request for Contract Approval

Contract #	2023-1426
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	BID
Department	A3110 - Sheriff
Date Submitted	Monday, November 06, 2023
Contact Person	Messen, Ronald
Contact Phone	() -518
Vendor Info	Amchar Wholesale 100 Airpark Drive , Rochester , NY 14624
Estimated Amount	\$99,999.00
Estimated Term	11/6/2023 to 11/5/2025
Scope of Services	To purchase and replace firearms, ammunition, & accessories within the Albany County Sheriff's Office
Budget Line Item	AA3110 - 22750 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

Date: November 6, 2023
To: Contract Administration Board (CAB)
From: Craig D. Apple Sr., Sheriff
Subject: RFB 2023-134-Ammuniton

Briefly, this request is to enter into an agreement between Albany County Sheriff's Office and Amchar Wholesale to purchase firearms, ammunition, and accessories to be used within the Albany County Sheriff's Office.

Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman
Hon. Bruce A. Hidley, County Clerk



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

TO: Pamela O'Neill, Purchasing Agent
FROM: Ronald Messen, Inspector 
RE: RFB #2023-134 Ammunition
DATE: November 6, 2023

We have reviewed the bid tabulation for the above referenced bid and have no objection with the selection of Amchar Wholesale and Atlantic Tactical for the submitted bid awarding to lowest bidder per bid tabulation and line item.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES
PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Ron Messen, Inspector Sheriff's Office

FROM: Alaina Nuvola, Purchasing Department

DATE: November 3, 2023

RE: Request for Bids #2023-135
Ammunition

Enclosed please find the bid received for your RFB #2023-135 Ammunition. Amchar Wholesale was the sole bidder. Please review and return your recommendation for award to the Purchasing Agent.

Official award notification will occur only when your department and purchasing agree on the vendor selection. This selection process should include the department head or, at minimum, the department head should be aware of the vendor selection.

Please do not forward to approving bodies or notify vendors until the above has been completed.

Please contact me if you require any additional information, or if I can be of further assistance.

enc.

Bid Tabulation RFB-2023-135 Ammunition

Quantity	Manufacturer/ Description	Atlantic Tac.	Unit Price	Amchar Wholesale	Unit price
130 ea	PA455S302MOS6H2 Glock G45MOS6 - Direct Mount Holosun 509T RD - w/Ameriglo Tall Back up sights-Black (AG NTF/NTR Sights)	No bid	No bid	\$ 815.00	\$ 105,950.00
30 ea	GLOGLAWUA265S202MOS Glock 26 MOS GEN 5 HGA 9MM FS 5.5LB 2 10RD MAGS FRONT SLIDE SERATIONS	No bid	No bid	\$ 430.14	\$ 12,904.20
30 ea	HE509T-RD X2 LEM Red Multi-Reticle, Titanium, Enclosed, Solar, Shake Awake, Pistol	\$ 355.88	\$ 10,676.40	\$ 360.97	\$ 10,829.10
30 ea	AMGGL429 AMERIGLO SIGHT SET TALL SET FOR SUPPRESSOR ALL GLOCK MODELS BLK FRNT/REAR	\$ 38.44	\$ 1,153.20	\$ 40.00	\$ 1,200.00
5 ea	HE509T-GR X2 LEM Green Multi-Reticle, Titanium, Enclosed, Solar, Shake Awake, Pistol	\$ 380.71	\$ 11,421.30	\$ 386.16	\$ 1,930.80
10 bx	SIMALAW 5320765 SIMUNITION AMO 9MM GREEN FX MARKING CARTRIDGES 50/RD LEAD PRIMER 500 ROUNDS	No bid	No bid	\$ 32.75	\$ 327.50
3 bx	SIMALAW 5306003 SIMUNITION SECURIBLANKS AMMO 9 MM SECURIBLANK LOUD GEN 2 50-ROUND	No bid	No bid	\$ 25.75	\$ 77.25
10 bx	SIMALAW 5320779 SIMUNITION AMMO 9MM FX NON-MARKING CARTRIDGES 50/BOX	No bid	No bid	\$ 33.30	\$ 333.00
		Grand Total:	\$ 23,250.90	Grand Total:	\$ 133,551.85



Quotation

100 Air Park Dr
 Rochester, NY 14624
 Phone: (585) 465-2863
 Fax: (585) 328-4406

DATE: 11/2/2023

Quotation For: Albany County Sheriff's Dept
 Attention: Ron Messen
 ronald.messen@albanycounty.com
 16 Eagle Street
 Albany, NY 12207
 Phone: (518) 655-7836

Quote is Valid For 30 Days

NYS OGS Contract Group 35200, PC68729

Prepared by Ted Pinelli Mobile - (585) 465-2863 - Email - ted.pinelli@amchar.com

SALES PERSON	CUSTOMER ID	SHIP DATE	SHIP VIA	FOB POINT	TERMS
Ted Pinelli	A57515	TBD	FedEx		Net 30
QUANTITY	DESCRIPTION	UNIT PRICE		DISCOUNT	AMOUNT
110	PA455S302MOS6H2 Glock G45MOS6 - Direct Mount Holosun 509T RD - w/Ameriglo Tall Back up sights-Black (AG NTF/NTR Sights)	\$ 815.00			\$ 89,650.00
					\$ -
					\$ -
					\$ -

We may need a exemption certificate so we can send you this product federal excise tax exempt. SUBTOTAL \$ 89,650.00
SHIPPING 30.00

Albany County Request for Contract Approval

Contract #	2023-1402
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	A3020 - Emergency 911
Date Submitted	Wednesday, October 25, 2023
Contact Person	Demarest, Kevin
Contact Phone	() -518
Vendor Info	INSIGHT PUBLIC SECTOR SLED 2701 E INSIGHT WAY, CHANDLER, AZ 85286-1930
Estimated Amount	\$61,175.39
Estimated Term	10/25/2023 to 10/24/2023
Scope of Services	Computer Equipment is necessary and essential to support direct communication to Albany County Deputies with Video to 911 deployment and seamlessly integrate with Apple iPads that are assigned to each deputy.
Budget Line Item	AA3020 - 22050 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

Date: October 25, 2023
To: Contract Administration Board (CAB)
From: Craig D. Apple Sr., Sheriff
Subject: Computer Equipment Purchase

Briefly, this request is to enter into an agreement between Albany County Sheriff's Office and Insight Public Sector to purchase Apple computer equipment. This equipment is essential to support direct communication to Albany County Deputies in context to Video to 911 deployment as well as to seamlessly integrate with the Apple iPad's already provided to each deputy.

Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman
Hon. Bruce A. Hidley, County Clerk

SOLD-TO PARTY 10738533

ALBANY COUNTY
 DIVISION OF PURCHASING
 112 STATE ST RM 820
 ALBANY NY 12207-2019

SHIP-TO

ALBANY COUNTY
 DIVISION OF PURCHASING
 112 STATE ST RM 820
 ALBANY NY 12207-2019

Quotation	
Quotation Number	: 0226781175
Document Date	: 19-OCT-2023
PO Number	:
PO release:	:
Sales Rep	: Sean Greenberg
Email	: SEAN.GREENBERG@INSIGHT.COM
Telephone	: +19175347091
Sales Rep 2	: Jacques Rioux
Email	: JACQUES.RIOUX@INSIGHT.COM
Telephone	: +15143738038

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
Z171000US	Mac Pro - Apple M2 Ultra chip - 24-core CPU - 60-core GPU - 192GB RAM - 4TB SSD - Feet OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 9599.00 Discount: 6.127%	1	9,010.84	9,010.84
SJGQ2LL/A	AppleCare+ - extended service agreement - 3 years - carry-in OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 499.00 Discount: 26.752%	1	365.51	365.51
Z17Z000US	Mac Studio - Apple M2 Ultra chip - 24-core CPU - 76-core GPU - 128GB RAM - 4TB SSD OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 6799.00 Discount: 4.064%	4	6,522.67	26,090.68
SJGC2LL/A	AppleCare+ - extended service agreement - 3 years OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 169.00 Discount: 26.876%	4	123.58	494.32
MMYW3LL/A	Apple Studio Display Nano-texture glass - LCD monitor - 5K - 27" - with tilt-adjustable stand OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1899.00 Discount: 5.749%	10	1,789.82	17,898.20

Material	Material Description	Quantity	Unit Price	Extended Price
SEL02LL/A	AppleCare+ - extended service agreement - 3 years - carry-in - for Studio Display OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 149.00 Discount: 26.899%	10	108.92	1,089.20
D6702Z/A	Apple Volume Purchase Programme Credit for Business - license - 1 license OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1.99 Discount: 49.749%	5,000	1.00	5,000.00
MWP02AM/A	Apple Thunderbolt 4 Pro - USB-C cable - 24 pin USB-C to 24 pin USB-C - 10 ft OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 159.00 Discount: 7.252%	4	147.47	589.88
MPNY3AM/A	Apple AirPods with Lightning Charging Case 3rd generation - true wireless earphones with mic OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 169.00 Discount: 5.805%	4	159.19	636.76

Product Subtotal	59,226.36
Services Subtotal	1,949.03
TAX	0.00
Total	61,175.39

PURCHASE ORDER REQUIREMENTS:

Quote Number:226781175

Purchase Order Number: _____

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Additional signature, where required

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Sean Greenberg
+19175347091
SEAN.GREENBERG@INSIGHT.COM

Jacques Rioux
+15143738038
JACQUES.RIOUX@INSIGHT.COM

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.
<https://www.insight.com/terms-and-policies>

Albany County Request for Contract Approval

Contract #	2023-1417
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	A1411 - Hall of Records
Date Submitted	Tuesday, October 31, 2023
Contact Person	Carlson, Craig
Contact Phone	() -518
Vendor Info	Image Integrator, LLC 1005 West Fayette Street Suite 3D, Syracuse, NY 13204
Estimated Amount	\$43,345.00
Estimated Term	10/31/2023 to 12/31/2023
Scope of Services	The Albany County Hall of Records respectfully requests your authorization to contract with Image Integrator Gimmel, LLC. They were the sole responsible and responsive bidder. This will allow the Hall of Records to purchase the Indus Large Format Book Scanner 5005 MAX (24"X36") for the Archives Unit. The scanner will be used to image numerous oversized archival books. Finally, the cost of the book scanner is \$43,345.00. The money will come from the Hall of Records scanning equipment line A 1411 22210.
Budget Line Item	AA1411 - 22210 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

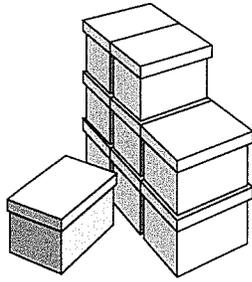
Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature

BRUCE A. HIDLEY
County Clerk



**ALBANY COUNTY
HALL OF RECORDS**
ALBANY COUNTY CLERK

CRAIG A. CARLSON
Deputy County Clerk

95 Tivoli Street
Albany, NY 12207
Phone: (518) 436-3663
Fax (518) 436-3678
www.albanycounty.com/achor

Memorandum

To: The Honorable Daniel P. McCoy, Albany County Executive; The Honorable Andrew C. Joyce Chairman, Albany County Legislature; The Honorable Bruce A. Hidley, Albany County Clerk

From: Craig A. Carlson
Deputy County Clerk
Albany County Hall of Records

Date: October 31, 2023

Subject: Request for Contract Approval
Image Integrator, LLC
Large Format Book Scanner

Please be advised that the Albany County Hall of Records respectfully requests your authorization to contract with Image Integrator Gimmel, LLC. They were the sole responsible and responsive bidder. This will allow the Hall of Records to purchase the Indus Large Format Book Scanner 5005 MAX (24"X36") for the Archives Unit. The scanner will be used to image numerous oversized archival books.

Finally, the cost of the book scanner is \$43,345.00. The money will come from the Hall of Records scanning equipment line A 1411 22210.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Craig Carlson Deputy Albany County Clerk, Hall of Records

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: September 6, 2023

RE: RFB-2023-099 Large Format Scanner

I am in receipt of your recommendation to award the aforementioned to Image Integrator LLC in the amount of \$43,345.00.

As Image Integrator LLC is the sole responsible and responsive bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the County Contract Administration Board, so that we may issue a Notice of Award.

Title: Purchase of Large Format Book Scanner
Bid Number: RFB-2023-099
Requesting Department: Albany County Hall of Records

BID SPECIFICATIONS

General

It is the intent of these specifications to describe an Indus Large Format Book Scanner 5005MAX. Albany County Hall of Records is requesting the purchase of approximately of one (1) scanner.

The units offered must be new (not previously owned). All standard accessories/options are to be provided in the unit price. The unit furnished to this specification shall meet or exceed all requirements herein. Vendors quoting equivalent brand must submit with their bid submission all product literature and specifications for the manufacturing they are bidding.

The name of any manufacturer, trade name, manufacturer or vendor catalog number mentioned in specifications and proposal sheets is for the purpose of designating a minimum standard of quality and type and for no other reason. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

Minimum Specifications:

Formats:

Minimum: 2" x 3 1/2" (5x8.9CM)

Maximum 24" x 36" (60.9 x 91/4CM) Flat Documents 24" x 35 7/8" (60.9x 91CM) Books when Open.

Technical Specifications:

Resolution: 200,300DPI

400 DPI True optical resolution

600 DPI highest resolution

Scan Time: 2.5 seconds for maximum scan area at 400 DPI in color

Interface: USB 3.0

Host Computer operating system: Windows 10, 64-bit

Software: Virtual Library

Illumination: LED

Dimensions: (H/W/D): 49.5" x 53" 43" (126 x 135x109 CM)

Weight: Net 325lbs (148 kg)

Power Supply

Voltage: 120V and 220/240V

Frequency: 50/60 Hz

Operating Environment:

Temp: 40 degrees to 104 degrees F (5degrees to 40 degrees C)

Relative Humidity

Noise: Less than 30 dB

All unit pricing is to include inside delivery, set-up, training, and the first year annual on-site maintenance agreement to include all parts and labor.

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Purchase of Large Format Book Scanner
Bid Number: RFB-2023-099

THIS BID IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 1000
Albany, NY 12207-2021

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to accept a Purchase Order for the goods described in the bid form and deliver said goods within the time indicated in this bid.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will submit the Contract Security and other documents required by the General Instructions to Bidder within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Bid, that:
 - (a) BIDDER has examined copies of all the Bid Documents and of the following addenda: (If none, so state)

Date
8/28/2023

Number
RFB-2023-099

(receipt of all of which is hereby acknowledged) and also copies of the Notice to Bidders and the Instructions to Bidders;

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

BF1

4. BIDDER will deliver the goods for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to deliver the Goods within the number of calendar days or by the specific date indicated in the Bid.
6. The following documents are attached to and made a condition of this Bid:
 - (a) Non-Collusive Bidding Certificate (Attachment "A")
 - (b) Acknowledgment by Bidder (Attachment "B")
 - (c) Vendor Responsibility Questionnaire (Attachment "C")
 - (d) Iranian Energy Divestment Certification (Attachment "D")
7. Communication concerning this Bid shall be addressed to:

Image Integrator LLC

Scott Secord

1005 W. Fayette Street, Suite 3D, Syracuse NY, 13204

Phone: 315-474-9788 Fax: 315-295-2528

E-mail: ssecord@ImageIntegrator.com

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

BID FORM

BID IDENTIFICATION:

Title: Purchase of Large Format Book Scanner
Bid Number: RFB-2023-099

Make and Model Indus 5005 MAX (see attached sheet for features include

Total Bid Price \$ 43,345.00

* Department To provide PC, monitor and network connection

COMPANY: Image Integrator LLC

ADDRESS: 100 SW. Fayette Street, Suite 3D

CITY, STATE, ZIP: SYRACUSE NY 13204

TEL. NO.: 315-474-9788

FAX NO.: 315-295-2528

FEDERAL TAX ID NO.: 27-0080053

REPRESENTATIVE: SCOTT F. SECORD

E-MAIL: ssecord@ImageIntegrator.com

SIGNATURE AND TITLE Scott Secord President

DATE 8/28/2023

1. Scan area for books as large as 24 inches tall x 35 7/8 inches wide when open flat.
2. Scan flat documents as large as 24 inches tall x 36 inches wide.
3. Spring loaded self-adjusting book cradle plates.
4. Cover glass moves vertically to allow turning pages of large books easily.
5. Built-in shroud covers the scanner at the top so ambient light cannot cause glare in the scanned image. Scanner can be placed anywhere in a well-lit room.
6. Scanning is bi-directional and therefore increases productivity.
7. LED illumination with 4-18 inches LED banks.
8. Color, Greyscale and B&W scanning in various industry standard formats.
9. Two 7500 pixel 3-line CCDs to give true 400 DPI/PPI resolution for the entire 24 inches x 36 inches scan area.
10. Two high resolution lenses, one for each CCD
11. Highest scanning resolution is 600 DPI.
12. Scanning speed is 2.5 seconds for color scan color for entire scan area at true 400 DPI or 600 DPI. No degradation of scan speed even at highest scanning resolution.
13. USB 3.0 interface to connect to host computer.
14. Entire optical system, CCDs, lenses and 4 banks of LEDs travel across the material being scanned to offer uniform sharp focus throughout the entire scan area. No degradation of sharpness in corners.
15. Three ways to scan. From software, from green button or foot switch.
16. Flat copy board for flat documents like maps, drawings, unbound newspapers.
17. Entire scanner Made.in USA (in Wisconsin)
18. On-site installation and training provided.
19. On-site maintenance provided.
20. Virtual Library software included. Windows 10 or 11 operating system

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

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

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

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

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

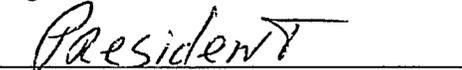
A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets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

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

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



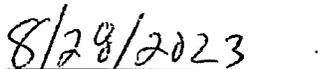
Signature



Title



Company Name



Date

ATTACHMENT "B"
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF New York)
COUNTY OF Onondaga) SS.:
On this 28th day of August, 2023, before me personally appeared Marian Fernandez 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.

MARIAN FERNANDEZ
Notary Public, State of New York
No. 01FE6284591
Qualified in Onondaga County
Commission Expires 06/17/2025

Marian Fernandez
Notary Public, State of New York
Qualified in Onondaga County
Commission Expires 06/17/2025

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:
On this _____ day of _____, 200__, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, 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.

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

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:
On the _____ day of _____, 200__, before me personally came _____ to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

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

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

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR		
2. VENDOR'S LEGAL BUSINESS NAME <i>Image Integrator LLC</i>		3. IDENTIFICATION NUMBERS a) FEIN # <i>27-0080053</i> b) DUNS # <i>183679615</i>
4. D/B/A - Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) <i>www.imageintegrator.com</i>
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>1005W. Fayette Street, Suite 3D Syracuse NY 13204</i>		7. TELEPHONE NUMBER <i>315-474-9788</i>
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE. if different from above</i>		8. FAX NUMBER <i>315-295-2528</i>
		10. TELEPHONE NUMBER
		11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name <i>Scott F. Seard</i> Title <i>President</i> Telephone Number <i>315-474-9788</i> Fax Number <i>315-295-2528</i> e-mail <i>SSeard@ImageIntegrator.com</i>		
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS <i>Scott F. Seard, Deanna M. Guggen</i>		
a) NAME <i>Scott F. Seard</i>	TITLE <i>President</i>	b) NAME <i>Deanna M. Guggen</i>
c) NAME	TITLE	d) NAME
TITLE <i>Vice President</i>		
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.		
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

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

Yes No

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

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

I "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

President

Title

Emmett Integrator LLC

Company Name

8/28/2023

Date

Save	Cancel
------	--------

*indicates required field

GENERAL CONTRACT INFORMATION

Department * A1345 - Central Purchasing ▲
 A1355 - Real Property
 A1364 - Tax Acquired Property
 A1410 - County Clerk
 A1411 - Hall of Records
 A1420 - Law
 A1430 - Civil Service
 A1432 - Human Resources
 A1440 - Plans & Projects ▼

Contract Type * B) CAB Contract ▼

Contract Action * A) New ▼

Contract Action Type N) None ▼

Resolution Number
 Number: Year:

Date Submitted 10/31/2023

Expiration Date * 12/31/2023

Contact Person * Carlson, Craig;
(Email, Department and Phone Number will auto populate for the Contact Person after the form has been saved)

Is this contract for a grant award? * No ▼

*A grant award refers to a contract in which Albany County is a recipient of funds from a granting agency. This does **NOT** refer to a contract that is being paid for using grant funds.*

If yes, provide the Website/Portal address for Electronic Signature:
 Example:
https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx

NOTE: Attach the grant agreement to this contract submission.

Contract Number Assigned by Grantor:
 Example: C37294GG

VENDOR INFORMATION

Vendor Name * Image Integrator, LLC

Street Address * 1005 West Fayette Street Suite 3D

City * Syracuse

State *

Zip *

Estimated Amount *

Estimated Term * Start Date: End Date:

Scope of Service *

The Albany County Hall of Records respectfully requests your authorization to contract with Image Integrator Gimmel, LLC. They were the sole responsible and responsive bidder. This will allow the Hall of Records to purchase the Indus Large Format Book Scanner 5005 MAX (24"X36") for the Archives Unit. The scanner will be used to image numerous oversized archival

BUDGET - APPROPRIATION CODE

Please indicate bond code if applicable. **Example: HHSB**

Account Code * Object Code (Example: 44046)

<input type="text" value="AA1411"/>	<input type="text" value="22210"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

CAPITAL PLAN

Choose the most recent Capital Plan for this project, from drop down below.

For the Bond number enter the four character code. **Example: HHY7 or HHUK**

Year * Account Code (Example: HHT85197)

<input type="text"/>	<input type="text"/>

FISCAL IMPACT

County:*	State:*	Federal:*
<input type="text" value="100"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %
Local: *	Other: *	Other, Source:
<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text"/>

REVENUE CODE

If applicable, input full object code beginning with '0'. **Example: 01234**

<input type="text" value="N/A"/>	<input type="text"/>
<input type="text" value="N/A"/>	<input type="text"/>

Select People

N/A

N/A

Anticipated in Current Budget?

Yes

BID RFP RFQ Completed?*

Yes - BID

If yes, provide number

2023-099

Comments

Please Note: Required fields are noted with a red asterisks (*). Please review the form before submitting to make sure you have entered information for all of the required fields. **If you hit save and are not redirected back to the list of contracts you are missing a required field.**

Attachments

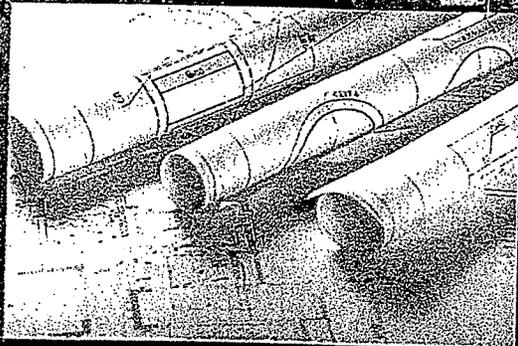
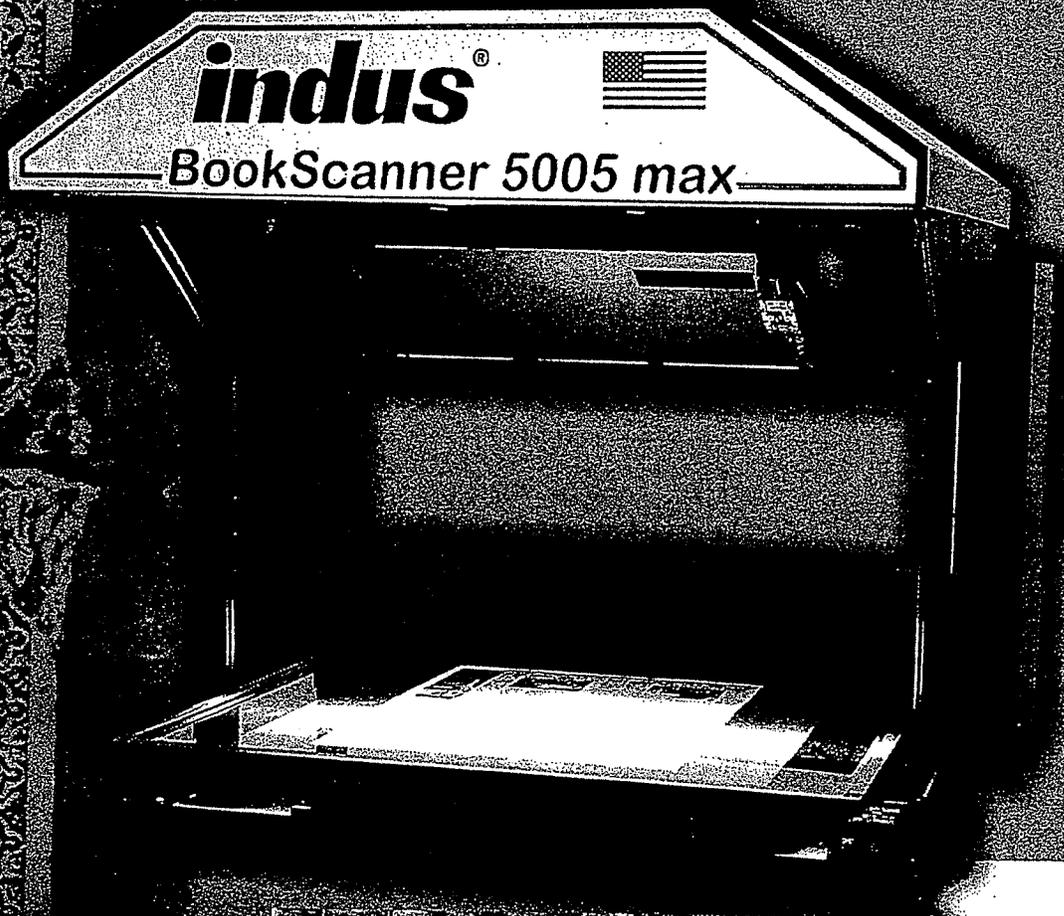
C:\fakepath\CAB Packet-Hall of Records 10-31-23.pdf Delete

Save

Cancel

BOOKSCANNER 5005 MAX

ADVANCED
LARGE FORMAT
SCANNER



indus®

A large format planetary overhead scanner designed for books, fragile maps, both pages of a newspaper, drawings, manuscripts and scrolls

Scanning or copying pages from large format books has always been an unwieldy task and scanning fragile large format documents using sheet feeder scanners means risk of damage to the documents.

The BookScanner 5005MAX makes these tasks easy and safe. Scanning from overhead, protecting the binding of the books and at the same time producing high quality color, grayscale and black & white images, faster than any other scanner that uses line CCD technology.

Largest Scan Area + Highest Resolution

The BookScanner 5005MAX can scan a book as large as 24" tall x 35 7/8" wide (609 x 914 mm) when open flat and single sheets as large as 24" tall x 36" wide (609 x 914 mm), at true 400 DPI optical resolution with highest scanning resolution of 600 DPI.

Formats Supported

The BookScanner 5005MAX supports the most popular formats: TIFF, JPEG, JPEG 2000, PDF, PDF/A and uncompressed Color, Grayscale, Black & White TIFF.

Quality Scans

Image quality is the most important requirement to the user. The BookScanner 5005MAX is designed for sharp, high resolution, high quality images due to its use of two 3-Line CCDs, 7500 pixel each that travel across the material being scanned. This produces distortion free images, of uniform sharpness corner to corner.

Fast Speed and Bi-Directional for Maximum Productivity

The BookScanner 5005MAX is fast at 2.5 seconds per scan when scanning at 400 DPI the entire 24" x 36" (609 x 914 mm) scan area at 400 DPI in color. No time is wasted because this scanner is a bi-directional scanner.

Full cover at the top to block ambient light that can cause glare

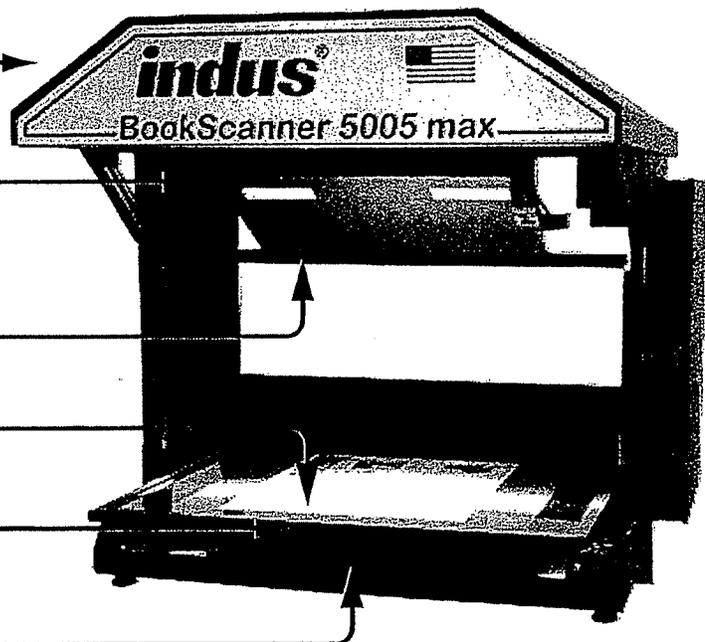
Two 3-Line CCD to give true optical resolution of 400 dpi across entire scan area

LED band

24" x 36" (609 x 914mm) scan area

Vertically rising cover glass

Built-in self adjusting book cradle



Superior Illumination

In any imaging system, good illumination is important to produce high quality results. The BookScanner 5005MAX uses a bank of powerful long life LEDs that only illuminate a small portion of the original at any one time and travel with the imaging system to produce vivid, high quality images.

Built-in Self Adjusting Book Cradle

Prevent damage to spines of thick books and even out the two sides of the book to obtain flat and focused images with the help of the built-in self adjusting book cradle and cover glass.

Vertically Rising Cover Glass

To make turning pages of large format books easy, the cover glass moves vertically up with minimal effort thanks to the counter balance springs.

Accessories for Flexibility and Convenience

- Foot Switch
- Copy Board
- Custom Cabinet

Bundled with Virtual Library Software

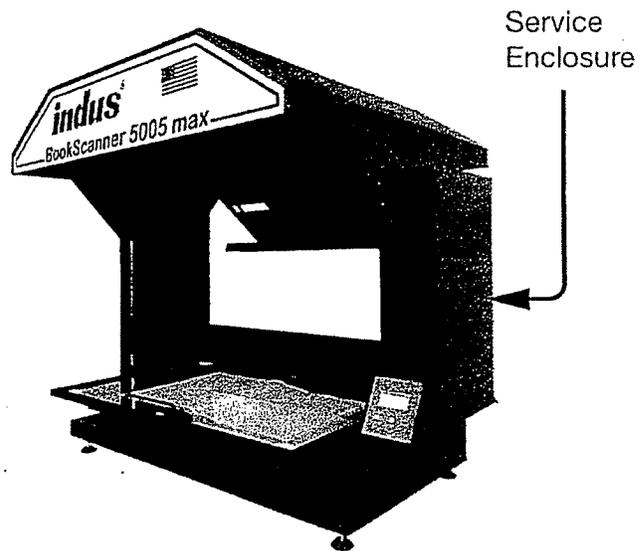
Every BookScanner 5005MAX is delivered with Virtual Library software. Configure the scanner to deliver automatically deskewed, black border eliminated, high quality images. Set for color, grayscale or black & white images. Control the resolution. Fast viewing, panning, zooming, rotation, multi-masking and cropping are all included. Click to switch from English to other languages. Create meta data, publish images to the web and much more using ResCarta, added at no cost.

The Indus Advantage

We provide complete turnkey solutions including on-site installation, user training, and most important of all, on-site service to keep your scanner and software current. Reduce downtime with Indus' on-site service.

Service Convenience by Design

All the main components are modular and situated in a convenient position for a service technician to reach and work at a convenient standing position. No need to pull scanner forward to reach for components lodged under the scanner.

**THE SCANNER WITH A BRAIN.**

User-friendly features for easy operation:

- Automatic Color Compensation
- Automatic format recognition
- Recognition and suppression of black borders
- Automatic page separation
- Flexible format selection
- On-screen adjustments for production environments
- Bi-directional scanning

The Many Uses of the BookScanner 5005MAX

- **Use for Preservation and Archival Quality Scanning of Special Collections**

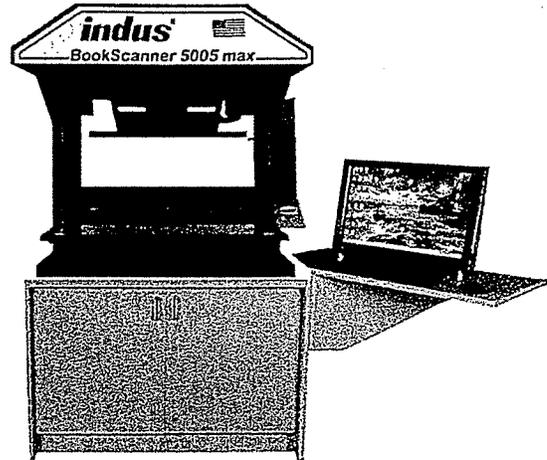
Because the quality is superb and the image is sharp from corner to corner, the colors are vivid and very closely match the original.

- **Use for inter-library Loan Work**

Because we have seamlessly integrated the software to popular document delivery systems like Odyssey

- **Use as a Production Scanner in a Service Bureau**

Because the scanner is fast and can scan large format books and flat documents like 2 pages of a newspaper, engineering drawings and maps that may be very fragile and enables it to achieve high productivity.



BookScanner 5005MAX with optional cabinet

Specifications:**Formats:**

- Minimum: 2" x 3.½" (5 x 8.9 cm)
- Maximum: 24" x 36" (60.9 x 91.4CM) Flat Documents
- 24" x 35 7/8" (60.9 x 91cm) Books when open.

Technical Specifications:

- Resolution: 200, 300 DPI
- 400 DPI true optical resolution
- 600 DPI highest resolution
- Scan time: 2.5 seconds for maximum scan area at 400 DPI in color
- Interface: USB 3.0
- Host computer operating system: Windows 10, 64-bit
- Software: Virtual Library
- Illumination: LED
- Dimensions: (H/W/D): 49.5" x 53" x 43" (126 x 135 x 109 cm)
- Weight: Net 325 lbs. (148 kg)
- Power Supply:
 - Voltage: 120V and 220/240V
 - Frequency: 50/60 Hz
- Operating environment:
 - Temp: 40° to 104° F (5° to 40° C)
 - Relative humidity:
- Noise: <30 dB

Accessories:

Foot switch

Options:

Copy Board
Custom work station

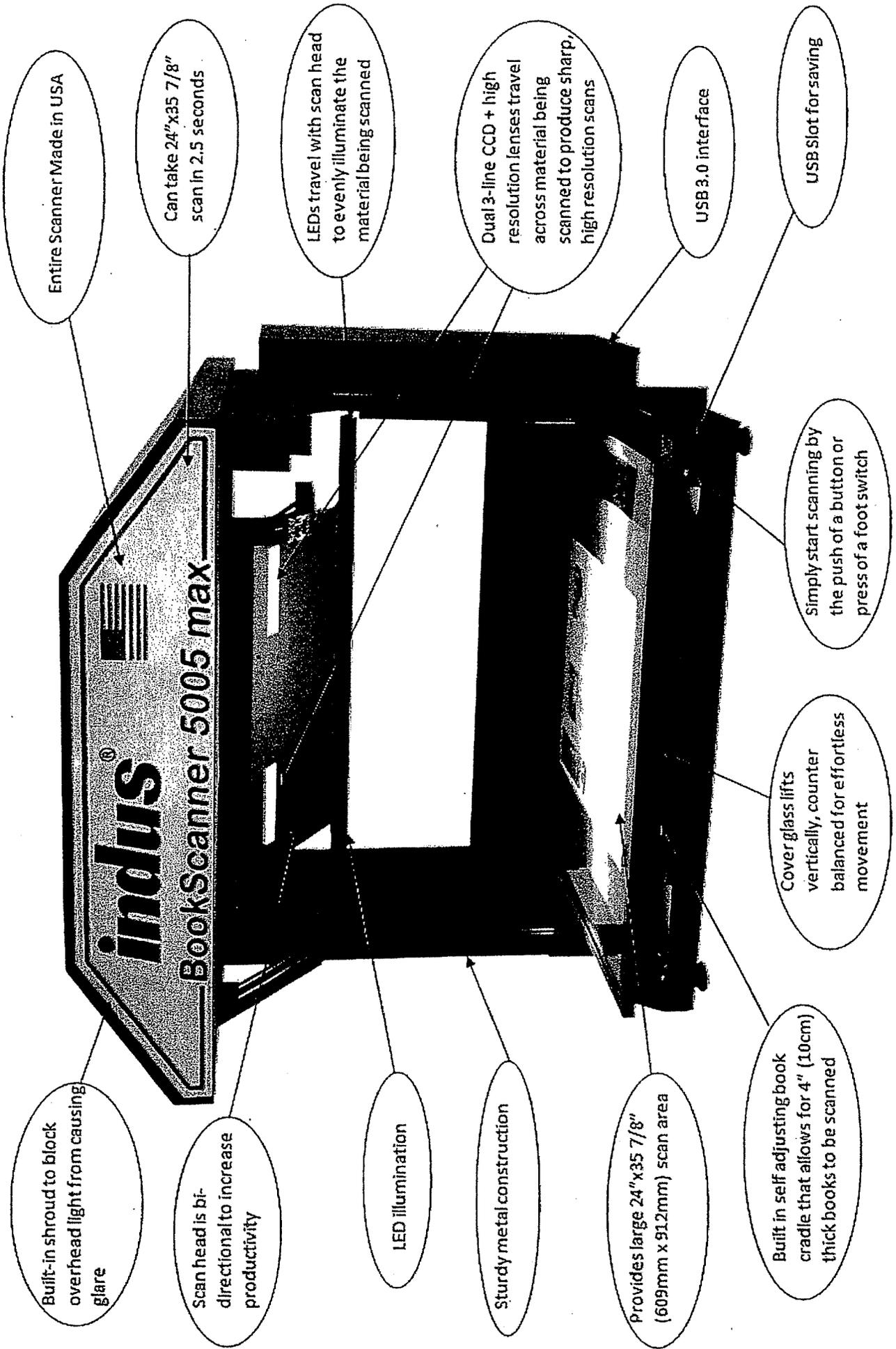
All specifications listed are subject to changes.

indus[®]
www.indususa.com

Indus MIS, Inc. 340 South Oak St. West Salem, WI 54669
1-608-786-0300 1-800-843-9377

Indus BookScanner 5005 MAX

Full of Unmatched Features



Built-in shroud to block overhead light from causing glare

Scan head is bi-directional to increase productivity

LED illumination

Sturdy metal construction

Provides large 24"x35 7/8" (609mm x 912mm) scan area

Built in self adjusting book cradle that allows for 4" (10cm) thick books to be scanned

Entire Scanner Made in USA

Can take 24"x35 7/8" scan in 2.5 seconds

LEDs travel with scan head to evenly illuminate the material being scanned

Dual 3-line CCD + high resolution lenses travel across material being scanned to produce sharp, high resolution scans

USB 3.0 interface

USB Slot for saving

Simply start scanning by the push of a button or the press of a foot switch

Cover glass lifts vertically, counter balanced for effortless movement

Image Integrator

Invoice

DATE 11/1/2023

1005 W.Fayette Street, Suite 3d
Syracuse, NY 13204
Phone 866-252-9442 Fax 315-295-2528

INVOICE # 11123

Bill To:
ALBANY COUNTY HALL OF RECORDS
95 TIVOLI STREET
ALBANY NY, 12207

Comments or Special Instructions: INDUS MAX 5005 SCANNER

Description	AMOUNT
INDUS LARGE FORMAT SCANNER WITH SOFTWARE, INSTALLATION AND TRAINING	48,490.00
ONSITE SERVICE CONTRACT SERIAL # LF-00209	
COUNTY DISCOUNT	(5,145.00)
BID # RFB-2023-099 PO TO FOLLOW	
Sales Tax: Tax Exempt	
TOTAL	\$ 43,345.00

THANK YOU FOR YOUR BUSINESS!

Albany County Request for Contract Approval

Contract #	2023-1389
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date Submitted	Friday, October 20, 2023
Contact Person	Gaudio, Angelo
Contact Phone	() -518
Vendor Info	LEPPERT-NUTMEG INC. 113 WEST DUDLEY TOWN ROAD, BLOOMFIELD, CT 066002
Estimated Amount	\$27,945.79
Estimated Term	12/1/2023 to 5/31/2024
Scope of Services	INSPECT & REBUILD A 300HP DRY PIT PUMP MOTOR FOR INFLUENT PUMP NO. 6 AT THE NORTH PLANT
Budget Line Item	GG8130 - 44070 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MC COY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
1 CANAL ROAD SOUTH
ALBANY, NEW YORK 12204
REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207
PHONE: (518) 447-1611 FAX: (518) 433-0369
www.albanycounty.com

COMMISSION
DENNIS RIGOSU
CHAIRMAN
JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
MAGGIE ALIX
CHARLES G CARLUCCIO
ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

October 23, 2023

Hon. Daniel P. McCoy
County Executive
112 State Street
Albany, NY 12207

Hon. Andrew Joyce
Chairman
Albany County Legislature
112 State Street – Suite 710
Albany, NY 12207

Hon. Bruce Hidley
County Clerk
112 State Street
Albany, NY 12207

**Re: RFB-2023-115 North Plant #6 Motor Rebuild
Contract Authorization – Leppert-Nutmeg Inc.**

Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District (District) is requesting authorization to award the above subject contract to Leppert-Nutmeg, Inc. for the North Plant #6 motor rebuild. The contract term is estimated at six months from the date of award. The total estimated contract value is \$27,945.79 for the contract term.

Four bids were received and Leppert-Nutmeg, Inc., was the lowest responsible bidder. The bid tabulation, District's recommendation memo and Purchasing Division's concurrence memo are attached herein.

Should you have any questions please feel free to contact me at 518-447-1617.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angelo Gaudio".

Angelo Gaudio, P.E.
Executive Director

Enc: Quotes

cc: Lucas Rogers, Policy Analyst
Zachary Smetana, Budget Analyst



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Angelo Gaudio
Executive Director

FROM: Pamela O Neill *Pamela O Neill*
Purchasing Agent

DATE: October 20, 2023

RE: RFB 2023-115 North Plant #6 Motor Rebuild

I am in receipt of your recommendation to award the aforementioned to Leppert-Nutmeg Inc in the amount of \$27,945.79.

As Leppert-Nutmeg Inc is the lowest responsible and responsive bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the Contract Administration Board, so that we may issue a Notice of Award.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
1 CANAL ROAD, SOUTH
ALBANY, NEW YORK 12204
REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207
PHONE: (518) 447-1611 FAX: (518) 433-0369
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CHAIRMAN

JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
MAGGIE ALIX
CHARLES G. CARLUCCIO

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

MEMORANDUM

To: Pamela O'Neill, Purchasing Agent
From: Angelo Gaudio, Executive Director 
Subject: RFB-2023-115 North Plant #6 Motor Rebuild
Date: October 20, 2023

The Water Purification District completed its review of the four bidders that responded to the above referenced RFB and recommends award to the lowest responsible bidder, Leppert-Nutmeg Inc.

The contract term is estimated at 6 months for completion of work. The estimated annual contract amount is \$27,945.79.

Please return your notice of concurrence so that I may submit this award request for CAB approval.

Should you have any questions regarding this recommendation I may be reached at 447-1611.

AG,

RFB # 2023-115

Item Description	Eckert		Leppert-Nutmeg		KJ Electric		Pro Pump Corp	
	Price		Price		Price		Price	
Lump Sum Bid Amount for Parts and Labor	\$98,048.00		\$24,945.79		\$32,000.00		\$44,850.00	
Contingency	\$3,000.00		\$3,000.00		\$3,000.00		\$3,000.00	
Total Bid Amount	\$101,084.00		\$27,945.79		\$35,000.00		\$47,850.00	
Warranty Period for Repair	270 Days		3 Year		1 Year		1 Year	

Albany County Request for Contract Approval

Contract #	2023-1405
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date Submitted	Thursday, October 26, 2023
Contact Person	Dillon, Patrick
Contact Phone	() -518
Vendor Info	Colonie Senior Resources 12 Metro Park, Suite 103, Albany, New York 12205
Estimated Amount	\$95,020.00
Estimated Term	1/1/2024 to 12/31/2024
Scope of Services	The Contractor shall provide services to Albany County caregivers of older adults age 60 years and older. Services include counseling, information and assistance, public information and care management.
Budget Line Item	AA6772 - 44046 - - -
Fiscal Impact	County: 25.00% State: 0.00% Federal: 75.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
100 HERITAGE LANE
ALBANY, NEW YORK 12211
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board
From: Patrick Dillon, Contract Administrator
Date: November 1, 2023
Re: Request for CAB approval

Program:	III Elderly Caregiver
Provider:	Town of Colonie Resource Center
Contract Term:	1/1/24 – 12/31/24
Contract Amount:	\$95,020.00
Older Adults Served:	100+ Care Receivers / Caregivers

This request is for approval to enter into a contract with the said Contractor to ensure the provision of caregiver support program for the stated contract term. The Contractor will provide the following services to older adults 60 years and older and their caregivers in Albany County:

1. Public Information – the Contractor provides a public and media activity that conveys information to caregivers about available services, which can include an in-person interactive presentation to the public: a booth/exhibit at a fair, conference, or other public event; and a radio, TV, or Web site event.
2. Caregiver Case Assistance/Consult and Program Placement and Caregiver Counseling – the Contractor assists caregivers in gaining knowledge and skills related to the caregiver role such as daily living, legal issues(power of attorney, living wills), managing difficult behaviors, nutrition, health and wellness.

A Request for Proposal No. 2023-107 issued on July 28, 2023 requesting providers submit a proposal regarding Elder Caregiver Services. There was six (6) proposals evaluated and rated by the department scoring committee using the following criteria:

- Clarity and completeness of proposal.
- Proposer's qualifications and past experience in serving target population.

- Responsiveness to the initiative's priorities and goals.
- Clarity of proposed budget.
- Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.

After reviewing the proposals and rating scores the Elder Caregiver Service proposals were awarded as follows;

1. Life Path; Awarded - \$90,000.00
2. Colonie Senior Service Centers; Awarded - \$36,000.00
3. Town of Colonie Senior Resources; Awarded - \$95,020.00
4. Community Caregivers; Awarded - \$11,340.00
5. Catholic Charities; Awarded - \$31,260.00
6. Daughters for Hire; Awarded - \$69,962.50

Total Awarded to Providers - \$333,582.50

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)



RFP #2023-107

CAREGIVER SUPPORT PROGRAMS

ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588

TITLE: CAREGIVER SUPPORT PROGRAMS
RFP NUMBER: 2023-107

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

Yes / No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP # 2023-107

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- Could not meet Scope of Services.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- Project not suited to firm.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2023-107**

Sealed Proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA) will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM local time on Friday, September 22nd 2023

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, starting by close of business (4:30 p.m.) on August 31st 2023

Pamela O Neill
Purchasing Agent

Dated: August 22, 2023
Albany, New York

PUBLISH ONE DAY – September 7, 2023 -- THE EVANGELIST
PUBLISH ONE DAY – August 31, 2023 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
CAREGIVER SUPPORT PROGRAMS
ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)
RFP #2023-107

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

1.1 The County of Albany is seeking proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA). The County of Albany will implement a “multifaceted” system of support services for caregivers.

1.2 The Caregiver Support Program is designed to support informal caregivers -- family, friends and neighbors -- as they carry out their caregiving responsibilities. The goal of this program is to provide a multifaceted system of support services for informal caregivers of older people and grandparents and other relatives caring for children. This program helps sustain informal caregivers in their efforts to care for older people (60+) in Albany County who have chronic illnesses or disabilities and promotes their ability to remain in their homes and local communities. For grandparents and other relative caregivers of children, the program promotes the retention of these children in a nurturing family environment, instead of placement in foster care.

1.3 Implementation of the National Family Caregiver Support Program under Title III-E of the OAA, the U.S. Administration on Aging (AoA)/Administration for Community Living (ACL) Nursing Home Diversion Modernization grants, and the Lifespan Respite grant initiatives, have given caregiver-directed service delivery models very high national visibility, including in the aging network. Like consumer direction, caregiver direction is a service delivery model that provides caregivers with more control and choice in the care they identify for respite purposes. Depending on the parameters established by a program, caregivers, in agreement with the care receiver, acting as employer (e.g., train, manage and dismiss their workers, etc.) may choose which respite services to use; which providers or workers to hire; what time of day workers will come; whether to hire family members; and/or some combination thereof.

1.4 Often the focus of consumer-directed services are on the person directly receiving care; however, the intent of the caregiver-directed respite service delivery model under the NFCSP is to focus on the caregiver and support the caregiver with identifying and implementing respite services that would provide them with a break from their caregiving responsibilities. Implementing a caregiver-directed respite service delivery model will offer caregivers greater flexibility, with a person-centered approach. Under this model, caregivers are assessed to determine their needs, capabilities, and preferences, including their ability to self-direct. This includes recruiting, hiring, scheduling, supervising, training, and/or terminating the respite provider they have chosen to provide supports in or out of the home.

On-going funding for Elder Caregiver Support Program is solely based on federal funding allocations and should not be relied upon for future availability.

SECTION 2: RECEIPT OF PROPOSALS

2.1 One (1) copy, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer.

Proposals must be received no later than 4:30 P.M. on FRIDAY, SEPTEMBER 22, 2023 at the following address:

Pam O'Neill
Albany County Purchasing Agent
112 State Street, Room 1000
Albany, New York 12207

2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.

2.6 Albany County reserves the right to waive any and all informalities and to disregard all nonconforming, non-responsive or conditional Proposals.

2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.

2.8 Proposals will be examined and evaluated by Albany County Department for Aging.

2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

3.1 Provide the name, a brief history and description of your firm.

3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses with qualifying professional experience, skill sets and/or appropriate certifications and the location of the office from which each work.

3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).

3.4 The Proposer must have written policies and procedures in place to ensure the provision of services under the NFCSP complies with the standards described in this document. Policies and procedures must include:

- An organizational chart;
- Personnel policies;
- Job descriptions with specific qualifications (e.g., qualifying professional experience, skill sets, and relevant certifications);
- Orientation and training;
- Contributions;
- Program monitoring;
- Record keeping;
- Reporting;
- NFCSP participant eligibility;
- Service parameters (e.g., hourly or monetary caps) for respite care and supplemental services;
- Equal access/targeting (refer to the most recent issuance of the NYSOFA Equal Access to Services and Targeting Policy PI);
- Safety, including preventive and emergency procedures (fire, weather, participant illness, and injury); m. NFCSP participant survey administration;
- Assessments;
- Provision of services to older relative caregivers, if applicable;
- Grievance procedures (refer to the most recent issuance of the NYSOFA Title III Grievance Procedures PI); and
- Parameters for administering an emergency respite program, if applicable

3.5 If applicable, the Proposer, must have written policies and procedures related to caregiver-directed respite service delivery including:

- Respite provider roles and responsibilities;
- Respite provider requirements (e.g., age, training requirements, relationship to participant, use of informal providers vs. agencies);
- Resources and methods for assisting caregivers with finding a respite provider, if desired by the caregiver;
- Respite types being offered (e.g., in-home, out-of-home [day], out-of-home [overnight]);
- Payment mechanisms being used (e.g., fiscal intermediaries or respite vouchers);
- Respite voucher parameters, if applicable (e.g., timeframe, amount);
- Application process;
- Listing and description of program forms being used (e.g., Respite Provider Agreement, Hold Harmless Form, timesheets for respite providers);
- Program eligibility requirements;
- Process for determining eligibility and prioritization of awards;
- Referral process for applicants who are ineligible for services;
- Administrative functions and processes (e.g., record keeping, data tracking);
- Program evaluation and quality assurance methods and processes; and
- Methods for advertising and public awareness.

3.6 Detail your firm's experience with caregiver programs.

3.7 Provide at least two (2) references from similar projects including name, addresses and telephone numbers and brief description of project.

3.8 Provide any additional information that would distinguish your firm in its service to Albany County.

3.9 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.

3.10 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM (NFCSP)

4.1 The Contractor, must comply with and require its caregiver support service providers to comply with all applicable federal, State, and local laws, regulations and issuances, including the ADA and

Section 504 of the Rehabilitation Act, and all program standards, standard assurances, and program instructions (PIs) issued by NYSOFA that apply to such activities. (EXHIBIT "A").

4.2 CAREGIVER SUPPORT, SERVICE, AND DELIVERY

1. The Contractor, must make the following services available to eligible caregivers in accordance with OAA § 373(b): f) The NFCSP program: 1. Meet the needs of the caregiver and enhance support given to the care receiver; 2. Help the caregiver become a better advocate and more confident in assisting the care receiver with their physical, cognitive and behavior needs; 3. Help deter placement in a long-term care facility and promote continued care within the home and/or in an alternative community setting for older adults for as long as possible or desirable; and 4. Help provide support to older relative caregivers for children, if desired.

a) Public Information: provides outreach activities and interventions initiated by the provider for the purpose of identifying potential clients and encouraging their use of the available services and benefits. Information services can include: articles in newspapers, brochures, public service announcements on radio, television, or group presentations and at events such as health fairs. There is no client eligibility/ data collection requirement for public information. One unit = one session or event.

b) Information and Assistance: provides assistance to caregivers in gaining access to the services and resources available within their community on a one to one basis. The caregiver may be assisted in defining problems/needs and capacities, receives direction or guidance relative to those problems and is linked to services and opportunities to meet the problems/needs. Also included in this is follow-up, to the extent possible, ensuring that the caregiver receives the service. One unit = individual session.

c) Support Groups & Caregiver Training: Counseling, support groups and training refer to arrange of individual and /or group services that are intended to assist caregivers in gaining knowledge and/or skills related to their caregiver role. Counseling may include individual or group counseling, mediation or resolution, peer counseling, grief counseling. The groups may be in-person, on-line and/or telephone support groups. Groups may be designed for anyone in a caregiving role or they may be for specific caregivers. They may be educational and/or supportive and sharing, long term or short term. Training programs may be delivered in one session or in a series, the duration may vary from an hour to a full day or longer, and cover numerous topics that can help and support the caregiver in their caregiving capacity. Examples are skills related to assisting care receivers with activities of daily living, legal issues such as power of attorney and living wills, managing difficult behaviors, nutrition, health/wellness such as stress reduction exercises. One unit = one group or individual session.

d) Respite: Respite provides caregivers with a temporary break from their caregiving responsibilities while at the same times providing direct services to the care recipient. It must meet the needs of both the caregiver and the care receiver. It can take the form of In-Home Contact & Support (e.g., personal care level I or level II, home health aid or supervision/companion), Adult Day Services (social adult day care or adult day health care) or overnight respite (e.g., nursing home, adult home, assisted living facility.). an

older adult (60 and older) who is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person. One unit = one hour of service of contact of in-home contact & support, one occurrence of shopping assistance, one hour of 24 hour nursing home/adult care facility or one hour of day care program.

e) Supplemental Services: Personal Emergency Response Systems (PERS) and Transportation: Supplemental services are meant to compliment the care provided by the caregivers such as escort transportation, HDM's, and PERS. This service type has a funding cap. The program cannot spend more than 20% on supplemental services. In order for the caregiver to be eligible, the care receiver must be frail as defined in the Older Americans Act. This means that the care receiver is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person with 2 ADL's or cognitive impairment. Transportation unit = one way trip, PERS = one unit for each month.

f) Emergency Respite; 1. The designated contractor, has the option of offering an emergency respite component. All eligibility requirements applicable to traditional services under the NFCSP also apply to this service delivery model. 2. Policies and procedures must be established and should comply with the standards and requirements defined this document. 3. A caregiver assessment must be completed within five (5) business days after the start of emergency respite service delivery.

4.3 PARTICIPANT ELIGIBILITY AND ASSESSMENTS

1. The following populations of caregivers are eligible for services under the NFCSP:

- a. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals sixty (60) years of age and older;
- b. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals of any age with Alzheimer's disease or related disorder. Related disorders include dementia, traumatic brain injury, mild cognitive impairment, and chronic traumatic encephalopathy;
- c. Older relatives (not the parents) fifty-five (55) years of age and older living with and providing care to children under the age of eighteen (18); and
- d. Older relatives (including the parents), fifty-five (55) years of age and older living with and providing care to an adult(s) age eighteen (18) to fifty-nine (59) with disabilities.

NOTE: Respite and supplemental services must only be provided to the caregivers of "frail" older adults (refer to definition of frail in Section II). Caregivers who meet the definition of older relative caregiver are eligible for all five (5) service types.

4.4 ACCESSIBILTY AND PRIORITIZATION

1. The designated contractor, must have an NFCSP that satisfies the following requirements:
 - a. Provides barrier-free access to its services that accommodates individuals with disabilities and access for individuals who communicate in languages other than English, and ensure accessibility compliance in the following:
 - i. Physical accessibility, as per federal, State, and local laws, regulations, and issuances;
 - ii. Language accessibility for consumers with limited English proficiency (at a minimum, must establish a telephonic interpretation service contract with language interpretation services provider); and
 - iii. Communication accessibility for individuals with disabilities through auxiliary aids and services such as 711/NY Relay, TTY/TTD, large print materials, audio recordings, or Braille.
 - b. Provides maximum service accessibility to caregivers who are in the greatest social or economic need, with particular attention to low-income minority individuals.
 - c. To the maximum extent possible, makes space available supportive services, educational services, and recreational activities that protects the privacy of participants.
 - d. Ensures participants are registered in accordance with NYSOFA's reporting requirements.
 - e. Monitors participants to determine the need for additional caregiver support services and facilitates referrals when necessary.
 - f. Has processes for NFCSP service providers (direct or contracted) to alert the AAA to conditions or circumstances which may endanger the caregiver, care receiver, other participants, workers, or volunteers.

Assessment: Clients of respite or supplemental services must receive a comprehensive face-to face assessment before services can be delivered. The assessment will determine the functioning capacity of the care receiver. Assessment will consist of care planning, arranging for services, and follow up monitoring and discharge. The assessment process will help the caregiver and care receiver gain access to appropriate services, benefits and entitlements. For associated expenses related to this service.

4.5 MONITORING

1. The Contractor designated by the AAA, must adopt written policies and procedures for the following:
 - a. Monitoring all contracted and directly provided caregiver support services in accordance with NYSOFA's monitoring requirements, including a review of caregiver support program specific requirements; and
 - b. Ensuring documentation of all monitoring and technical assistance activities.

4.6 CONTRIBUTIONS

1. The Contractor designated by the AAA, must implement voluntary contribution policies and procedures consistent with NYSOFA's most recent Program Income Policy.

4.7 INSURANCE

1. The Contractor designated by the AAA, must require each caregiver support provider to maintain the following forms of insurance coverage when applicable and feasible:

- Facility insurance;
- Vehicle insurance;
- Workers' compensation;
- Unemployment;
- Product liability;
- Personal liability, including volunteers; and
- Bonding/commercial insurance policy covering losses from employee theft.

4.8 CONTRACTS WITH SERVICE PROVIDERS

1. The Contractor designated by the AAA, will ensure that all contracts with caregiver support service providers include:

a. Contract terms that are consistent and compliant with federal, State, and local laws, regulations, and issuances. They must include the NYSOFA standard assurances and these program standards;

b. Contract terms that specifically delineate as appropriate:

Service locations;

Type(s) of services and units of service to be provided;

- Proposed service costs;
- Participant eligibility and targeted populations to be served;
- The respective authorities and responsibilities of the AAA and the designated contractor (e.g., maintenance of facility, cancellation clause, hiring and training staff and volunteers);
- Reporting requirements;
- Program monitoring and assessments;
- Contribution policies and procedures;
- Insurance;
- Licensing requirements, if applicable;
- Staff and volunteer qualifications and requirements;
- Caregiver support service requirements; and
- Other applicable policies and procedures.

c. A provision that contractors designated by the AAA will allow for and cooperate with the monitoring visits and audits by the AAA and federal, State, and local officials.

d. Provisions requiring:

- The contract agency to engage in interagency coordination;
- The contract agency to adopt one (1) or more mechanisms for targeting individuals in the greatest social and economic need;
- The contract agency has any software needed to be able to collect and report all required data for caregivers served; and
- The contract agency to report and manage generated program income.

4.9 QUALITY ASSURANCE

1. The contractor designated by the AAA, must:

- a. Make consultation and supervision available to all staff and volunteers providing services under the NFCSP;
- b. Review participant case records at least once every three (3) months to ensure compliance with the standards described in this document;
- c. Conduct regular and systematic analysis of the individuals served under the NFCSP; and
- d. Assess the impact and quality of the NFCSP services using the NFCSP Quality Assurance Survey (refer to Attachment 1), at least annually. The results of this analysis are to be used as a basis for planning and implementing changes in the NFCSP goals, policies, procedures, and resources.

4.10 RECORD RETENTION

1. The contractor designated by the AAA, must require:
 - a. Each NFCSP service provider to retain the following records for one (1) year after the ending date of the program period:
 - Caregiver assessments;
 - Caregiver education programs, surveys, and units of service;
 - Caregiver counseling participant files and units of service; and
 - Participant surveys and evaluations.
 - b. Each NFCSP service provider to retain the following records for six (6) years after the ending date of the program period:
 - Caregiver participant registration;
 - Contribution collection and deposit records;
 - All income and expense records;
 - Contract, budget, and payroll/timesheet documents;
 - AAA monitoring reports of contracted service providers and directly provided caregiver support services;
 - Caregiver coordinator training record; and
 - Participant, staff, and volunteer service records (e.g., sign-in sheets).

4.11 BACKGROUND CHECKS

1. The Contractor designated by the AAA, must:
 - a. Screen all current and future paid and volunteer respite care workers associated with the NFCSP using the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to that volunteer or staff member being offered a respite care paid or volunteer opportunity, including training or employment by the AAA or the designated contractor. In addition, AAAs and their contractors are encouraged to conduct criminal background checks on all respite care workers and volunteers;
 - b. Prohibit any individual listed on the State's Sex Offender Registry from providing direct respite care services under the NFCSP; and
 - c. Inform the caregiver of the option to require a prospective respite care worker to undergo a background check when respite care is delivered using a caregiver-directed service delivery model.
2. If the AAA or the designated contractor conduct a background check that is more comprehensive and includes a check of the DCJS Sex Offender Registry, the AAA, or the designated contractor,

may continue to use its own background check process instead of following the procedure outlined in these standards.

3. If there is uncertainty about an individual's status on the Sex Offender Registry, the AAA, or the designated contractor, must verify that the individual is not listed on the Sex Offender Registry before offering them a paid or volunteer position.

4. The AAA, or the designated contractor, may conduct a background check by telephone on up to five (5) prospective employees or volunteers by calling 518-457-5837 or 1-800-262-3257.

a. The person calling on behalf of the AAA or designated contractor will be asked to provide:

Their name, address, and phone number;

The prospective employee's or volunteer's full name; and

One (1) of the following: complete address, social security number, birth date, or driver's license number of the prospective employee or volunteer.

4.4 There is a requirement to make targeted outreach with attention to; low income, low-income minority individuals and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The targeting and prioritizing of services to older adult clients are in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (EXHIBIT "B").

4.5 In providing services there is no charge requirement of any contribution for participation in any activities or programs it provides to older adults residing in Albany County. Contribution made to the program are handled as follows, (EXHIBIT "C");

The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Contractor shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Individuals whose self-declared income is at or above 185% of the poverty line must be encouraged to contribute at the actual cost of services.

Protect the privacy of each older adult regarding contributions;

Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;

Use all contributions to expand services of the program. The Contractor shall clearly illustrate how the contributions were used for expansion; and

Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute.

4.6 All program facilities utilized in the delivery of services are to be open to authorized personnel from the United States government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract, program and fiscal operations. There is a monitoring process to ensure that services are performed in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the monitoring process ensures performance and expenditures are for only authorized items of expense contained in approved budgets. A written report of all inspections are

Caregiver Services
RFP #2023-107

Primary Criteria	Rate (1-5)	Weight	Score	CATHOLIC CHARITIES				COMMUNITY CAREGIV				LIFE PATH			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.15	0.60	0.23	0.60	0.00	0.60	0.24	0.40	0.30	0.60	0.26
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.00	0.60	0.24	0.60	0.10	0.60	0.26	0.60	0.20	0.60	0.28
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.00	0.90	0.54	0.90	0.00	0.90	0.54	0.90	0.10	0.90	0.57
Clarity of proposal budget.		20%	-	0.60	0.10	0.30	0.2	0.60	0.10	0.30	0.20	0.60	0.20	0.30	0.40
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.30	0.00	0.80	0.11	0.30	0.00	0.80	0.11	0.20	0.20	0.80	0.12
		Total	-	2.80	0.25	3.20	1.32	3.00	0.20	3.20	1.35	2.70	1.00	3.20	1.63

Primary Criteria	Rate (1-5)	Weight	Score	CSSC				TOWN OF COLONIE				DAUGHTERS FOR HIRE			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.30	0.60	0.26	0.60	0.30	0.60	0.30	0.40	0.45	0.60	0.29
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.20	0.60	0.28	0.60	0.30	0.60	0.30	0.20	0.30	0.60	0.22
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.10	0.90	0.57	0.90	0.20	0.90	0.60	0.60	0.20	0.90	0.51
Clarity of proposal budget.		20%	-	0.60	0.30	0.30	0.24	0.60	0.30	0.30	0.24	0.40	0.10	0.30	0.16
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.20	0.20	0.60	0.10	0.30	0.40	0.60	0.13	0.10	0.60	0.80	0.15
		Total	-	2.70	1.10	3.00	1.45	3.00	1.50	3.00	1.57	1.70	1.65	3.20	1.33

- 1.) Life Path - 1.63
- 3.) Town of Colonie - 1.57
- 2.) Colonie Senior Service Centers - 1.45
- 5.) Community Caregivers - 1.35
- 6.) Daughter for Hire - 1.33
- 4.) Catholic Charities - 1.32

Albany County Request for Contract Approval

Contract #	2023-1406
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date Submitted	Friday, October 27, 2023
Contact Person	Dillon, Patrick
Contact Phone	() -518
Vendor Info	Colonie Senior Service Centers 6 Winners Circle, Colonie, New York 12205
Estimated Amount	\$36,000.00
Estimated Term	1/1/2024 to 12/31/2024
Scope of Services	The Contractor shall provide social adult day services to Albany County older adults age 60 years and older to provide respite to their caregivers.
Budget Line Item	AA6772 - 44046 - - -
Fiscal Impact	County: 25.00% State: 75.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
100 HERITAGE LANE
ALBANY, NEW YORK 12211
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board
From: Patrick Dillon, Contract Administrator
Date: November 1, 2023
Re: Request for CAB approval

Program:	III Elderly Caregiver
Provider:	Colonie Senior Service Centers
Contract Term:	1/1/24 – 12/31/24
Contract Amount:	\$36,000.00
Older Adults Served:	20 Care Receivers / Caregivers

This request is for approval to enter into a contract with the said Contractor to ensure the provision of caregiver support program for the stated contract term. The Contractor will provide the following services to older adults 60 years and older and their caregivers in Albany County:

1. Respite - the Contractor offers a temporary break to the caregivers by providing direct services to the care recipient. Such services include; social adult day services.

A Request for Proposal No. 2023-107 issued on July 28, 2023 requesting providers submit a proposal regarding Elder Caregiver Services. There was six (6) proposals evaluated and rated by the department scoring committee using the following criteria:

- Clarity and completeness of proposal.
- Proposer's qualifications and past experience in serving target population.
- Responsiveness to the initiative's priorities and goals.
- Clarity of proposed budget.
- Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.

After reviewing the proposals and rating scores the Elder Caregiver Service proposals were awarded as follows;

1. Life Path; Awarded - \$90,000.00
2. Colonie Senior Service Centers; Awarded - \$36,000.00
3. Town of Colonie Senior Resources; Awarded - \$95,020.00
4. Community Caregivers; Awarded - \$11,340.00
5. Catholic Charities; Awarded - \$31,260.00
6. Daughters for Hire; Awarded - \$69,962.50

Total Awarded to Providers - \$333,582.50

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)



RFP #2023-107

CAREGIVER SUPPORT PROGRAMS

ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588

TITLE: CAREGIVER SUPPORT PROGRAMS
RFP NUMBER: 2023-107

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

Yes / No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP # 2023-107

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- Could not meet Scope of Services.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- Project not suited to firm.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2023-107**

Sealed Proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA) will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM local time on Friday, September 22nd 2023

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, starting by close of business (4:30 p.m.) on August 31st 2023

Pamela O Neill
Purchasing Agent

Dated: August 22, 2023
Albany, New York

PUBLISH ONE DAY – September 7, 2023 -- THE EVANGELIST
PUBLISH ONE DAY – August 31, 2023 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
CAREGIVER SUPPORT PROGRAMS
ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)
RFP #2023-107

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

1.1 The County of Albany is seeking proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA). The County of Albany will implement a “multifaceted” system of support services for caregivers.

1.2 The Caregiver Support Program is designed to support informal caregivers -- family, friends and neighbors -- as they carry out their caregiving responsibilities. The goal of this program is to provide a multifaceted system of support services for informal caregivers of older people and grandparents and other relatives caring for children. This program helps sustain informal caregivers in their efforts to care for older people (60+) in Albany County who have chronic illnesses or disabilities and promotes their ability to remain in their homes and local communities. For grandparents and other relative caregivers of children, the program promotes the retention of these children in a nurturing family environment, instead of placement in foster care.

1.3 Implementation of the National Family Caregiver Support Program under Title III-E of the OAA, the U.S. Administration on Aging (AoA)/Administration for Community Living (ACL) Nursing Home Diversion Modernization grants, and the Lifespan Respite grant initiatives, have given caregiver-directed service delivery models very high national visibility, including in the aging network. Like consumer direction, caregiver direction is a service delivery model that provides caregivers with more control and choice in the care they identify for respite purposes. Depending on the parameters established by a program, caregivers, in agreement with the care receiver, acting as employer (e.g., train, manage and dismiss their workers, etc.) may choose which respite services to use; which providers or workers to hire; what time of day workers will come; whether to hire family members; and/or some combination thereof.

1.4 Often the focus of consumer-directed services are on the person directly receiving care; however, the intent of the caregiver-directed respite service delivery model under the NFCSP is to focus on the caregiver and support the caregiver with identifying and implementing respite services that would provide them with a break from their caregiving responsibilities. Implementing a caregiver-directed respite service delivery model will offer caregivers greater flexibility, with a person-centered approach. Under this model, caregivers are assessed to determine their needs, capabilities, and preferences, including their ability to self-direct. This includes recruiting, hiring, scheduling, supervising, training, and/or terminating the respite provider they have chosen to provide supports in or out of the home.

On-going funding for Elder Caregiver Support Program is solely based on federal funding allocations and should not be relied upon for future availability.

SECTION 2: RECEIPT OF PROPOSALS

2.1 One (1) copy, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer.

Proposals must be received no later than 4:30 P.M. on FRIDAY, SEPTEMBER 22, 2023 at the following address:

Pam O'Neill
Albany County Purchasing Agent
112 State Street, Room 1000
Albany, New York 12207

2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.

2.6 Albany County reserves the right to waive any and all informalities and to disregard all nonconforming, non-responsive or conditional Proposals.

2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.

2.8 Proposals will be examined and evaluated by Albany County Department for Aging.

2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

3.1 Provide the name, a brief history and description of your firm.

3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses with qualifying professional experience, skill sets and/or appropriate certifications and the location of the office from which each work.

3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).

3.4 The Proposer must have written policies and procedures in place to ensure the provision of services under the NFCSP complies with the standards described in this document. Policies and procedures must include:

- An organizational chart;
- Personnel policies;
- Job descriptions with specific qualifications (e.g., qualifying professional experience, skill sets, and relevant certifications);
- Orientation and training;
- Contributions;
- Program monitoring;
- Record keeping;
- Reporting;
- NFCSP participant eligibility;
- Service parameters (e.g., hourly or monetary caps) for respite care and supplemental services;
- Equal access/targeting (refer to the most recent issuance of the NYSOFA Equal Access to Services and Targeting Policy PI);
- Safety, including preventive and emergency procedures (fire, weather, participant illness, and injury); m. NFCSP participant survey administration;
- Assessments;
- Provision of services to older relative caregivers, if applicable;
- Grievance procedures (refer to the most recent issuance of the NYSOFA Title III Grievance Procedures PI); and
- Parameters for administering an emergency respite program, if applicable

3.5 If applicable, the Proposer, must have written policies and procedures related to caregiver-directed respite service delivery including:

- Respite provider roles and responsibilities;
- Respite provider requirements (e.g., age, training requirements, relationship to participant, use of informal providers vs. agencies);
- Resources and methods for assisting caregivers with finding a respite provider, if desired by the caregiver;
- Respite types being offered (e.g., in-home, out-of-home [day], out-of-home [overnight]);
- Payment mechanisms being used (e.g., fiscal intermediaries or respite vouchers);
- Respite voucher parameters, if applicable (e.g., timeframe, amount);
- Application process;
- Listing and description of program forms being used (e.g., Respite Provider Agreement, Hold Harmless Form, timesheets for respite providers);
- Program eligibility requirements;
- Process for determining eligibility and prioritization of awards;
- Referral process for applicants who are ineligible for services;
- Administrative functions and processes (e.g., record keeping, data tracking);
- Program evaluation and quality assurance methods and processes; and
- Methods for advertising and public awareness.

3.6 Detail your firm's experience with caregiver programs.

3.7 Provide at least two (2) references from similar projects including name, addresses and telephone numbers and brief description of project.

3.8 Provide any additional information that would distinguish your firm in its service to Albany County.

3.9 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.

3.10 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM (NFCSP)

4.1 The Contractor, must comply with and require its caregiver support service providers to comply with all applicable federal, State, and local laws, regulations and issuances, including the ADA and

Section 504 of the Rehabilitation Act, and all program standards, standard assurances, and program instructions (PIs) issued by NYSOFA that apply to such activities. (EXHIBIT "A").

4.2 CAREGIVER SUPPORT, SERVICE, AND DELIVERY

1. The Contractor, must make the following services available to eligible caregivers in accordance with OAA § 373(b): f) The NFCSP program: 1. Meet the needs of the caregiver and enhance support given to the care receiver; 2. Help the caregiver become a better advocate and more confident in assisting the care receiver with their physical, cognitive and behavior needs; 3. Help deter placement in a long-term care facility and promote continued care within the home and/or in an alternative community setting for older adults for as long as possible or desirable; and 4. Help provide support to older relative caregivers for children, if desired.

a) Public Information: provides outreach activities and interventions initiated by the provider for the purpose of identifying potential clients and encouraging their use of the available services and benefits. Information services can include: articles in newspapers, brochures, public service announcements on radio, television, or group presentations and at events such as health fairs. There is no client eligibility/ data collection requirement for public information. One unit = one session or event.

b) Information and Assistance: provides assistance to caregivers in gaining access to the services and resources available within their community on a one to one basis. The caregiver may be assisted in defining problems/needs and capacities, receives direction or guidance relative to those problems and is linked to services and opportunities to meet the problems/needs. Also included in this is follow-up, to the extent possible, ensuring that the caregiver receives the service. One unit = individual session.

c) Support Groups & Caregiver Training: Counseling, support groups and training refer to arrange of individual and /or group services that are intended to assist caregivers in gaining knowledge and/or skills related to their caregiver role. Counseling may include individual or group counseling, mediation or resolution, peer counseling, grief counseling. The groups may be in-person, on-line and/or telephone support groups. Groups may be designed for anyone in a caregiving role or they may be for specific caregivers. They may be educational and/or supportive and sharing, long term or short term. Training programs may be delivered in one session or in a series, the duration may vary from an hour to a full day or longer, and cover numerous topics that can help and support the caregiver in their caregiving capacity. Examples are skills related to assisting care receivers with activities of daily living, legal issues such as power of attorney and living wills, managing difficult behaviors, nutrition, health/wellness such as stress reduction exercises. One unit = one group or individual session.

d) Respite: Respite provides caregivers with a temporary break from their caregiving responsibilities while at the same times providing direct services to the care recipient. It must meet the needs of both the caregiver and the care receiver. It can take the form of In-Home Contact & Support (e.g., personal care level I or level II, home health aid or supervision/companion), Adult Day Services (social adult day care or adult day health care) or overnight respite (e.g., nursing home, adult home, assisted living facility.). an

older adult (60 and older) who is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person. One unit = one hour of service of contact of in-home contact & support, one occurrence of shopping assistance, one hour of 24 hour nursing home/adult care facility or one hour of day care program.

e) Supplemental Services: Personal Emergency Response Systems (PERS) and Transportation: Supplemental services are meant to compliment the care provided by the caregivers such as escort transportation, HDM's, and PERS. This service type has a funding cap. The program cannot spend more than 20% on supplemental services. In order for the caregiver to be eligible, the care receiver must be frail as defined in the Older Americans Act. This means that the care receiver is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person with 2 ADL's or cognitive impairment. Transportation unit = one way trip, PERS = one unit for each month.

f) Emergency Respite; 1. The designated contractor, has the option of offering an emergency respite component. All eligibility requirements applicable to traditional services under the NFCSP also apply to this service delivery model. 2. Policies and procedures must be established and should comply with the standards and requirements defined this document. 3. A caregiver assessment must be completed within five (5) business days after the start of emergency respite service delivery.

4.3 PARTICIPANT ELIGIBILITY AND ASSESSMENTS

1. The following populations of caregivers are eligible for services under the NFCSP:

- a. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals sixty (60) years of age and older;
- b. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals of any age with Alzheimer's disease or related disorder. Related disorders include dementia, traumatic brain injury, mild cognitive impairment, and chronic traumatic encephalopathy;
- c. Older relatives (not the parents) fifty-five (55) years of age and older living with and providing care to children under the age of eighteen (18); and
- d. Older relatives (including the parents), fifty-five (55) years of age and older living with and providing care to an adult(s) age eighteen (18) to fifty-nine (59) with disabilities.

NOTE: Respite and supplemental services must only be provided to the caregivers of "frail" older adults (refer to definition of frail in Section II). Caregivers who meet the definition of older relative caregiver are eligible for all five (5) service types.

4.4 ACCESSIBILILTY AND PRIORITIZATION

1. The designated contractor, must have an NFCSP that satisfies the following requirements:
 - a. Provides barrier-free access to its services that accommodates individuals with disabilities and access for individuals who communicate in languages other than English, and ensure accessibility compliance in the following:
 - i. Physical accessibility, as per federal, State, and local laws, regulations, and issuances;
 - ii. Language accessibility for consumers with limited English proficiency (at a minimum, must establish a telephonic interpretation service contract with language interpretation services provider); and
 - iii. Communication accessibility for individuals with disabilities through auxiliary aids and services such as 711/NY Relay, TTY/TTD, large print materials, audio recordings, or Braille.
 - b. Provides maximum service accessibility to caregivers who are in the greatest social or economic need, with particular attention to low-income minority individuals.
 - c. To the maximum extent possible, makes space available supportive services, educational services, and recreational activities that protects the privacy of participants.
 - d. Ensures participants are registered in accordance with NYSOFA's reporting requirements.
 - e. Monitors participants to determine the need for additional caregiver support services and facilitates referrals when necessary.
 - f. Has processes for NFCSP service providers (direct or contracted) to alert the AAA to conditions or circumstances which may endanger the caregiver, care receiver, other participants, workers, or volunteers.

Assessment: Clients of respite or supplemental services must receive a comprehensive face-to face assessment before services can be delivered. The assessment will determine the functioning capacity of the care receiver. Assessment will consist of care planning, arranging for services, and follow up monitoring and discharge. The assessment process will help the caregiver and care receiver gain access to appropriate services, benefits and entitlements. For associated expenses related to this service.

4.5 MONITORING

1. The Contractor designated by the AAA, must adopt written policies and procedures for the following:
 - a. Monitoring all contracted and directly provided caregiver support services in accordance with NYSOFA's monitoring requirements, including a review of caregiver support program specific requirements; and
 - b. Ensuring documentation of all monitoring and technical assistance activities.

4.6 CONTRIBUTIONS

1. The Contractor designated by the AAA, must implement voluntary contribution policies and procedures consistent with NYSOFA's most recent Program Income Policy.

4.7 INSURANCE

1. The Contractor designated by the AAA, must require each caregiver support provider to maintain the following forms of insurance coverage when applicable and feasible:

- Facility insurance;
- Vehicle insurance;
- Workers' compensation;
- Unemployment;
- Product liability;
- Personal liability, including volunteers; and
- Bonding/commercial insurance policy covering losses from employee theft.

4.8 CONTRACTS WITH SERVICE PROVIDERS

1. The Contractor designated by the AAA, will ensure that all contracts with caregiver support service providers include:

- a. Contract terms that are consistent and compliant with federal, State, and local laws, regulations, and issuances. They must include the NYSOFA standard assurances and these program standards;
- b. Contract terms that specifically delineate as appropriate:

Service locations;

Type(s) of services and units of service to be provided;

- Proposed service costs;
- Participant eligibility and targeted populations to be served;
- The respective authorities and responsibilities of the AAA and the designated contractor (e.g., maintenance of facility, cancellation clause, hiring and training staff and volunteers);
- Reporting requirements;
- Program monitoring and assessments;
- Contribution policies and procedures;
- Insurance;
- Licensing requirements, if applicable;
- Staff and volunteer qualifications and requirements;
- Caregiver support service requirements; and
- Other applicable policies and procedures.

c. A provision that contractors designated by the AAA will allow for and cooperate with the monitoring visits and audits by the AAA and federal, State, and local officials.

d. Provisions requiring:

- The contract agency to engage in interagency coordination;
- The contract agency to adopt one (1) or more mechanisms for targeting individuals in the greatest social and economic need;
- The contract agency has any software needed to be able to collect and report all required data for caregivers served; and
- The contract agency to report and manage generated program income.

4.9 QUALITY ASSURANCE

1. The contractor designated by the AAA, must:

- a. Make consultation and supervision available to all staff and volunteers providing services under the NFCSP;
- b. Review participant case records at least once every three (3) months to ensure compliance with the standards described in this document;
- c. Conduct regular and systematic analysis of the individuals served under the NFCSP; and
- d. Assess the impact and quality of the NFCSP services using the NFCSP Quality Assurance Survey (refer to Attachment 1), at least annually. The results of this analysis are to be used as a basis for planning and implementing changes in the NFCSP goals, policies, procedures, and resources.

4.10 RECORD RETENTION

1. The contractor designated by the AAA, must require:

- a. Each NFCSP service provider to retain the following records for one (1) year after the ending date of the program period:
 - Caregiver assessments;
 - Caregiver education programs, surveys, and units of service;
 - Caregiver counseling participant files and units of service; and
 - Participant surveys and evaluations.
- b. Each NFCSP service provider to retain the following records for six (6) years after the ending date of the program period:
 - Caregiver participant registration;
 - Contribution collection and deposit records;
 - All income and expense records;
 - Contract, budget, and payroll/timesheet documents;
 - AAA monitoring reports of contracted service providers and directly provided caregiver support services;
 - Caregiver coordinator training record; and
 - Participant, staff, and volunteer service records (e.g., sign-in sheets).

4.11 BACKGROUND CHECKS

1. The Contractor designated by the AAA, must:

- a. Screen all current and future paid and volunteer respite care workers associated with the NFCSP using the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to that volunteer or staff member being offered a respite care paid or volunteer opportunity, including training or employment by the AAA or the designated contractor. In addition, AAAs and their contractors are encouraged to conduct criminal background checks on all respite care workers and volunteers;
 - b. Prohibit any individual listed on the State's Sex Offender Registry from providing direct respite care services under the NFCSP; and
 - c. Inform the caregiver of the option to require a prospective respite care worker to undergo a background check when respite care is delivered using a caregiver-directed service delivery model.
2. If the AAA or the designated contractor conduct a background check that is more comprehensive and includes a check of the DCJS Sex Offender Registry, the AAA, or the designated contractor,

may continue to use its own background check process instead of following the procedure outlined in these standards.

3. If there is uncertainty about an individual's status on the Sex Offender Registry, the AAA, or the designated contractor, must verify that the individual is not listed on the Sex Offender Registry before offering them a paid or volunteer position.

4. The AAA, or the designated contractor, may conduct a background check by telephone on up to five (5) prospective employees or volunteers by calling 518-457-5837 or 1-800-262-3257.

a. The person calling on behalf of the AAA or designated contractor will be asked to provide:

Their name, address, and phone number;

The prospective employee's or volunteer's full name; and

One (1) of the following: complete address, social security number, birth date, or driver's license number of the prospective employee or volunteer.

4.4 There is a requirement to make targeted outreach with attention to; low income, low-income minority individuals and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The targeting and prioritizing of services to older adult clients are in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (EXHIBIT "B").

4.5 In providing services there is no charge requirement of any contribution for participation in any activities or programs it provides to older adults residing in Albany County. Contribution made to the program are handled as follows, (EXHIBIT "C");

The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Contractor shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Individuals whose self-declared income is at or above 185% of the poverty line must be encouraged to contribute at the actual cost of services.

Protect the privacy of each older adult regarding contributions;

Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;

Use all contributions to expand services of the program. The Contractor shall clearly illustrate how the contributions were used for expansion; and

Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute.

4.6 All program facilities utilized in the delivery of services are to be open to authorized personnel from the United States government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract, program and fiscal operations. There is a monitoring process to ensure that services are performed in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the monitoring process ensures performance and expenditures are for only authorized items of expense contained in approved budgets. A written report of all inspections are

Caregiver Services
RFP #2023-107

Primary Criteria	Rate (1-5)	Weight	Score	CATHOLIC CHARITIES				COMMUNITY CAREGIV				LIFE PATH			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.15	0.60	0.23	0.60	0.00	0.60	0.24	0.40	0.30	0.60	0.26
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.00	0.60	0.24	0.60	0.10	0.60	0.26	0.60	0.20	0.60	0.28
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.00	0.90	0.54	0.90	0.00	0.90	0.54	0.90	0.10	0.90	0.57
Clarity of proposal budget.		20%	-	0.60	0.10	0.30	0.2	0.60	0.10	0.30	0.20	0.60	0.20	0.30	0.40
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.30	0.00	0.80	0.11	0.30	0.00	0.80	0.11	0.20	0.20	0.80	0.12
Total			-	2.80	0.25	3.20	1.32	3.00	0.20	3.20	1.35	2.70	1.00	3.20	1.63

Primary Criteria	Rate (1-5)	Weight	Score	CSSC				TOWN OF COLONIE				DAUGHTERS FOR HIRE			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.30	0.60	0.26	0.60	0.30	0.60	0.30	0.40	0.45	0.60	0.29
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.20	0.60	0.28	0.60	0.30	0.60	0.30	0.20	0.30	0.60	0.22
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.10	0.90	0.57	0.90	0.20	0.90	0.60	0.60	0.20	0.90	0.51
Clarity of proposal budget.		20%	-	0.60	0.30	0.30	0.24	0.60	0.30	0.30	0.24	0.40	0.10	0.30	0.16
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.20	0.20	0.60	0.10	0.30	0.40	0.60	0.13	0.10	0.60	0.80	0.15
Total			-	2.70	1.10	3.00	1.45	3.00	1.50	3.00	1.57	1.70	1.65	3.20	1.33

- 1.) Life Path - 1.63
- 3.) Town of Colonie - 1.57
- 2.) Colonie Senior Service Centers - 1.45
- 5.) Community Caregivers - 1.35
- 6.) Daughter for Hire - 1.33
- 4.) Catholic Charities - 1.32

Albany County Request for Contract Approval

Contract #	2023-1407
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date Submitted	Friday, October 27, 2023
Contact Person	Dillon, Patrick
Contact Phone	() -518
Vendor Info	Life Path 28 Colvin Avenue, Albany, New York 12206
Estimated Amount	\$90,000.00
Estimated Term	1/1/2024 to 12/31/2024
Scope of Services	The Contractor shall provide social adult day services to Albany County older adults age 60 years and older to provide respite to caregivers.
Budget Line Item	AA6772 - 44046 - - -
Fiscal Impact	County: 25.00% State: 75.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
100 HERITAGE LANE
ALBANY, NEW YORK 12211
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board
From: Patrick Dillon, Contract Administrator
Date: November 1, 2023
Re: Request for CAB approval

Program:	III Elderly Caregiver
Provider:	Life Path
Contract Term:	1/1/24 – 12/31/24
Contract Amount:	\$90,000.00
Older Adults Served:	23

This request is for approval to enter into a contract with the said Contractor to ensure the provision of caregiver support program for the stated contract term. The Contractor will provide the following services to older adults 60 years and older and their caregivers in Albany County:

1. Respite - the Contractor offers a temporary break to the caregivers by providing direct services to the care recipient. Such services include; social adult day services.

A Request for Proposal No. 2023-107 issued on July 28, 2023 requesting providers submit a proposal regarding Elder Caregiver Services. There was six (6) proposals evaluated and rated by the department scoring committee using the following criteria:

- Clarity and completeness of proposal.
- Proposer's qualifications and past experience in serving target population.
- Responsiveness to the initiative's priorities and goals.
- Clarity of proposed budget.
- Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.

After reviewing the proposals and rating scores the Elder Caregiver Service proposals were awarded as follows;

1. Life Path; Awarded - \$90,000.00
2. Colonie Senior Service Centers; Awarded - \$36,000.00
3. Town of Colonie Senior Resources; Awarded - \$95,020.00
4. Community Caregivers; Awarded - \$11,340.00
5. Catholic Charities; Awarded - \$31,260.00
6. Daughters for Hire; Awarded - \$69,962.50

Total Awarded to Providers - \$333,582.50

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)



RFP #2023-107

CAREGIVER SUPPORT PROGRAMS

ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588

TITLE: CAREGIVER SUPPORT PROGRAMS
RFP NUMBER: 2023-107

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

Yes / No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP # 2023-107

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- Could not meet Scope of Services.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- Project not suited to firm.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2023-107**

Sealed Proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA) will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM local time on Friday, September 22nd 2023

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, starting by close of business (4:30 p.m.) on August 31st 2023

Pamela O Neill
Purchasing Agent

Dated: August 22, 2023
Albany, New York

PUBLISH ONE DAY – September 7, 2023 -- THE EVANGELIST
PUBLISH ONE DAY – August 31, 2023 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
CAREGIVER SUPPORT PROGRAMS
ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)
RFP #2023-107

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

1.1 The County of Albany is seeking proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA). The County of Albany will implement a “multifaceted” system of support services for caregivers.

1.2 The Caregiver Support Program is designed to support informal caregivers -- family, friends and neighbors -- as they carry out their caregiving responsibilities. The goal of this program is to provide a multifaceted system of support services for informal caregivers of older people and grandparents and other relatives caring for children. This program helps sustain informal caregivers in their efforts to care for older people (60+) in Albany County who have chronic illnesses or disabilities and promotes their ability to remain in their homes and local communities. For grandparents and other relative caregivers of children, the program promotes the retention of these children in a nurturing family environment, instead of placement in foster care.

1.3 Implementation of the National Family Caregiver Support Program under Title III-E of the OAA, the U.S. Administration on Aging (AoA)/Administration for Community Living (ACL) Nursing Home Diversion Modernization grants, and the Lifespan Respite grant initiatives, have given caregiver-directed service delivery models very high national visibility, including in the aging network. Like consumer direction, caregiver direction is a service delivery model that provides caregivers with more control and choice in the care they identify for respite purposes. Depending on the parameters established by a program, caregivers, in agreement with the care receiver, acting as employer (e.g., train, manage and dismiss their workers, etc.) may choose which respite services to use; which providers or workers to hire; what time of day workers will come; whether to hire family members; and/or some combination thereof.

1.4 Often the focus of consumer-directed services are on the person directly receiving care; however, the intent of the caregiver-directed respite service delivery model under the NFCSP is to focus on the caregiver and support the caregiver with identifying and implementing respite services that would provide them with a break from their caregiving responsibilities. Implementing a caregiver-directed respite service delivery model will offer caregivers greater flexibility, with a person-centered approach. Under this model, caregivers are assessed to determine their needs, capabilities, and preferences, including their ability to self-direct. This includes recruiting, hiring, scheduling, supervising, training, and/or terminating the respite provider they have chosen to provide supports in or out of the home.

On-going funding for Elder Caregiver Support Program is solely based on federal funding allocations and should not be relied upon for future availability.

SECTION 2: RECEIPT OF PROPOSALS

2.1 One (1) copy, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer.

Proposals must be received no later than 4:30 P.M. on FRIDAY, SEPTEMBER 22, 2023 at the following address:

Pam O'Neill
Albany County Purchasing Agent
112 State Street, Room 1000
Albany, New York 12207

2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.

2.6 Albany County reserves the right to waive any and all informalities and to disregard all nonconforming, non-responsive or conditional Proposals.

2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.

2.8 Proposals will be examined and evaluated by Albany County Department for Aging.

2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

3.1 Provide the name, a brief history and description of your firm.

3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses with qualifying professional experience, skill sets and/or appropriate certifications and the location of the office from which each work.

3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).

3.4 The Proposer must have written policies and procedures in place to ensure the provision of services under the NFCSP complies with the standards described in this document. Policies and procedures must include:

- An organizational chart;
- Personnel policies;
- Job descriptions with specific qualifications (e.g., qualifying professional experience, skill sets, and relevant certifications);
- Orientation and training;
- Contributions;
- Program monitoring;
- Record keeping;
- Reporting;
- NFCSP participant eligibility;
- Service parameters (e.g., hourly or monetary caps) for respite care and supplemental services;
- Equal access/targeting (refer to the most recent issuance of the NYSOFA Equal Access to Services and Targeting Policy PI);
- Safety, including preventive and emergency procedures (fire, weather, participant illness, and injury); m. NFCSP participant survey administration;
- Assessments;
- Provision of services to older relative caregivers, if applicable;
- Grievance procedures (refer to the most recent issuance of the NYSOFA Title III Grievance Procedures PI); and
- Parameters for administering an emergency respite program, if applicable

3.5 If applicable, the Proposer, must have written policies and procedures related to caregiver-directed respite service delivery including:

- Respite provider roles and responsibilities;
- Respite provider requirements (e.g., age, training requirements, relationship to participant, use of informal providers vs. agencies);
- Resources and methods for assisting caregivers with finding a respite provider, if desired by the caregiver;
- Respite types being offered (e.g., in-home, out-of-home [day], out-of-home [overnight]);
- Payment mechanisms being used (e.g., fiscal intermediaries or respite vouchers);
- Respite voucher parameters, if applicable (e.g., timeframe, amount);
- Application process;
- Listing and description of program forms being used (e.g., Respite Provider Agreement, Hold Harmless Form, timesheets for respite providers);
- Program eligibility requirements;
- Process for determining eligibility and prioritization of awards;
- Referral process for applicants who are ineligible for services;
- Administrative functions and processes (e.g., record keeping, data tracking);
- Program evaluation and quality assurance methods and processes; and
- Methods for advertising and public awareness.

3.6 Detail your firm's experience with caregiver programs.

3.7 Provide at least two (2) references from similar projects including name, addresses and telephone numbers and brief description of project.

3.8 Provide any additional information that would distinguish your firm in its service to Albany County.

3.9 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.

3.10 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM (NFCSP)

4.1 The Contractor, must comply with and require its caregiver support service providers to comply with all applicable federal, State, and local laws, regulations and issuances, including the ADA and

Section 504 of the Rehabilitation Act, and all program standards, standard assurances, and program instructions (PIs) issued by NYSOFA that apply to such activities. (EXHIBIT "A").

4.2 CAREGIVER SUPPORT, SERVICE, AND DELIVERY

1. The Contractor, must make the following services available to eligible caregivers in accordance with OAA § 373(b): f) The NFCSP program: 1. Meet the needs of the caregiver and enhance support given to the care receiver; 2. Help the caregiver become a better advocate and more confident in assisting the care receiver with their physical, cognitive and behavior needs; 3. Help deter placement in a long-term care facility and promote continued care within the home and/or in an alternative community setting for older adults for as long as possible or desirable; and 4. Help provide support to older relative caregivers for children, if desired.

a) Public Information: provides outreach activities and interventions initiated by the provider for the purpose of identifying potential clients and encouraging their use of the available services and benefits. Information services can include: articles in newspapers, brochures, public service announcements on radio, television, or group presentations and at events such as health fairs. There is no client eligibility/ data collection requirement for public information. One unit = one session or event.

b) Information and Assistance: provides assistance to caregivers in gaining access to the services and resources available within their community on a one to one basis. The caregiver may be assisted in defining problems/needs and capacities, receives direction or guidance relative to those problems and is linked to services and opportunities to meet the problems/needs. Also included in this is follow-up, to the extent possible, ensuring that the caregiver receives the service. One unit = individual session.

c) Support Groups & Caregiver Training: Counseling, support groups and training refer to arrange of individual and /or group services that are intended to assist caregivers in gaining knowledge and/or skills related to their caregiver role. Counseling may include individual or group counseling, mediation or resolution, peer counseling, grief counseling. The groups may be in-person, on-line and/or telephone support groups. Groups may be designed for anyone in a caregiving role or they may be for specific caregivers. They may be educational and/or supportive and sharing, long term or short term. Training programs may be delivered in one session or in a series, the duration may vary from an hour to a full day or longer, and cover numerous topics that can help and support the caregiver in their caregiving capacity. Examples are skills related to assisting care receivers with activities of daily living, legal issues such as power of attorney and living wills, managing difficult behaviors, nutrition, health/wellness such as stress reduction exercises. One unit = one group or individual session.

d) Respite: Respite provides caregivers with a temporary break from their caregiving responsibilities while at the same times providing direct services to the care recipient. It must meet the needs of both the caregiver and the care receiver. It can take the form of In-Home Contact & Support (e.g., personal care level I or level II, home health aid or supervision/companion), Adult Day Services (social adult day care or adult day health care) or overnight respite (e.g., nursing home, adult home, assisted living facility.). an

older adult (60 and older) who is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person. One unit = one hour of service of contact of in-home contact & support, one occurrence of shopping assistance, one hour of 24 hour nursing home/adult care facility or one hour of day care program.

e) Supplemental Services: Personal Emergency Response Systems (PERS) and Transportation: Supplemental services are meant to compliment the care provided by the caregivers such as escort transportation, HDM's, and PERS. This service type has a funding cap. The program cannot spend more than 20% on supplemental services. In order for the caregiver to be eligible, the care receiver must be frail as defined in the Older Americans Act. This means that the care receiver is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person with 2 ADL's or cognitive impairment. Transportation unit = one way trip, PERS = one unit for each month.

f) Emergency Respite; 1. The designated contractor, has the option of offering an emergency respite component. All eligibility requirements applicable to traditional services under the NFCSP also apply to this service delivery model. 2. Policies and procedures must be established and should comply with the standards and requirements defined this document. 3. A caregiver assessment must be completed within five (5) business days after the start of emergency respite service delivery.

4.3 PARTICIPANT ELIGIBILITY AND ASSESSMENTS

1. The following populations of caregivers are eligible for services under the NFCSP:

- a. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals sixty (60) years of age and older;
- b. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals of any age with Alzheimer's disease or related disorder. Related disorders include dementia, traumatic brain injury, mild cognitive impairment, and chronic traumatic encephalopathy;
- c. Older relatives (not the parents) fifty-five (55) years of age and older living with and providing care to children under the age of eighteen (18); and
- d. Older relatives (including the parents), fifty-five (55) years of age and older living with and providing care to an adult(s) age eighteen (18) to fifty-nine (59) with disabilities.

NOTE: Respite and supplemental services must only be provided to the caregivers of "frail" older adults (refer to definition of frail in Section II). Caregivers who meet the definition of older relative caregiver are eligible for all five (5) service types.

4.4 ACCESSIBILITY AND PRIORITIZATION

1. The designated contractor, must have an NFCSP that satisfies the following requirements:

a. Provides barrier-free access to its services that accommodates individuals with disabilities and access for individuals who communicate in languages other than English, and ensure accessibility compliance in the following:

i. Physical accessibility, as per federal, State, and local laws, regulations, and issuances;
ii. Language accessibility for consumers with limited English proficiency (at a minimum, must establish a telephonic interpretation service contract with language interpretation services provider); and

iii. Communication accessibility for individuals with disabilities through auxiliary aids and services such as 711/NY Relay, TTY/TTD, large print materials, audio recordings, or Braille.

b. Provides maximum service accessibility to caregivers who are in the greatest social or economic need, with particular attention to low-income minority individuals.

c. To the maximum extent possible, makes space available supportive services, educational services, and recreational activities that protects the privacy of participants.

d. Ensures participants are registered in accordance with NYSOFA's reporting requirements.

e. Monitors participants to determine the need for additional caregiver support services and facilitates referrals when necessary.

f. Has processes for NFCSP service providers (direct or contracted) to alert the AAA to conditions or circumstances which may endanger the caregiver, care receiver, other participants, workers, or volunteers.

Assessment: Clients of respite or supplemental services must receive a comprehensive face-to face assessment before services can be delivered. The assessment will determine the functioning capacity of the care receiver. Assessment will consist of care planning, arranging for services, and follow up monitoring and discharge. The assessment process will help the caregiver and care receiver gain access to appropriate services, benefits and entitlements. For associated expenses related to this service.

4.5 MONITORING

1. The Contractor designated by the AAA, must adopt written policies and procedures for the following:

a. Monitoring all contracted and directly provided caregiver support services in accordance with NYSOFA's monitoring requirements, including a review of caregiver support program specific requirements; and

b. Ensuring documentation of all monitoring and technical assistance activities.

4.6 CONTRIBUTIONS

1. The Contractor designated by the AAA, must implement voluntary contribution policies and procedures consistent with NYSOFA's most recent Program Income Policy.

4.7 INSURANCE

1. The Contractor designated by the AAA, must require each caregiver support provider to maintain the following forms of insurance coverage when applicable and feasible:

- Facility insurance;
- Vehicle insurance;
- Workers' compensation;
- Unemployment;
- Product liability;
- Personal liability, including volunteers; and
- Bonding/commercial insurance policy covering losses from employee theft.

4.8 CONTRACTS WITH SERVICE PROVIDERS

1. The Contractor designated by the AAA, will ensure that all contracts with caregiver support service providers include:

- a. Contract terms that are consistent and compliant with federal, State, and local laws, regulations, and issuances. They must include the NYSOFA standard assurances and these program standards;
- b. Contract terms that specifically delineate as appropriate:

Service locations;

Type(s) of services and units of service to be provided;

- Proposed service costs;
- Participant eligibility and targeted populations to be served;
- The respective authorities and responsibilities of the AAA and the designated contractor (e.g., maintenance of facility, cancellation clause, hiring and training staff and volunteers);
- Reporting requirements;
- Program monitoring and assessments;
- Contribution policies and procedures;
- Insurance;
- Licensing requirements, if applicable;
- Staff and volunteer qualifications and requirements;
- Caregiver support service requirements; and
- Other applicable policies and procedures.

c. A provision that contractors designated by the AAA will allow for and cooperate with the monitoring visits and audits by the AAA and federal, State, and local officials.

d. Provisions requiring:

- The contract agency to engage in interagency coordination;
- The contract agency to adopt one (1) or more mechanisms for targeting individuals in the greatest social and economic need;
- The contract agency has any software needed to be able to collect and report all required data for caregivers served; and
- The contract agency to report and manage generated program income.

4.9 QUALITY ASSURANCE

1. The contractor designated by the AAA, must:

- a. Make consultation and supervision available to all staff and volunteers providing services under the NFCSP;
- b. Review participant case records at least once every three (3) months to ensure compliance with the standards described in this document;
- c. Conduct regular and systematic analysis of the individuals served under the NFCSP; and
- d. Assess the impact and quality of the NFCSP services using the NFCSP Quality Assurance Survey (refer to Attachment 1), at least annually. The results of this analysis are to be used as a basis for planning and implementing changes in the NFCSP goals, policies, procedures, and resources.

4.10 RECORD RETENTION

1. The contractor designated by the AAA, must require:

a. Each NFCSP service provider to retain the following records for one (1) year after the ending date of the program period:

- Caregiver assessments;
- Caregiver education programs, surveys, and units of service;
- Caregiver counseling participant files and units of service; and
- Participant surveys and evaluations.

b. Each NFCSP service provider to retain the following records for six (6) years after the ending date of the program period:

- Caregiver participant registration;
- Contribution collection and deposit records;
- All income and expense records;
- Contract, budget, and payroll/timesheet documents;
- AAA monitoring reports of contracted service providers and directly provided caregiver support services;
- Caregiver coordinator training record; and
- Participant, staff, and volunteer service records (e.g., sign-in sheets).

4.11 BACKGROUND CHECKS

1. The Contractor designated by the AAA, must:

a. Screen all current and future paid and volunteer respite care workers associated with the NFCSP using the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to that volunteer or staff member being offered a respite care paid or volunteer opportunity, including training or employment by the AAA or the designated contractor. In addition, AAAs and their contractors are encouraged to conduct criminal background checks on all respite care workers and volunteers;

b. Prohibit any individual listed on the State's Sex Offender Registry from providing direct respite care services under the NFCSP; and

c. Inform the caregiver of the option to require a prospective respite care worker to undergo a background check when respite care is delivered using a caregiver-directed service delivery model.

2. If the AAA or the designated contractor conduct a background check that is more comprehensive and includes a check of the DCJS Sex Offender Registry, the AAA, or the designated contractor,

may continue to use its own background check process instead of following the procedure outlined in these standards.

3. If there is uncertainty about an individual's status on the Sex Offender Registry, the AAA, or the designated contractor, must verify that the individual is not listed on the Sex Offender Registry before offering them a paid or volunteer position.

4. The AAA, or the designated contractor, may conduct a background check by telephone on up to five (5) prospective employees or volunteers by calling 518-457-5837 or 1-800-262-3257.

a. The person calling on behalf of the AAA or designated contractor will be asked to provide:

Their name, address, and phone number;

The prospective employee's or volunteer's full name; and

One (1) of the following: complete address, social security number, birth date, or driver's license number of the prospective employee or volunteer.

4.4 There is a requirement to make targeted outreach with attention to; low income, low-income minority individuals and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The targeting and prioritizing of services to older adult clients are in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (EXHIBIT "B").

4.5 In providing services there is no charge requirement of any contribution for participation in any activities or programs it provides to older adults residing in Albany County. Contribution made to the program are handled as follows, (EXHIBIT "C");

The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Contractor shall not charge any fee or require any contribution for programs covered by funding from AC DFA. Individuals whose self-declared income is at or above 185% of the poverty line must be encouraged to contribute at the actual cost of services.

Protect the privacy of each older adult regarding contributions;

Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;

Use all contributions to expand services of the program. The Contractor shall clearly illustrate how the contributions were used for expansion; and

Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute.

4.6 All program facilities utilized in the delivery of services are to be open to authorized personnel from the United States government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract, program and fiscal operations. There is a monitoring process to ensure that services are performed in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the monitoring process ensures performance and expenditures are for only authorized items of expense contained in approved budgets. A written report of all inspections are

Caregiver Services
RFP #2023-107

Primary Criteria	Rate (1-5)	Weight	Score	CATHOLIC CHARITIES				COMMUNITY CAREGIV				LIFE PATH			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.15	0.60	0.23	0.60	0.00	0.60	0.24	0.40	0.30	0.60	0.26
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.00	0.60	0.24	0.60	0.10	0.60	0.26	0.60	0.20	0.60	0.28
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.00	0.90	0.54	0.90	0.00	0.90	0.54	0.90	0.10	0.90	0.57
Clarity of proposal budget.		20%	-	0.60	0.10	0.30	0.2	0.60	0.10	0.30	0.20	0.60	0.20	0.30	0.40
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.30	0.00	0.80	0.11	0.30	0.00	0.80	0.11	0.20	0.20	0.80	0.12
Total			-	2.80	0.25	3.20	1.32	3.00	0.20	3.20	1.35	2.70	1.00	3.20	1.63

Primary Criteria	Rate (1-5)	Weight	Score	CSSC				TOWN OF COLONIE				DAUGHTERS FOR HIRE			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.30	0.60	0.26	0.60	0.30	0.60	0.30	0.40	0.45	0.60	0.29
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.20	0.60	0.28	0.60	0.30	0.60	0.30	0.20	0.30	0.60	0.22
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.10	0.90	0.57	0.90	0.20	0.90	0.60	0.60	0.20	0.90	0.51
Clarity of proposal budget.		20%	-	0.60	0.30	0.30	0.24	0.60	0.30	0.30	0.24	0.40	0.10	0.30	0.16
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.20	0.20	0.60	0.10	0.30	0.40	0.60	0.13	0.10	0.60	0.80	0.15
Total			-	2.70	1.10	3.00	1.45	3.00	1.50	3.00	1.57	1.70	1.65	3.20	1.33

- 1.) Life Path - 1.63
- 3.) Town of Colonie - 1.57
- 2.) Colonie Senior Service Centers - 1.45
- 5.) Community Caregivers - 1.35
- 6.) Daughter for Hire - 1.33
- 4.) Catholic Charities - 1.32

Albany County Request for Contract Approval

Contract #	2023-1408
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date Submitted	Friday, October 27, 2023
Contact Person	Dillon, Patrick
Contact Phone	() -518
Vendor Info	Catholic Charities PO Box 28, Rensselaer, New York 12144
Estimated Amount	\$31,260.00
Estimated Term	1/1/2024 to 12/31/2024
Scope of Services	The Contractor shall provide services to Albany County Caregivers of older adults age 60 years and older. Services include Respite and Public Information.
Budget Line Item	AA6772 - 44046 - - -
Fiscal Impact	County: 25.00% State: 0.00% Federal: 75.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
100 HERITAGE LANE
ALBANY, NEW YORK 12211
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH RIITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board
From: Patrick Dillon, Contract Administrator
Date: November 1, 2023
Re: Request for CAB approval

Program:	III Elderly Caregiver
Provider:	Catholic Charities Senior & Caregiver Support Services
Contract Term:	1/1/24– 12/31/24
Contract Amount:	\$31,260.00
Older Adults Served:	50 Care Receivers / Caregivers

This request is for approval to enter into a contract with the said Contractor to ensure the provision of caregiver support program for the stated contract term. The Contractor will provide the following services to older adults 60 years and older and their caregivers in Albany County:

1. Public Information – the Contractor provides a public and media activity that conveys information to caregivers about available services, which can include an in-person interactive presentation to the public: a booth/exhibit at a fair, conference, or other public event; and a radio, TV, or Web site event.
2. Respite - the Contractor offers a temporary break to the caregivers by providing direct services to the care recipient. Such services would include; personal care, companion, and social adult day health services along with performing assessments.

A Request for Proposal No. 2023-107 issued on July 28, 2023 requesting providers submit a proposal regarding Elder Caregiver Services. There was six (6) proposals evaluated and rated by the department scoring committee using the following criteria:

- Clarity and completeness of proposal.
- Proposer's qualifications and past experience in serving target population.
- Responsiveness to the initiative's priorities and goals.

- Clarity of proposed budget.
- Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.

After reviewing the proposals and rating scores the Elder Caregiver Service proposals were awarded as follows;

1. Life Path; Awarded - \$90,000.00
2. Colonie Senior Service Centers; Awarded - \$36,000.00
3. Town of Colonie Senior Resources; Awarded - \$95,020.00
4. Community Caregivers; Awarded - \$11,340.00
5. Catholic Charities; Awarded - \$31,260.00
6. Daughters for Hire; Awarded - \$69,962.50

Total Awarded to Providers - \$333,582.50

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)



RFP #2023-107

CAREGIVER SUPPORT PROGRAMS

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588**

**TITLE: CAREGIVER SUPPORT PROGRAMS
RFP NUMBER: 2023-107**

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

Yes / No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP # 2023-107

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- Could not meet Scope of Services.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- Project not suited to firm.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other reasons; please state and define: _____

Vendor Name: _____
Contact Person: _____
Vendor Address: _____
Vendor Telephone: _____

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2023-107**

Sealed Proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA) will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM local time on Friday, September 22nd 2023

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, starting by close of business (4:30 p.m.) on August 31st 2023

Pamela O Neill
Purchasing Agent

Dated: August 22, 2023
Albany, New York

PUBLISH ONE DAY – September 7, 2023 -- THE EVANGELIST
PUBLISH ONE DAY – August 31, 2023 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
CAREGIVER SUPPORT PROGRAMS
ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)
RFP #2023-107

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

1.1 The County of Albany is seeking proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA). The County of Albany will implement a “multifaceted” system of support services for caregivers.

1.2 The Caregiver Support Program is designed to support informal caregivers -- family, friends and neighbors -- as they carry out their caregiving responsibilities. The goal of this program is to provide a multifaceted system of support services for informal caregivers of older people and grandparents and other relatives caring for children. This program helps sustain informal caregivers in their efforts to care for older people (60+) in Albany County who have chronic illnesses or disabilities and promotes their ability to remain in their homes and local communities. For grandparents and other relative caregivers of children, the program promotes the retention of these children in a nurturing family environment, instead of placement in foster care.

1.3 Implementation of the National Family Caregiver Support Program under Title III-E of the OAA, the U.S. Administration on Aging (AoA)/Administration for Community Living (ACL) Nursing Home Diversion Modernization grants, and the Lifespan Respite grant initiatives, have given caregiver-directed service delivery models very high national visibility, including in the aging network. Like consumer direction, caregiver direction is a service delivery model that provides caregivers with more control and choice in the care they identify for respite purposes. Depending on the parameters established by a program, caregivers, in agreement with the care receiver, acting as employer (e.g., train, manage and dismiss their workers, etc.) may choose which respite services to use; which providers or workers to hire; what time of day workers will come; whether to hire family members; and/or some combination thereof.

1.4 Often the focus of consumer-directed services are on the person directly receiving care; however, the intent of the caregiver-directed respite service delivery model under the NFCSP is to focus on the caregiver and support the caregiver with identifying and implementing respite services that would provide them with a break from their caregiving responsibilities. Implementing a caregiver-directed respite service delivery model will offer caregivers greater flexibility, with a person-centered approach. Under this model, caregivers are assessed to determine their needs, capabilities, and preferences, including their ability to self-direct. This includes recruiting, hiring, scheduling, supervising, training, and/or terminating the respite provider they have chosen to provide supports in or out of the home.

On-going funding for Elder Caregiver Support Program is solely based on federal funding allocations and should not be relied upon for future availability.

SECTION 2: RECEIPT OF PROPOSALS

2.1 One (1) copy, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer.

Proposals must be received no later than 4:30 P.M. on FRIDAY, SEPTEMBER 22, 2023 at the following address:

Pam O'Neill
Albany County Purchasing Agent
112 State Street, Room 1000
Albany, New York 12207

2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.

2.6 Albany County reserves the right to waive any and all informalities and to disregard all nonconforming, non-responsive or conditional Proposals.

2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.

2.8 Proposals will be examined and evaluated by Albany County Department for Aging.

2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

3.1 Provide the name, a brief history and description of your firm.

3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses with qualifying professional experience, skill sets and/or appropriate certifications and the location of the office from which each work.

3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).

3.4 The Proposer must have written policies and procedures in place to ensure the provision of services under the NFCSP complies with the standards described in this document. Policies and procedures must include:

- An organizational chart;
- Personnel policies;
- Job descriptions with specific qualifications (e.g., qualifying professional experience, skill sets, and relevant certifications);
- Orientation and training;
- Contributions;
- Program monitoring;
- Record keeping;
- Reporting;
- NFCSP participant eligibility;
- Service parameters (e.g., hourly or monetary caps) for respite care and supplemental services;
- Equal access/targeting (refer to the most recent issuance of the NYSOFA Equal Access to Services and Targeting Policy PI);
- Safety, including preventive and emergency procedures (fire, weather, participant illness, and injury); m. NFCSP participant survey administration;
- Assessments;
- Provision of services to older relative caregivers, if applicable;
- Grievance procedures (refer to the most recent issuance of the NYSOFA Title III Grievance Procedures PI); and
- Parameters for administering an emergency respite program, if applicable

3.5 If applicable, the Proposer, must have written policies and procedures related to caregiver-directed respite service delivery including:

- Respite provider roles and responsibilities;
- Respite provider requirements (e.g., age, training requirements, relationship to participant, use of informal providers vs. agencies);
- Resources and methods for assisting caregivers with finding a respite provider, if desired by the caregiver;
- Respite types being offered (e.g., in-home, out-of-home [day], out-of-home [overnight]);
- Payment mechanisms being used (e.g., fiscal intermediaries or respite vouchers);
- Respite voucher parameters, if applicable (e.g., timeframe, amount);
- Application process;
- Listing and description of program forms being used (e.g., Respite Provider Agreement, Hold Harmless Form, timesheets for respite providers);
- Program eligibility requirements;
- Process for determining eligibility and prioritization of awards;
- Referral process for applicants who are ineligible for services;
- Administrative functions and processes (e.g., record keeping, data tracking);
- Program evaluation and quality assurance methods and processes; and
- Methods for advertising and public awareness.

3.6 Detail your firm's experience with caregiver programs.

3.7 Provide at least two (2) references from similar projects including name, addresses and telephone numbers and brief description of project.

3.8 Provide any additional information that would distinguish your firm in its service to Albany County.

3.9 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.

3.10 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM (NFCSP)

4.1 The Contractor, must comply with and require its caregiver support service providers to comply with all applicable federal, State, and local laws, regulations and issuances, including the ADA and

Section 504 of the Rehabilitation Act, and all program standards, standard assurances, and program instructions (PIs) issued by NYSOFA that apply to such activities. (EXHIBIT "A").

4.2 CAREGIVER SUPPORT, SERVICE, AND DELIVERY

1. The Contractor, must make the following services available to eligible caregivers in accordance with OAA § 373(b): f) The NFCSP program: 1. Meet the needs of the caregiver and enhance support given to the care receiver; 2. Help the caregiver become a better advocate and more confident in assisting the care receiver with their physical, cognitive and behavior needs; 3. Help deter placement in a long-term care facility and promote continued care within the home and/or in an alternative community setting for older adults for as long as possible or desirable; and 4. Help provide support to older relative caregivers for children, if desired.

a) Public Information: provides outreach activities and interventions initiated by the provider for the purpose of identifying potential clients and encouraging their use of the available services and benefits. Information services can include: articles in newspapers, brochures, public service announcements on radio, television, or group presentations and at events such as health fairs. There is no client eligibility/ data collection requirement for public information. One unit = one session or event.

b) Information and Assistance: provides assistance to caregivers in gaining access to the services and resources available within their community on a one to one basis. The caregiver may be assisted in defining problems/needs and capacities, receives direction or guidance relative to those problems and is linked to services and opportunities to meet the problems/needs. Also included in this is follow-up, to the extent possible, ensuring that the caregiver receives the service. One unit = individual session.

c) Support Groups & Caregiver Training: Counseling, support groups and training refer to arrange of individual and /or group services that are intended to assist caregivers in gaining knowledge and/or skills related to their caregiver role. Counseling may include individual or group counseling, mediation or resolution, peer counseling, grief counseling. The groups may be in-person, on-line and/or telephone support groups. Groups may be designed for anyone in a caregiving role or they may be for specific caregivers. They may be educational and/or supportive and sharing, long term or short term. Training programs may be delivered in one session or in a series, the duration may vary from an hour to a full day or longer, and cover numerous topics that can help and support the caregiver in their caregiving capacity. Examples are skills related to assisting care receivers with activities of daily living, legal issues such as power of attorney and living wills, managing difficult behaviors, nutrition, health/wellness such as stress reduction exercises. One unit = one group or individual session.

d) Respite: Respite provides caregivers with a temporary break from their caregiving responsibilities while at the same times providing direct services to the care recipient. It must meet the needs of both the caregiver and the care receiver. It can take the form of In-Home Contact & Support (e.g., personal care level I or level II, home health aid or supervision/companion), Adult Day Services (social adult day care or adult day health care) or overnight respite (e.g., nursing home, adult home, assisted living facility.). an

older adult (60 and older) who is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person. One unit = one hour of service of contact of in-home contact & support, one occurrence of shopping assistance, one hour of 24 hour nursing home/adult care facility or one hour of day care program.

e) Supplemental Services: Personal Emergency Response Systems (PERS) and Transportation: Supplemental services are meant to compliment the care provided by the caregivers such as escort transportation, HDM's, and PERS. This service type has a funding cap. The program cannot spend more than 20% on supplemental services. In order for the caregiver to be eligible, the care receiver must be frail as defined in the Older Americans Act. This means that the care receiver is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person with 2 ADL's or cognitive impairment. Transportation unit = one way trip, PERS = one unit for each month.

f) Emergency Respite; 1. The designated contractor, has the option of offering an emergency respite component. All eligibility requirements applicable to traditional services under the NFCSP also apply to this service delivery model. 2. Policies and procedures must be established and should comply with the standards and requirements defined this document. 3. A caregiver assessment must be completed within five (5) business days after the start of emergency respite service delivery.

4.3 PARTICIPANT ELIGIBILITY AND ASSESSMENTS

1. The following populations of caregivers are eligible for services under the NFCSP:

- a. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals sixty (60) years of age and older;
- b. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals of any age with Alzheimer's disease or related disorder. Related disorders include dementia, traumatic brain injury, mild cognitive impairment, and chronic traumatic encephalopathy;
- c. Older relatives (not the parents) fifty-five (55) years of age and older living with and providing care to children under the age of eighteen (18); and
- d. Older relatives (including the parents), fifty-five (55) years of age and older living with and providing care to an adult(s) age eighteen (18) to fifty-nine (59) with disabilities.

NOTE: Respite and supplemental services must only be provided to the caregivers of "frail" older adults (refer to definition of frail in Section II). Caregivers who meet the definition of older relative caregiver are eligible for all five (5) service types.

4.4 ACCESSIBLILTY AND PRIORITIZATION

1. The designated contractor, must have an NFCSP that satisfies the following requirements:

a. Provides barrier-free access to its services that accommodates individuals with disabilities and access for individuals who communicate in languages other than English, and ensure accessibility compliance in the following:

i. Physical accessibility, as per federal, State, and local laws, regulations, and issuances;
ii. Language accessibility for consumers with limited English proficiency (at a minimum, must establish a telephonic interpretation service contract with language interpretation services provider); and

iii. Communication accessibility for individuals with disabilities through auxiliary aids and services such as 711/NY Relay, TTY/TTD, large print materials, audio recordings, or Braille.

b. Provides maximum service accessibility to caregivers who are in the greatest social or economic need, with particular attention to low-income minority individuals.

c. To the maximum extent possible, makes space available supportive services, educational services, and recreational activities that protects the privacy of participants.

d. Ensures participants are registered in accordance with NYSOFA's reporting requirements.

e. Monitors participants to determine the need for additional caregiver support services and facilitates referrals when necessary.

f. Has processes for NFCSP service providers (direct or contracted) to alert the AAA to conditions or circumstances which may endanger the caregiver, care receiver, other participants, workers, or volunteers.

Assessment: Clients of respite or supplemental services must receive a comprehensive face-to face assessment before services can be delivered. The assessment will determine the functioning capacity of the care receiver. Assessment will consist of care planning, arranging for services, and follow up monitoring and discharge. The assessment process will help the caregiver and care receiver gain access to appropriate services, benefits and entitlements. For associated expenses related to this service.

4.5 MONITORING

1. The Contractor designated by the AAA, must adopt written policies and procedures for the following:

a. Monitoring all contracted and directly provided caregiver support services in accordance with NYSOFA's monitoring requirements, including a review of caregiver support program specific requirements; and

b. Ensuring documentation of all monitoring and technical assistance activities.

4.6 CONTRIBUTIONS

1. The Contractor designated by the AAA, must implement voluntary contribution policies and procedures consistent with NYSOFA's most recent Program Income Policy.

4.7 INSURANCE

1. The Contractor designated by the AAA, must require each caregiver support provider to maintain the following forms of insurance coverage when applicable and feasible:

- Facility insurance;
- Vehicle insurance;
- Workers' compensation;
- Unemployment;
- Product liability;
- Personal liability, including volunteers; and
- Bonding/commercial insurance policy covering losses from employee theft.

4.8 CONTRACTS WITH SERVICE PROVIDERS

1. The Contractor designated by the AAA, will ensure that all contracts with caregiver support service providers include:

- a. Contract terms that are consistent and compliant with federal, State, and local laws, regulations, and issuances. They must include the NYSOFA standard assurances and these program standards;
- b. Contract terms that specifically delineate as appropriate:

Service locations;

Type(s) of services and units of service to be provided;

- Proposed service costs;
- Participant eligibility and targeted populations to be served;
- The respective authorities and responsibilities of the AAA and the designated contractor (e.g., maintenance of facility, cancellation clause, hiring and training staff and volunteers);
- Reporting requirements;
- Program monitoring and assessments;
- Contribution policies and procedures;
- Insurance;
- Licensing requirements, if applicable;
- Staff and volunteer qualifications and requirements;
- Caregiver support service requirements; and
- Other applicable policies and procedures.

c. A provision that contractors designated by the AAA will allow for and cooperate with the monitoring visits and audits by the AAA and federal, State, and local officials.

d. Provisions requiring:

- The contract agency to engage in interagency coordination;
- The contract agency to adopt one (1) or more mechanisms for targeting individuals in the greatest social and economic need;
- The contract agency has any software needed to be able to collect and report all required data for caregivers served; and
- The contract agency to report and manage generated program income.

4.9 QUALITY ASSURANCE

1. The contractor designated by the AAA, must:

- a. Make consultation and supervision available to all staff and volunteers providing services under the NFCSP;
- b. Review participant case records at least once every three (3) months to ensure compliance with the standards described in this document;
- c. Conduct regular and systematic analysis of the individuals served under the NFCSP; and
- d. Assess the impact and quality of the NFCSP services using the NFCSP Quality Assurance Survey (refer to Attachment 1), at least annually. The results of this analysis are to be used as a basis for planning and implementing changes in the NFCSP goals, policies, procedures, and resources.

4.10 RECORD RETENTION

1. The contractor designated by the AAA, must require:

a. Each NFCSP service provider to retain the following records for one (1) year after the ending date of the program period:

- Caregiver assessments;
- Caregiver education programs, surveys, and units of service;
- Caregiver counseling participant files and units of service; and
- Participant surveys and evaluations.

b. Each NFCSP service provider to retain the following records for six (6) years after the ending date of the program period:

- Caregiver participant registration;
- Contribution collection and deposit records;
- All income and expense records;
- Contract, budget, and payroll/timesheet documents;
- AAA monitoring reports of contracted service providers and directly provided caregiver support services;
- Caregiver coordinator training record; and
- Participant, staff, and volunteer service records (e.g., sign-in sheets).

4.11 BACKGROUND CHECKS

1. The Contractor designated by the AAA, must:

a. Screen all current and future paid and volunteer respite care workers associated with the NFCSP using the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to that volunteer or staff member being offered a respite care paid or volunteer opportunity, including training or employment by the AAA or the designated contractor. In addition, AAAs and their contractors are encouraged to conduct criminal background checks on all respite care workers and volunteers;

b. Prohibit any individual listed on the State's Sex Offender Registry from providing direct respite care services under the NFCSP; and

c. Inform the caregiver of the option to require a prospective respite care worker to undergo a background check when respite care is delivered using a caregiver-directed service delivery model.

2. If the AAA or the designated contractor conduct a background check that is more comprehensive and includes a check of the DCJS Sex Offender Registry, the AAA, or the designated contractor,

may continue to use its own background check process instead of following the procedure outlined in these standards.

3. If there is uncertainty about an individual's status on the Sex Offender Registry, the AAA, or the designated contractor, must verify that the individual is not listed on the Sex Offender Registry before offering them a paid or volunteer position.

4. The AAA, or the designated contractor, may conduct a background check by telephone on up to five (5) prospective employees or volunteers by calling 518-457-5837 or 1-800-262-3257.

a. The person calling on behalf of the AAA or designated contractor will be asked to provide:

Their name, address, and phone number;

The prospective employee's or volunteer's full name; and

One (1) of the following: complete address, social security number, birth date, or driver's license number of the prospective employee or volunteer.

4.4 There is a requirement to make targeted outreach with attention to; low income, low-income minority individuals and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The targeting and prioritizing of services to older adult clients are in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (EXHIBIT "B").

4.5 In providing services there is no charge requirement of any contribution for participation in any activities or programs it provides to older adults residing in Albany County. Contribution made to the program are handled as follows, (EXHIBIT "C");

The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Contractor shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Individuals whose self-declared income is at or above 185% of the poverty line must be encouraged to contribute at the actual cost of services.

Protect the privacy of each older adult regarding contributions;

Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;

Use all contributions to expand services of the program. The Contractor shall clearly illustrate how the contributions were used for expansion; and

Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute.

4.6 All program facilities utilized in the delivery of services are to be open to authorized personnel from the United States government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract, program and fiscal operations. There is a monitoring process to ensure that services are performed in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the monitoring process ensures performance and expenditures are for only authorized items of expense contained in approved budgets. A written report of all inspections are

Caregiver Services
RFP #2023-107

Primary Criteria	Rate (1-5)	Weight	Score	CATHOLIC CHARITIES				COMMUNITY CAREGIV				LIFE PATH			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.15	0.60	0.23	0.60	0.00	0.60	0.24	0.40	0.30	0.60	0.26
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.00	0.60	0.24	0.60	0.10	0.60	0.26	0.60	0.20	0.60	0.28
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.00	0.90	0.54	0.90	0.00	0.90	0.54	0.90	0.10	0.90	0.57
Clarity of proposal budget.		20%	-	0.60	0.10	0.30	0.2	0.60	0.10	0.30	0.20	0.60	0.20	0.30	0.40
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.30	0.00	0.80	0.11	0.30	0.00	0.80	0.11	0.20	0.20	0.80	0.12
Total			-	2.80	0.25	3.20	1.32	3.00	0.20	3.20	1.35	2.70	1.00	3.20	1.63

Primary Criteria	Rate (1-5)	Weight	Score	CSSC				TOWN OF COLONIE				DAUGHTERS FOR HIRE			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.30	0.60	0.26	0.60	0.30	0.60	0.30	0.40	0.45	0.60	0.29
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.20	0.60	0.28	0.60	0.30	0.60	0.30	0.20	0.30	0.60	0.22
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.10	0.90	0.57	0.90	0.20	0.90	0.60	0.60	0.20	0.90	0.51
Clarity of proposal budget.		20%	-	0.60	0.30	0.30	0.24	0.60	0.30	0.30	0.24	0.40	0.10	0.30	0.16
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.20	0.20	0.60	0.10	0.30	0.40	0.60	0.13	0.10	0.60	0.80	0.15
Total			-	2.70	1.10	3.00	1.45	3.00	1.50	3.00	1.57	1.70	1.65	3.20	1.33

- 1.) Life Path - 1.63
- 3.) Town of Colonie - 1.57
- 2.) Colonie Senior Service Centers - 1.45
- 5.) Community Caregivers - 1.35
- 6.) Daughter for Hire - 1.33
- 4.) Catholic Charities - 1.32

Albany County Request for Contract Approval

Contract #	2023-1410
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date Submitted	Friday, October 27, 2023
Contact Person	Dillon, Patrick
Contact Phone	() -518
Vendor Info	Daughters for Hire, LLC 11 Herbert Drive, Latham, New York 12110
Estimated Amount	\$69,962.50
Estimated Term	1/1/2024 to 12/31/2024
Scope of Services	The Contractor shall provide respite companion care services to Albany County Caregivers of older adults age 60 years and older.
Budget Line Item	AA6772 - 44046 - - -
Fiscal Impact	County: 25.00% State: 0.00% Federal: 75.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
100 HERITAGE LANE
ALBANY, NEW YORK 12211
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board
From: Patrick Dillon, Contract Administrator
Date: November 1, 2023
Re: Request for CAB approval

Program:	III Elderly Caregiver
Provider:	Daughters for Hire
Contract Term:	1/1/24 – 12/31/24
Contract Amount:	\$69,962.50.00
Older Adults Served:	100+ Care Receivers / Caregivers

This request is for approval to enter into a contract with the said Contractor to ensure the provision of caregiver support program for the stated contract term. The Contractor will provide the following services to older adults 60 years and older and their caregivers in Albany County:

1. Respite - the Contractor offers a temporary break to the caregivers by providing direct services to the care recipient. Such services would include; In home companion /respite care that may require transportation.

A Request for Proposal No. 2023-107 issued on July 28, 2023 requesting providers submit a proposal regarding Elder Caregiver Services. There were six (6) proposals evaluated and rated by the department scoring committee using the following criteria:

- Clarity and completeness of proposal.
- Proposer's qualifications and past experience in serving target population.
- Responsiveness to the initiative's priorities and goals.
- Clarity of proposed budget.
- Proposer's plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.

After reviewing the proposals and rating scores the Elder Caregiver Service proposals were awarded as follows;

1. Life Path; Awarded - \$90,000.00
2. Colonie Senior Service Centers; Awarded - \$36,000.00
3. Town of Colonie Senior Resources; Awarded - \$95,020.00
4. Community Caregivers; Awarded - \$11,340.00
5. Catholic Charities; Awarded - \$31,260.00
6. Daughters for Hire; Awarded - \$69,962.50

Total Awarded to Providers - \$333,582.50

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)



RFP #2023-107

CAREGIVER SUPPORT PROGRAMS

ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES

PURCHASING DIVISION

PAMELA O NEILL, PURCHASING AGENT

112 STATE STREET, ROOM 1000

ALBANY, NY 12207

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588**

**TITLE: CAREGIVER SUPPORT PROGRAMS
RFP NUMBER: 2023-107**

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:
 Yes / No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP # 2023-107

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- Could not meet Scope of Services.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- Project not suited to firm.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2023-107**

Sealed Proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA) will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM local time on Friday, September 22nd 2023

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, starting by close of business (4:30 p.m.) on August 31st 2023

Pamela O Neill
Purchasing Agent

Dated: August 22, 2023
Albany, New York

PUBLISH ONE DAY – September 7, 2023 -- THE EVANGELIST
PUBLISH ONE DAY – August 31, 2023 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
CAREGIVER SUPPORT PROGRAMS
ALBANY COUNTY DEPARTMENT FOR AGING (ACDFA)
RFP #2023-107

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

1.1 The County of Albany is seeking proposals for Caregiver Support Programs as requested by the Albany County Department for Aging, (ACDFA). The County of Albany will implement a “multifaceted” system of support services for caregivers.

1.2 The Caregiver Support Program is designed to support informal caregivers -- family, friends and neighbors -- as they carry out their caregiving responsibilities. The goal of this program is to provide a multifaceted system of support services for informal caregivers of older people and grandparents and other relatives caring for children. This program helps sustain informal caregivers in their efforts to care for older people (60+) in Albany County who have chronic illnesses or disabilities and promotes their ability to remain in their homes and local communities. For grandparents and other relative caregivers of children, the program promotes the retention of these children in a nurturing family environment, instead of placement in foster care.

1.3 Implementation of the National Family Caregiver Support Program under Title III-E of the OAA, the U.S. Administration on Aging (AoA)/Administration for Community Living (ACL) Nursing Home Diversion Modernization grants, and the Lifespan Respite grant initiatives, have given caregiver-directed service delivery models very high national visibility, including in the aging network. Like consumer direction, caregiver direction is a service delivery model that provides caregivers with more control and choice in the care they identify for respite purposes. Depending on the parameters established by a program, caregivers, in agreement with the care receiver, acting as employer (e.g., train, manage and dismiss their workers, etc.) may choose which respite services to use; which providers or workers to hire; what time of day workers will come; whether to hire family members; and/or some combination thereof.

1.4 Often the focus of consumer-directed services are on the person directly receiving care; however, the intent of the caregiver-directed respite service delivery model under the NFCSP is to focus on the caregiver and support the caregiver with identifying and implementing respite services that would provide them with a break from their caregiving responsibilities. Implementing a caregiver-directed respite service delivery model will offer caregivers greater flexibility, with a person-centered approach. Under this model, caregivers are assessed to determine their needs, capabilities, and preferences, including their ability to self-direct. This includes recruiting, hiring, scheduling, supervising, training, and/or terminating the respite provider they have chosen to provide supports in or out of the home.

On-going funding for Elder Caregiver Support Program is solely based on federal funding allocations and should not be relied upon for future availability.

SECTION 2: RECEIPT OF PROPOSALS

2.1 One (1) copy, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer.

Proposals must be received no later than 4:30 P.M. on FRIDAY, SEPTEMBER 22, 2023 at the following address:

Pam O'Neill
Albany County Purchasing Agent
112 State Street, Room 1000
Albany, New York 12207

2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.

2.6 Albany County reserves the right to waive any and all informalities and to disregard all nonconforming, non-responsive or conditional Proposals.

2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.

2.8 Proposals will be examined and evaluated by Albany County Department for Aging.

2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

3.1 Provide the name, a brief history and description of your firm.

3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses with qualifying professional experience, skill sets and/or appropriate certifications and the location of the office from which each work.

3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).

3.4 The Proposer must have written policies and procedures in place to ensure the provision of services under the NFCSP complies with the standards described in this document. Policies and procedures must include:

- An organizational chart;
- Personnel policies;
- Job descriptions with specific qualifications (e.g., qualifying professional experience, skill sets, and relevant certifications);
- Orientation and training;
- Contributions;
- Program monitoring;
- Record keeping;
- Reporting;
- NFCSP participant eligibility;
- Service parameters (e.g., hourly or monetary caps) for respite care and supplemental services;
- Equal access/targeting (refer to the most recent issuance of the NYSOFA Equal Access to Services and Targeting Policy PI);
- Safety, including preventive and emergency procedures (fire, weather, participant illness, and injury); m. NFCSP participant survey administration;
- Assessments;
- Provision of services to older relative caregivers, if applicable;
- Grievance procedures (refer to the most recent issuance of the NYSOFA Title III Grievance Procedures PI); and
- Parameters for administering an emergency respite program, if applicable

3.5 If applicable, the Proposer, must have written policies and procedures related to caregiver-directed respite service delivery including:

- Respite provider roles and responsibilities;
- Respite provider requirements (e.g., age, training requirements, relationship to participant, use of informal providers vs. agencies);
- Resources and methods for assisting caregivers with finding a respite provider, if desired by the caregiver;
- Respite types being offered (e.g., in-home, out-of-home [day], out-of-home [overnight]);
- Payment mechanisms being used (e.g., fiscal intermediaries or respite vouchers);
- Respite voucher parameters, if applicable (e.g., timeframe, amount);
- Application process;
- Listing and description of program forms being used (e.g., Respite Provider Agreement, Hold Harmless Form, timesheets for respite providers);
- Program eligibility requirements;
- Process for determining eligibility and prioritization of awards;
- Referral process for applicants who are ineligible for services;
- Administrative functions and processes (e.g., record keeping, data tracking);
- Program evaluation and quality assurance methods and processes; and
- Methods for advertising and public awareness.

3.6 Detail your firm's experience with caregiver programs.

3.7 Provide at least two (2) references from similar projects including name, addresses and telephone numbers and brief description of project.

3.8 Provide any additional information that would distinguish your firm in its service to Albany County.

3.9 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.

3.10 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM (NFCSP)

4.1 The Contractor, must comply with and require its caregiver support service providers to comply with all applicable federal, State, and local laws, regulations and issuances, including the ADA and

Section 504 of the Rehabilitation Act, and all program standards, standard assurances, and program instructions (PIs) issued by NYSOFA that apply to such activities. (EXHIBIT "A").

4.2 CAREGIVER SUPPORT, SERVICE, AND DELIVERY

1. The Contractor, must make the following services available to eligible caregivers in accordance with OAA § 373(b): f) The NFCSP program: 1. Meet the needs of the caregiver and enhance support given to the care receiver; 2. Help the caregiver become a better advocate and more confident in assisting the care receiver with their physical, cognitive and behavior needs; 3. Help deter placement in a long-term care facility and promote continued care within the home and/or in an alternative community setting for older adults for as long as possible or desirable; and 4. Help provide support to older relative caregivers for children, if desired.

a) Public Information: provides outreach activities and interventions initiated by the provider for the purpose of identifying potential clients and encouraging their use of the available services and benefits. Information services can include: articles in newspapers, brochures, public service announcements on radio, television, or group presentations and at events such as health fairs. There is no client eligibility/ data collection requirement for public information. One unit = one session or event.

b) Information and Assistance: provides assistance to caregivers in gaining access to the services and resources available within their community on a one to one basis. The caregiver may be assisted in defining problems/needs and capacities, receives direction or guidance relative to those problems and is linked to services and opportunities to meet the problems/needs. Also included in this is follow-up, to the extent possible, ensuring that the caregiver receives the service. One unit = individual session.

c) Support Groups & Caregiver Training: Counseling, support groups and training refer to arrange of individual and /or group services that are intended to assist caregivers in gaining knowledge and/or skills related to their caregiver role. Counseling may include individual or group counseling, mediation or resolution, peer counseling, grief counseling. The groups may be in-person, on-line and/or telephone support groups. Groups may be designed for anyone in a caregiving role or they may be for specific caregivers. They may be educational and/or supportive and sharing, long term or short term. Training programs may be delivered in one session or in a series, the duration may vary from an hour to a full day or longer, and cover numerous topics that can help and support the caregiver in their caregiving capacity. Examples are skills related to assisting care receivers with activities of daily living, legal issues such as power of attorney and living wills, managing difficult behaviors, nutrition, health/wellness such as stress reduction exercises. One unit = one group or individual session.

d) Respite: Respite provides caregivers with a temporary break from their caregiving responsibilities while at the same times providing direct services to the care recipient. It must meet the needs of both the caregiver and the care receiver. It can take the form of In-Home Contact & Support (e.g., personal care level I or level II, home health aid or supervision/companion), Adult Day Services (social adult day care or adult day health care) or overnight respite (e.g., nursing home, adult home, assisted living facility.). an

older adult (60 and older) who is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person. One unit = one hour of service of contact of in-home contact & support, one occurrence of shopping assistance, one hour of 24 hour nursing home/adult care facility or one hour of day care program.

e) Supplemental Services: Personal Emergency Response Systems (PERS) and Transportation: Supplemental services are meant to compliment the care provided by the caregivers such as escort transportation, HDM's, and PERS. This service type has a funding cap. The program cannot spend more than 20% on supplemental services. In order for the caregiver to be eligible, the care receiver must be frail as defined in the Older Americans Act. This means that the care receiver is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, an older adult who has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or safety hazard to the person or to another person with 2 ADL's or cognitive impairment. Transportation unit = one way trip, PERS = one unit for each month.

f) Emergency Respite; 1. The designated contractor, has the option of offering an emergency respite component. All eligibility requirements applicable to traditional services under the NFCSP also apply to this service delivery model. 2. Policies and procedures must be established and should comply with the standards and requirements defined this document. 3. A caregiver assessment must be completed within five (5) business days after the start of emergency respite service delivery.

4.3 PARTICIPANT ELIGIBILITY AND ASSESSMENTS

1. The following populations of caregivers are eligible for services under the NFCSP:

- a. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals sixty (60) years of age and older;
- b. Adult family members or other informal caregivers eighteen (18) years of age and older providing care to individuals of any age with Alzheimer's disease or related disorder. Related disorders include dementia, traumatic brain injury, mild cognitive impairment, and chronic traumatic encephalopathy;
- c. Older relatives (not the parents) fifty-five (55) years of age and older living with and providing care to children under the age of eighteen (18); and
- d. Older relatives (including the parents), fifty-five (55) years of age and older living with and providing care to an adult(s) age eighteen (18) to fifty-nine (59) with disabilities.

NOTE: Respite and supplemental services must only be provided to the caregivers of "frail" older adults (refer to definition of frail in Section II). Caregivers who meet the definition of older relative caregiver are eligible for all five (5) service types.

4.4 ACCESSIBILITY AND PRIORITIZATION

1. The designated contractor, must have an NFCSP that satisfies the following requirements:

a. Provides barrier-free access to its services that accommodates individuals with disabilities and access for individuals who communicate in languages other than English, and ensure accessibility compliance in the following:

i. Physical accessibility, as per federal, State, and local laws, regulations, and issuances;
ii. Language accessibility for consumers with limited English proficiency (at a minimum, must establish a telephonic interpretation service contract with language interpretation services provider); and

iii. Communication accessibility for individuals with disabilities through auxiliary aids and services such as 711/NY Relay, TTY/TTD, large print materials, audio recordings, or Braille.

b. Provides maximum service accessibility to caregivers who are in the greatest social or economic need, with particular attention to low-income minority individuals.

c. To the maximum extent possible, makes space available supportive services, educational services, and recreational activities that protects the privacy of participants.

d. Ensures participants are registered in accordance with NYSOFA's reporting requirements.

e. Monitors participants to determine the need for additional caregiver support services and facilitates referrals when necessary.

f. Has processes for NFCSP service providers (direct or contracted) to alert the AAA to conditions or circumstances which may endanger the caregiver, care receiver, other participants, workers, or volunteers.

Assessment: Clients of respite or supplemental services must receive a comprehensive face-to face assessment before services can be delivered. The assessment will determine the functioning capacity of the care receiver. Assessment will consist of care planning, arranging for services, and follow up monitoring and discharge. The assessment process will help the caregiver and care receiver gain access to appropriate services, benefits and entitlements. For associated expenses related to this service.

4.5 MONITORING

1. The Contractor designated by the AAA, must adopt written policies and procedures for the following:

a. Monitoring all contracted and directly provided caregiver support services in accordance with NYSOFA's monitoring requirements, including a review of caregiver support program specific requirements; and

b. Ensuring documentation of all monitoring and technical assistance activities.

4.6 CONTRIBUTIONS

1. The Contractor designated by the AAA, must implement voluntary contribution policies and procedures consistent with NYSOFA's most recent Program Income Policy.

4.7 INSURANCE

1. The Contractor designated by the AAA, must require each caregiver support provider to maintain the following forms of insurance coverage when applicable and feasible:

- Facility insurance;
- Vehicle insurance;
- Workers' compensation;
- Unemployment;
- Product liability;
- Personal liability, including volunteers; and
- Bonding/commercial insurance policy covering losses from employee theft.

4.8 CONTRACTS WITH SERVICE PROVIDERS

1. The Contractor designated by the AAA, will ensure that all contracts with caregiver support service providers include:

- a. Contract terms that are consistent and compliant with federal, State, and local laws, regulations, and issuances. They must include the NYSOFA standard assurances and these program standards;
- b. Contract terms that specifically delineate as appropriate:

Service locations;

Type(s) of services and units of service to be provided;

- Proposed service costs;
- Participant eligibility and targeted populations to be served;
- The respective authorities and responsibilities of the AAA and the designated contractor (e.g., maintenance of facility, cancellation clause, hiring and training staff and volunteers);
- Reporting requirements;
- Program monitoring and assessments;
- Contribution policies and procedures;
- Insurance;
- Licensing requirements, if applicable;
- Staff and volunteer qualifications and requirements;
- Caregiver support service requirements; and
- Other applicable policies and procedures.

c. A provision that contractors designated by the AAA will allow for and cooperate with the monitoring visits and audits by the AAA and federal, State, and local officials.

d. Provisions requiring:

- The contract agency to engage in interagency coordination;
- The contract agency to adopt one (1) or more mechanisms for targeting individuals in the greatest social and economic need;
- The contract agency has any software needed to be able to collect and report all required data for caregivers served; and
- The contract agency to report and manage generated program income.

4.9 QUALITY ASSURANCE

1. The contractor designated by the AAA, must:

- a. Make consultation and supervision available to all staff and volunteers providing services under the NFCSP;
- b. Review participant case records at least once every three (3) months to ensure compliance with the standards described in this document;
- c. Conduct regular and systematic analysis of the individuals served under the NFCSP; and
- d. Assess the impact and quality of the NFCSP services using the NFCSP Quality Assurance Survey (refer to Attachment 1), at least annually. The results of this analysis are to be used as a basis for planning and implementing changes in the NFCSP goals, policies, procedures, and resources.

4.10 RECORD RETENTION

1. The contractor designated by the AAA, must require:
 - a. Each NFCSP service provider to retain the following records for one (1) year after the ending date of the program period:
 - Caregiver assessments;
 - Caregiver education programs, surveys, and units of service;
 - Caregiver counseling participant files and units of service; and
 - Participant surveys and evaluations.
 - b. Each NFCSP service provider to retain the following records for six (6) years after the ending date of the program period:
 - Caregiver participant registration;
 - Contribution collection and deposit records;
 - All income and expense records;
 - Contract, budget, and payroll/timesheet documents;
 - AAA monitoring reports of contracted service providers and directly provided caregiver support services;
 - Caregiver coordinator training record; and
 - Participant, staff, and volunteer service records (e.g., sign-in sheets).

4.11 BACKGROUND CHECKS

1. The Contractor designated by the AAA, must:
 - a. Screen all current and future paid and volunteer respite care workers associated with the NFCSP using the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to that volunteer or staff member being offered a respite care paid or volunteer opportunity, including training or employment by the AAA or the designated contractor. In addition, AAAs and their contractors are encouraged to conduct criminal background checks on all respite care workers and volunteers;
 - b. Prohibit any individual listed on the State's Sex Offender Registry from providing direct respite care services under the NFCSP; and
 - c. Inform the caregiver of the option to require a prospective respite care worker to undergo a background check when respite care is delivered using a caregiver-directed service delivery model.
2. If the AAA or the designated contractor conduct a background check that is more comprehensive and includes a check of the DCJS Sex Offender Registry, the AAA, or the designated contractor,

may continue to use its own background check process instead of following the procedure outlined in these standards.

3. If there is uncertainty about an individual's status on the Sex Offender Registry, the AAA, or the designated contractor, must verify that the individual is not listed on the Sex Offender Registry before offering them a paid or volunteer position.

4. The AAA, or the designated contractor, may conduct a background check by telephone on up to five (5) prospective employees or volunteers by calling 518-457-5837 or 1-800-262-3257.

a. The person calling on behalf of the AAA or designated contractor will be asked to provide:

Their name, address, and phone number;

The prospective employee's or volunteer's full name; and

One (1) of the following: complete address, social security number, birth date, or driver's license number of the prospective employee or volunteer.

4.4 There is a requirement to make targeted outreach with attention to; low income, low-income minority individuals and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The targeting and prioritizing of services to older adult clients are in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (EXHIBIT "B").

4.5 In providing services there is no charge requirement of any contribution for participation in any activities or programs it provides to older adults residing in Albany County. Contribution made to the program are handled as follows, (EXHIBIT "C");

The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Contractor shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Individuals whose self-declared income is at or above 185% of the poverty line must be encouraged to contribute at the actual cost of services.

Protect the privacy of each older adult regarding contributions;

Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;

Use all contributions to expand services of the program. The Contractor shall clearly illustrate how the contributions were used for expansion; and

Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute.

4.6 All program facilities utilized in the delivery of services are to be open to authorized personnel from the United States government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract, program and fiscal operations. There is a monitoring process to ensure that services are performed in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the monitoring process ensures performance and expenditures are for only authorized items of expense contained in approved budgets. A written report of all inspections are

Caregiver Services
RFP #2023-107

Primary Criteria	Rate (1-5)	Weight	Score	CATHOLIC CHARITIES				COMMUNITY CAREGIV				LIFE PATH			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.15	0.60	0.23	0.60	0.00	0.60	0.24	0.40	0.30	0.60	0.26
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.00	0.60	0.24	0.60	0.10	0.60	0.26	0.60	0.20	0.60	0.28
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.00	0.90	0.54	0.90	0.00	0.90	0.54	0.90	0.10	0.90	0.57
Clarity of proposal budget.		20%	-	0.60	0.10	0.30	0.2	0.60	0.10	0.30	0.20	0.60	0.20	0.30	0.40
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.30	0.00	0.80	0.11	0.30	0.00	0.80	0.11	0.20	0.20	0.80	0.12
		Total	-	2.80	0.25	3.20	1.32	3.00	0.20	3.20	1.35	2.70	1.00	3.20	1.63

Primary Criteria	Rate (1-5)	Weight	Score	CSSC				TOWN OF COLONIE				DAUGHTERS FOR HIRE			
				Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total	Rev 1	Rev 2	Rev 3	Total
Clarity and completeness of proposal.		20%	-	0.40	0.30	0.60	0.26	0.60	0.30	0.60	0.30	0.40	0.45	0.60	0.29
Proposer's qualifications and past experience in serving target population.		20%	-	0.60	0.20	0.60	0.28	0.60	0.30	0.60	0.30	0.20	0.30	0.60	0.22
Responsiveness to the initiative's priorities and goals.		30%	-	0.90	0.10	0.90	0.57	0.90	0.20	0.90	0.60	0.60	0.20	0.90	0.51
Clarity of proposal budget.		20%	-	0.60	0.30	0.30	0.24	0.60	0.30	0.30	0.24	0.40	0.10	0.30	0.16
Proposers plan to work with other providers and organizations to facilitate coordination and minimize duplication effort.		10%	-	0.20	0.20	0.60	0.10	0.30	0.40	0.60	0.13	0.10	0.60	0.80	0.15
		Total	-	2.70	1.10	3.00	1.45	3.00	1.50	3.00	1.57	1.70	1.65	3.20	1.33

- 1.) Life Path - 1.63
- 3.) Town of Colonie - 1.57
- 2.) Colonie Senior Service Centers - 1.45
- 5.) Community Caregivers - 1.35
- 6.) Daughter for Hire - 1.33
- 4.) Catholic Charities - 1.32

Albany County Request for Contract Approval

Contract #	2023-1411
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date Submitted	Friday, October 27, 2023
Contact Person	Dillon, Patrick
Contact Phone	() -518
Vendor Info	Albany Jewish Community Center 340 Whitehall Road, Albany, New York 12208
Estimated Amount	\$52,000.00
Estimated Term	1/1/2024 to 12/31/2024
Scope of Services	The Department for Aging (DFA) requests approval to enter into a new contract with Albany Jewish Community Center to provide Kosher Home Delivered Meals to eligible older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA.
Budget Line Item	AA6772 - 44453 - - -
Fiscal Impact	County: 34.50% State: 58.10% Federal: 7.40% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
100 HERITAGE LANE
ALBANY, NEW YORK 12211
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7722
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board
From: Patrick Dillon, Contract Administrator
Date: November 1, 2023
Regarding: Request for CAB Approval

Program: Home Delivered Meals
Contractor: Albany Jewish Community Center
Contract Term: 1/1/24 – 12/31/24
Contract Amount: \$52,000.00

The Department for Aging (DFA) requests approval to enter into a new contract with Albany Jewish Community Center to provide Kosher Home Delivered Meals to eligible older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA.

Request for Proposal No. 2023-091 issued on July 20, 2023 requesting providers submit a proposal regarding the Home Delivered Meal program. There was a response to the RFP from four (4) providers. The four (4) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Home Delivered Meal proposals were awarded as follows;

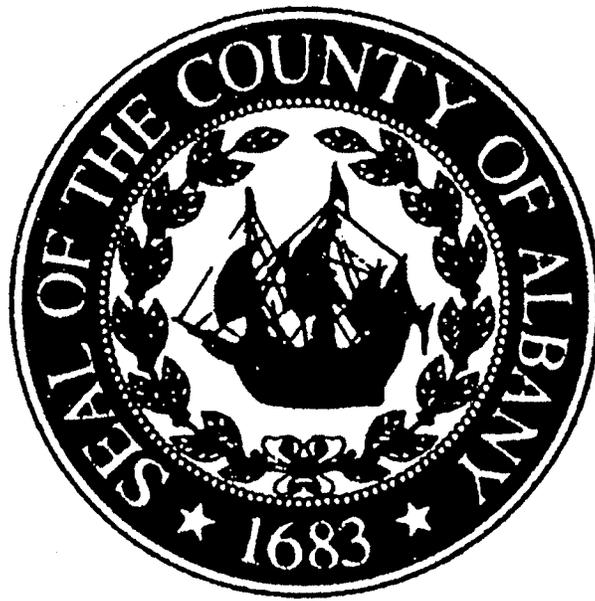
1. Life Path (Senior Services of Albany); Awarded - \$972,290.00
2. Peter Young Industries; Awarded - \$441,449.52
3. Senior Projects of Ravena; Awarded - \$ 263,340.50
4. Albany Jewish Community Center; - \$52,000.00

Total Awarded to Providers - \$1,729,080.02

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP #2023-091

HOME DELIVERED MEALS

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFAs, (EXHIBIT "A"), and Standard Assurances (EXHIBIT "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26 (EXHIBIT "B"), Title III-C2 funding for the home delivered meal (HDM) program and current U.S. Department of Health and Human Services, USDA regulations.
- b) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI) / Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- c) The Proposer:
 - Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFAs meal program.
 - Agrees to produce attractive, palatable and satisfying meals with consideration given to participant and volunteer comments and ACDFAs Dietitian evaluations.

d) The Proposer shall prepare and provide meals that meet a minimum of one-third (1/3) for one meal and two-thirds (2/3) for two meals of the required daily DRI/RDA. Older adults have specific nutritional needs and should include nutritious, flavorful, and culturally appropriate meals. The Proposer shall submit menus and prepare meals that use a variety of nutrient-dense foods and beverages while choosing foods that limit the intake of saturated fats, have no trans-fats and have little added sugars and salt. Meals shall be planned to keep total fat intake between 20-35 percent of calories, with most fats coming from sources of polyunsaturated and mono-unsaturated fatty acids. Less than 10 percent of calories shall be from saturated fat. Meals shall be prepared with little salt and with a goal of 500-800 mg of sodium per meal. It shall be necessary to utilize some low or lower sodium ingredients to achieve this requirement. Food and beverages in this regular meal shall be prepared with little to no added sugars, emphasis shall be given to fiber- rich fruits, whole grains, vegetables, and fat free or low-fat dairy products (see page 25 of NYSOFA 19-PI-26, EXHIBIT "B").

f) Meal components, as listed below shall be included, as part of the meal served:

1. Three (3) ounces edible protein, i.e. chicken, beef, pork, fish, cheese, etc. Casseroles shall be eight (8) ounce portions of which three (3) shall be protein.
2. Three (3) servings of vegetable and/or fruit, which shall include:
 - One half (½) cup cooked or raw vegetables.
 - One half (½) cup fruit or four (4) ounces of 100% juice.
 - One (1) cup large berries, melon or salad greens.
3. Two (2) serving of grain, with at least one (1) ounce whole grain, all others shall be enriched grain.
4. One to Two (1-2) teaspoon oil/fortified margarine spread or butter.
5. Eight (8) ounces of fat free or low fat, or 1 serving of dairy and/or vitamin D fortified 100% fruit juice, see page 24 of NYSOFA 19-PI-26.
6. One-half (½) cup of dessert.

g) The Proposer shall procure all food and supplies as required in the preparation of meals in accordance with the standardized recipes and menus as approved by the ACDFR Registered Dietitian (RD).

Please Note: Omission of any components of the approved menu constitutes a violation of the Menu Policy. Meal reimbursement shall be denied if any part of the meal is omitted. Substitutions require prior approval by the ACDFR Registered Dietitian at least 2 days in advance of the meal service. Substitutions should be a comparable food item of the same food group.

4.2 Targeting

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need. Older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (EXHIBIT "C").

4.3 Menu Policy, Meals Preparation and Service

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (EXHIBIT "D"). All cycle menus shall be submitted for nutritional analysis and approval at least three (3) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s) during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.
- c) Special Religious and Cultural meals shall be required, as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA RD assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity-standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (EXHIBIT "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be considered only with prior approval from the ACDFA RD and kept to an absolute minimum.
- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such, reimbursement for said meals shall not be considered.
- h) The Proposer shall develop a procedure for dating all Hot, Cold and Frozen HDMs with the actual date the meal was prepared in a 12 font or greater, (EXHIBIT "F").
- i) The Proposer shall be responsible to provide each client with at least (2) two shelf stable meals for use during emergencies. Proposer shall provide the pre-approved shelf stable meals from the pre-approved shelf stable meal vendor. Deviations without prior written authorization (EXHIBIT "G").

4.4 Kitchen Facilities

- a) The Proposer shall have NYSOFA approval for the operation of any contracted or directly operated nutrition site, satellite site, central kitchen or facility, which prepares, packages or serves meals using NYSOFA administered funding. Operation permits are kept on file at the ACDFA for NYSOFA review.

- b) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (EXHIBIT "B"). The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- c) The Proposer shall be contractually required to maintain operations at proposed sites until written permission to discontinue service is obtained from the ACDFA or the term of the Agreement ends.

4.5 Staff, Supervision and Training

- a) A qualified and responsible supervisory designee should oversee the operation of the nutrition program. Who shall have a thorough knowledge of supervising and directing the work of others. An ability to plan; a good knowledge of Albany County roadways and topography regarding the local weather expectations throughout the year; food service delivery, particularly as they relate to meal delivery service for elderly persons; a knowledge of community agencies; facilities and services that may be utilized to help the elderly.
- b) The Proposer shall be responsible for:
- Implementing staff and volunteer orientation.
 - Coordinating "Staff and Volunteer Training" (EXHIBIT "H")
 - Ensuring compliance with all ACDFA rules and regulations.
 - Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (EXHIBIT "H" and "I") especially for emergencies. Staff and volunteers who note any adverse changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.
- g) All persons providing services under this Agreement shall be of stable personality and high moral character. All employees and volunteers providing services under this agreement shall at all times be courteous and helpful to each client under their care as well as caregivers or aides of these older adults. The Proposer shall adequately screen all agents or employees involved in the delivery of services under this Agreement to avoid or minimize risks to older adults participating in the program. The Proposer shall ensure that all such agents and employees are competent, conscientious and law-abiding and that each employee sign a Confidentiality and Disclosure form, (EXHIBIT "J").

4.6 Food Service Practice Compliance

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFAs policy and procedures. The Proposer shall ensure that all time and temperature regulations are followed, (EXHIBIT “K”).
- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and
 - Maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking.
- d) The Proposer shall have a policy and procedure for HDM including monitoring of transport vehicles for regular maintenance and cleanliness, appropriate equipment for storage of hot, cold and/or frozen foods as applicable and as specified in New York State and Albany County Department of Health Codes. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable period to report any issues with non-compliance with time and temperatures including corrective action.
- e) Completed “Time and Temperature Logs” and “End of Route Time and Temperature Logs” must be submitted to ACDFAs monthly as directed in the policy and procedures. (EXHIBIT “K” and “L”).

4.7 Albany County Home Delivered Meal Assessment Unit

- a) The Proposer shall demonstrate the ability to initiate service to new HDM clients within three (3) business days of being notified by the Unit through the Statewide Client Data System. When new HDM client service is initiated the Proposer shall ensure that all scheduled meals are delivered. The Unit will provide HDM meal program orientation to the client as provided by the ACDFAs, (EXHIBIT “M”) including the “Guidelines and Handling Instructions for HDM, (EXHIBIT “F”).
- b) Proposer shall receive updates regarding the individualized instructional changes from the Unit through the Statewide Client Data System; as warranted. The Unit shall advise the Proposer with all specific client instructions that shall clearly indicate:
 - The number of meals that a client shall receive each day of the week.
 - The type of meal or meal combinations being delivered to each client.
 - Any client specific instructions for meal delivery, client monitoring, meal-set up and or meal

storage.

- Changes to client centered HDM instructions shall be incorporated into the meal delivery service within 3 business days of Proposer notification.
- c) All substantive changes in the condition of a client should be communicated to the Unit immediately. The Unit shall handle centralized intake/assessment & case management and document in the Statewide Client Data System. The Proposer shall respond to questions about specific deliveries, meal cancellations and undelivered meals. Reports should be made to the Unit via the Statewide Client Data System. Emergency response situations shall be handled by the entity first becoming aware of the emergency. For example, the person delivering the meal would call 911 in an emergency. If there is an emergency, the Proposer shall contact the Unit by telephone for immediate communication. The Unit shall conduct appropriate follow-up. Non-Emergency information identified at time of meal delivery shall be forwarded to the Unit, (Attachment "I"). It is expected that the Proposer, the Unit and ACDFFA shall work together collaboratively.
- d) A standard of reasonable care is expected of the Proposers in all aspects of the notification process. This determination shall include an evaluation of all the pertinent circumstances concerning the change in client condition. In the event that there are substantive changes in the condition of a client, the ACDFFA and Unit shall determine whether notification was submitted in a timely manner.
- e) The following steps shall be taken by the Unit to initiate assessments, provisions of meals and sharing report information:
- All individuals interested in receiving Albany County Home Delivered Meals, and community organizations making referrals shall contact the Unit intake line at (518) 447-7177.
 - The Unit shall conduct an initial eligibility screen and follow up to complete an Assessment.
 - All meal authorization/change of service notices shall originate from the Unit and be sent to the Proposer through the Statewide Client Data System
 - The Unit is required to follow the informed client consent process, which will allow client info sharing with Proposer. With client consent, the Proposer can see the Assessment information within the Statewide Client Data System.
 - Additional meal requests (provision of more meals per week than stipulated in the care plan) are authorized solely by the Unit. The Unit shall issue a revised authorization to the Proposer, through the Statewide Client Data System.
 - The ACDFFA RD can authorize a change with a client's meal service after a formal nutrition assessment. The ACDFFA RD will notify the Unit of a suggested meal delivery change.
 - The Unit and Proposer shall report on a daily basis, permanent cancellations resulting from hospitalization, nursing home placement, moving from the area, etc. through the Statewide Client Data System.
 - The Proposers shall handle basic client issues such as not answering the door to receive the meal. The Unit shall be available during normal business to consult on any given particular client issue, (EXHIBIT "N").
- f) The Proposer shall provide emergency meal delivery for new clients that have been determined by the Unit to be in need of emergency meals. The emergency meals shall be initiated either the day the referral was received, or the following day, depending upon the time of day the referral was sent. Circumstance for delayed emergency delivery would include after business hours. The

Proposer shall be notified through the Statewide Client Data System as soon as the referral has been confirmed by the Unit. The Unit shall then contact the Proposer by phone to confirm the emergency meal delivery request has been received and is being implemented. The Proposer shall provide the ACDFAs Guidelines and Handling Instructions for HDM with the start-up emergency meals (EXHIBIT "F").

4.8 HDM Delivery, Drivers, Vehicles

- a) It is the responsibility of the Proposer to provide delivery vehicles for the home delivered meal service. The Proposer shall be responsible for all cost of the vehicles including the cost of fuel, and are properly licensed, insured and maintained. Vehicles shall be properly identified with decals or signs. All drivers shall hold a current clean New York State driver's license.
- b) The Proposer is paid and volunteer delivery staff shall be trained upon beginning their position and annually using the ACDFAs Meal Delivery Training Program (EXHIBIT "I"). The Proposer should use the training materials provided by the ACDFAs. Each employee and/or volunteer should sign the last sheet of the training program that states that he or she shall adhere to the guidelines. The Proposer shall keep a copy of the signature sheet on file with personnel records.
- c) The Proposer shall insure that fully trained supervisory staff shall instruct and train the delivery drivers.
- d) The Proposer shall supervise and monitor the delivery of meals to clients.
- e) All paid and volunteer delivery staff shall wear appropriate attire; maintaining a neat & clean appearance.
- f) The Proposer shall provide drivers on each route cell phones or 2-Way radios to be used in the event of an emergency. Proposer shall have the base station manned during delivery times with written defined responses to driver situations.
- g) Delivery vehicles shall be equipped with locked boxes and opaque envelopes to accept client confidential contributions. Monetary contributions shall be secured during the delivery route. Drivers will be responsible to return the lock box to the designated staff. Drivers/deliverers shall not solicit nor accept monetary tips or other gifts from the client or family members. Any money given to the delivery staff should be considered program income and handled according to the Program Instructions, (EXHIBIT "O").
- h) Meal delivery routes are scheduled according to cluster client locations. The delivery times should not exceed the two-hour period of meal pack time. Every effort will be taken to schedule client meal delivery within the same time frame each day. Depending on the meal census and delivery routes, adjustments will need to be made to ensure delivery times are within the two-hour time frame. When a holiday falls on a regular delivery day, the Proposer shall deliver meals the previous business day. Weekend meals are delivered as follows, Saturday frozen entrée delivered on Thursday, and Sunday frozen entrée delivered on Friday. The Proposer will have a procedure to track new client meals and/or hold/cancellations of meals.
- i) During the daily contact with the client the HDM delivery staff and volunteers shall be properly

trained to detect observe and report changes in the older adult's condition, or environment as required under emergency reporting protocols and procedures.

- j) If a client is not home, the driver/deliverer will attach a door hanger to notify the client they were there to deliver the meal. Then the driver/deliverer is to follow protocol. When a client is not home to receive a meal, the driver/deliverer shall indicate "Not Home" on the route sheet. (EXHIBIT "H", EXHIBIT "I").
- k) The Proposer shall train delivery staff and volunteers to contact their immediate supervisor if any unusual circumstances (i.e. client is not answering the door, an accumulation of uneaten meals, and/or apparent deterioration in the clients' physical, mental or environmental conditions) or contact 911 if the delivery person deems that the client is in need of emergency services. (EXHIBIT "N").
- l) The Proposer and Unit shall communicate regularly through the Statewide Client Data System, any temporary, and/or permanent HDM changes resulting from hospitalization, nursing home placement, moving from the area, extended vacation with family, client death, etc.
- m) The Proposer and their staff may not discontinue client meals for any reason, without approval from the Unit.

4.9 Inclement Weather/Disruption of Services

- a) The Proposer must have written procedures concerning the provision of food/and or meals in weather related or other emergencies or disasters.
- b) The Proposer shall make the decision regarding delivery during emergency or inclement weather conditions. Dangerous road conditions should be considered and treated as any other emergency situation impacting on the delivery of meals. The County reserves the right to cancel service as dictated by the applicable circumstances.
- c) If the Proposer cannot provide meals on a given day due to weather, or other emergencies they shall be required to notify the ACDFA immediately upon the decision being made via email and phone call. The Proposer shall also be responsible for notifying affected clients of the disruption of service.
- d) Proposer shall provide each client with at least (2) two shelf stable meals for use during these emergency instances. (EXHIBIT "G").

4.10 Monthly Menus and Nutritional Education

- a) Monthly menus shall be provided to all clients through direct distribution by the 25th day of the month before the monthly menu begins.
- b) Each month provider shall receive Nutrition Information from ACDFA. The Proposer shall also complete the Nutrition Education Report and submit monthly to ACDFA (EXHIBIT "P").

4.11 Contributions

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (EXHIBIT "O").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion; and
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner: voucher amount (i.e., no. of units x rate) less contributions received = net amount due.
- b) ACDFFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.

4.12 Monitoring

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- c) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFFA as it is received from the New York State Office for Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and

warnings concerned with food-borne illnesses.

- d) The Proposer shall furnish a copy of their policies about equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.13 Program Reporting and Claim Forms shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Home Delivered Meal Claim Form (EXHIBIT "Q") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.14 Program Surveys and Performance Targets

- a) In order to assess client satisfaction, the client shall receive the HDM Survey (EXHIBIT "R") at the end of the service or at a minimum annually. Returned surveys shall be tabulated on the Outcome Goals and Performance Target Reporting. (EXHIBIT "S") and sent in with the monthly claim form.

4.15 Complete and proper accounting records shall be maintained by the Proposer, which shall clearly identify the costs of the work, performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.16 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

4.17 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (EXHIBIT "T").

VOTER REGISTRATION

4.19 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (EXHIBIT "U").

- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
- b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

4.20 The successful proposer shall comply with all Covid-19 and Social Distancing requirements of the County; the State of New York, including, but not limited to, the Governor's executive orders and the Empire State Development Corporation's guidelines and requirements; and the federal government. The Contractor shall be subject to the provisions of the County's Local Emergency Order re Covid-19 and all supplements/renewals to said order.

SECTION 5: TERM OF CONTRACT:

The contract period shall be JANUARY 1, 2024 TO DECEMBER 31, 2024.

- 5.1 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.
- 5.2 At the end of the initial one year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for two (2) additional years, in two (2) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.

Home Delivered Meal Program

RFP 2023-091

Primary Criteria	Weight	LIFE			RAV			PVI			AJCC										
		AH	LW	JB	MF	MH	AH	LW	JB	MF	MH	AH	LW	JB	MF	MH					
Full demonstrated comprehension of the Scope of Services, including but not limited to: Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards	40%	1.60	2.00	2.00	1.20	1.20	1.60	2.00	2.00	1.20	1.20	1.60	2.00	2.00	1.20	1.20	1.60	2.00	0.80	0.40	
Prior experience and/or the equivalent training with quantity food production and service projects	20%	0.80	1.00	1.00	0.40	0.80	0.80	1.00	1.00	0.60	0.60	0.80	1.00	1.00	0.60	0.40	0.60	0.80	0.40	0.20	
Professional qualifications, staffing, equipment and demonstrated capabilities	20%	0.80	1.00	0.80	0.60	0.60	0.80	0.80	0.80	0.60	0.60	0.80	1.00	1.00	0.40	0.40	0.80	0.60	0.40	0.00	
Total Proposed Cost	20%	0.40	0.60	0.80	0.20	0.40	0.30	1.00	1.00	0.20	0.60	0.80	1.00	1.00	0.20	0.60	0.20	0.60	0.80	0.20	0.00
Total		3.60	4.60	4.60	2.40	3.00	4.00	4.80	4.80	2.60	3.00	4.00	4.20	5.00	2.40	2.60	3.00	3.20	4.20	1.80	0.60

Ravena - 3.84

Life Path - 3.64

PVI - 3.64

JCC - 1.96

Albany County Request for Contract Approval

Contract #	2023-1379
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A4310 - Mental Health
Date Submitted	Friday, October 13, 2023
Contact Person	Bonarrigo, Joseph
Contact Phone	() -
Vendor Info	Trinity Alliance 15 Trinity Place, Albany, NY 12202
Estimated Amount	\$64,090.00
Estimated Term	10/1/2023 to 12/31/2024
Scope of Services	Allow Trinity Alliance the funding to provide community engagement for the LEAD program.
Budget Line Item	AA4322 - 44092 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

October 19, 2023

Hon. Daniel P. McCoy
County Executive
112 State Street Albany, NY 12207

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street – Suite 710
Albany, NY 12207

Hon. Bruce Hidley
County Clerk
Albany County Courthouse
15 Eagle Street, 1st Floor
Albany, NY 12207

Dear Messrs McCoy, Joyce, Hidley:

We respectfully request permission to utilize the remainder of the 2022 NYS grant to be sub-awarded to Trinity Alliance. The total remaining on this grant is \$64,090 and it will be used to provide community engagement services for the L.E.A.D. program.

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Daniel P. McCoy
Albany County Executive



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Office of the Albany County Executive

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: May 30, 2023

RE: RFP#2023-042 Project Management Host Agency Services and Community Engagement Services

I am in receipt of your recommendation to award the aforementioned to Trinity Alliance of the Capital Region, Inc.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Trinity Alliance of the Capital Region, Inc.

Please obtain the necessary contract approval of the County Legislature so that we may issue a Notice of Award.

Brady, Amanda

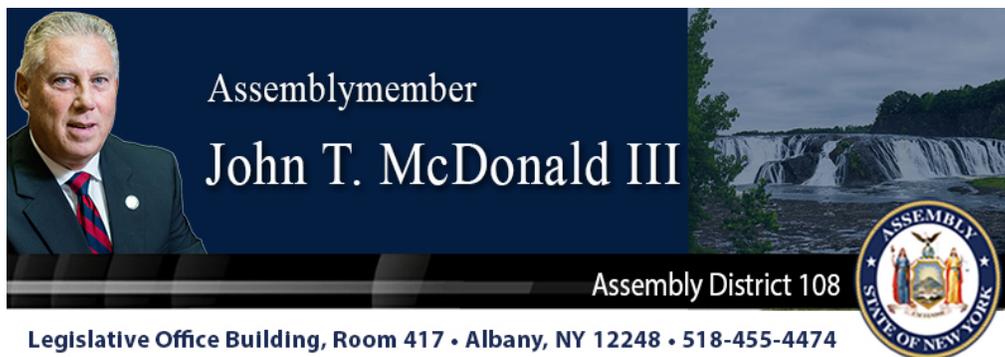
From: John McDonald <mcdonaldj@nyassembly.gov>
Sent: Wednesday, September 14, 2022 8:45 AM
To: Robert Ward
Cc: Patricia Fahy; Shalyn Ranellone; Alderson, Patrick; McLaughlin, Michael; McFarlane, Aliyah; Jennie Huling
Subject: Re: Albany LEAD question

Bob

Checked with WAM on this....the only comment is to continue to follow the laws of NYS and do the good work at hand!

John T. McDonald III, RPh
Member NYS Assembly 108th District
LOB 417
Albany, NY 12248
mcdonaldj@nyassembly.gov
<http://assembly.state.ny.us/mem/John-T-McDonald-III>
O: 518-455-4474
F: 518-455-4727
C: 518-365-2569

Representing the communities of the 108th Assembly District - Albany, Cohoes, Green Island, North Greenbush, Rensselaer, Troy, Waterford and Watervliet.



From: "Robert Ward" <robert.ward@leadbureau.org>
To: "John McDonald" <mcdonaldj@nyassembly.gov>
Cc: "Patricia Fahy" <patriciafahy109@gmail.com>, "Shalyn Ranellone" <ranellones@nyassembly.gov>, "Alderson, Patrick" <patrick.alderson@albanycountyny.gov>, "Michael 'McLaughlin'" <Michael.McLaughlin@albanycountyny.gov>, "McFarlane, Aliyah" <Execofficemcfarlane.aliyah@albanycountyny.gov>, "Jennie Huling" <jennie.huling@leadbureau.org>
Sent: Thursday, September 8, 2022 1:06:25 PM
Subject: Re: Albany LEAD question

John and Pat, one question that has arisen with regard to the State funding for Albany LEAD is whether there are any general or specific requirements or legislative intent as to its use. For example, as we continue discussions with jurisdictions outside the City of Albany, we will need

to determine which existing and/or newly available resources could appropriately be used to support LEAD in those jurisdictions. (As you may recall, the funding request that Albany LEAD submitted to you in January 2022 mentioned potential expansion to additional jurisdictions as one of the factors in the need for State support, but did not quantify or prioritize any such use.) Any guidance or thoughts that you would like to offer on this would be most welcome and appreciated. Again, many thanks.

Bob

-

Robert Ward
(he/him)
Co-Project Manager
Director of Policy, Research, Development and Expansion
Albany Law Enforcement Assisted Diversion
robert.ward@leadbureau.org
518-795-0737
albanylead.org

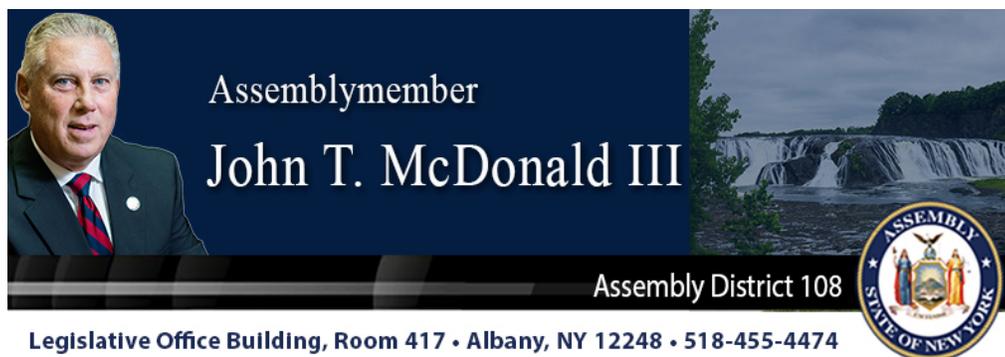
On Tue, Jul 5, 2022 at 2:09 PM John McDonald <mcdonaldj@nyassembly.gov> wrote:

Bob

Please see below....

John T. McDonald III, RPh
Member NYS Assembly 108th District
LOB 417
Albany, NY 12248
mcdonaldj@nyassembly.gov
<http://assembly.state.ny.us/mem/John-T-McDonald-III>
O: 518-455-4474
F: 518-455-4727
C: 518-365-2569

Representing the communities of the 108th Assembly District - Albany, Cohoes, Green Island, North Greenbush, Rensselaer, Troy, Waterford and Watervliet.



From: "Blake Washington" <washingtonb@nyassembly.gov>
To: "John McDonald" <mcdonaldj@nyassembly.gov>
Cc: "Patricia Fahy" <patriciafahy109@gmail.com>

Sent: Tuesday, July 5, 2022 1:11:40 PM

Subject: RE: Albany LEAD question

There is no agency per se—DOB will issue a cert and the Comptroller will increase a payment to Albany County by \$300K. Usually occurs in September.

From: John McDonald <mcdonaldj@nyassembly.gov>

Sent: Tuesday, July 5, 2022 12:07 PM

To: Blake Washington <washingtonb@nyassembly.gov>

Cc: Patricia Fahy <patriciafahy109@gmail.com>

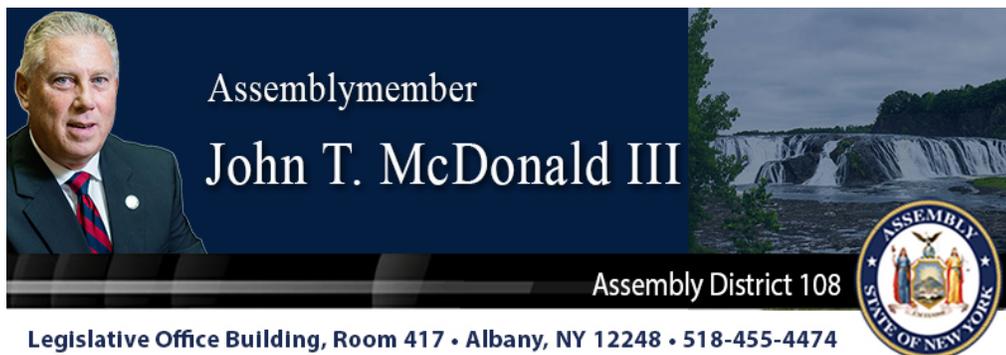
Subject: Fwd: Albany LEAD question

BW

Can you provide again which agency is providing the LEAD funding and we can take it from there on notice?

John T. McDonald III, RPh
Member NYS Assembly 108th District
LOB 417
Albany, NY 12248
mcdonaldj@nyassembly.gov
<http://assembly.state.ny.us/mem/John-T-McDonald-III>
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Representing the communities of the 108th Assembly District - Albany, Cohoes, Green Island, North Greenbush, Rensselaer, Troy, Waterford and Watervliet.



Assemblymember
John T. McDonald III
Assembly District 108
Legislative Office Building, Room 417 • Albany, NY 12248 • 518-455-4474



From: "Robert Ward" <robert.ward@leadbureau.org>
To: "John McDonald" <mcdonaldj@nyassembly.gov>
Cc: "Jennie Huling" <jennie.huling@leadbureau.org>
Sent: Thursday, June 9, 2022 9:44:14 AM
Subject: Albany LEAD question

Hi, John -

ADP officers have now made the 299th diversion since the start of Albany LEAD. Jennie and I will be proposing that a press release be issued when the 300th diversion is made. We also expect to include mention of some other recent developments in the release, such as the addition of social contact referrals as a pathway into LEAD. Would it be appropriate for us to mention the funding that has been provided in the State budget?

Thank you.

Bob

--

Robert Ward

(he/him)

Co-Project Manager

Director of Policy, Research, Development and Expansion

Albany Law Enforcement Assisted Diversion

robert.ward@leadbureau.org

518-795-0737

leadbureau.org

Brady, Amanda

From: Alderson, Patrick
Sent: Thursday, October 12, 2023 3:28 PM
To: 'Robert Ward'
Cc: Bonarrigo, Joseph; Jennie Huling; Harris Oberlander
Subject: RE: 2023 NYS grant for LEAD

Thanks Bob! No preference for us, just let us know which one you intend to charge against so we can keep track on our end.

@Joe – Can you please enter a contract in the County’s Contract Management System for LEAD community engagement as this will need to go to the Contract Authorization Board. Dollar amount and start date as indicated below. The associated “payable” (which needs to be referenced) is: 2022-137.

Thanks all

From: Robert Ward <r.ward@ta-cr.org>
Sent: Wednesday, October 11, 2023 1:32 PM
To: Alderson, Patrick <Patrick.Alderson@albanycountyny.gov>
Cc: Bonarrigo, Joseph <Joseph.Bonarrigo@albanycountyny.gov>; Jennie Huling <j.huling@ta-cr.org>; Harris Oberlander <h.oberlander@ta-cr.org>
Subject: Re: 2023 NYS grant for LEAD

Hi Pat -

I agree it makes sense to subaward the \$64,090 remaining from the 2022 New York State grant to Trinity for community engagement purposes. I've tentatively been planning on that use as we work on the 2024 budget, so thank you for bringing this up. Our current assumption is that community engagement expenses will start in January 2024.

Regarding the project management expenses that Trinity has begun incurring as of September 1, does the County have any preference whether Trinity first draws upon the 2022 New York State grant or the 2023 County grant? Expenses to date primarily include personal services costs for Jennie and myself; costs for the October 2 planning session (the consultants and lunch); and some equipment purchases.

Thank you.

Bob

From: Alderson, Patrick <Patrick.Alderson@albanycountyny.gov>
Sent: Tuesday, October 10, 2023 2:05 PM
To: Robert Ward <r.ward@ta-cr.org>
Cc: Bonarrigo, Joseph <Joseph.Bonarrigo@albanycountyny.gov>
Subject: RE: 2023 NYS grant for LEAD

Hi Bob –

Sorry for the delayed response here.

Correct, the funds mentioned in the below and attached are not yet flowing through the County's operating budget. Once we get final direct from the you/the PCG, we will begin the legislative approval and contract drafting process for the 2023 NYS grant.

I also wanted to note that the \$64k remaining from the 2022 NYS grant still needs to be subawarded. Is it fair to initiate a contract with Trinity for that amount since they'll be handling most of the community engagement functions? We could even allow that contract to allow Trinity to sub-contract so it's not tying Trinity into a specific budget currently.

Let us know if any other questions.

From: Robert Ward <r.ward@ta-cr.org>
Sent: Wednesday, October 4, 2023 1:27 PM
To: Alderson, Patrick <Patrick.Alderson@albanycountyny.gov>
Subject: 2023 NYS grant for LEAD

Hi Pat - I believe in a previous email I mentioned a very preliminary estimate of how we could/should subdivide the \$300,000 2023 NYS grant among LEAD functions, and just wanted to confirm that this has not yet gone to the County Legislature? Assuming this is correct, I will send a more specific proposal around once you are past the extreme crunch of the 2024 budget proposal. I see that the Legislature's October agenda includes the Department of Mental Health expenditures pursuant to 2022 COSSAP, which is great - many thanks.

Robert Ward
(he/him)
Co-Project Manager
Director of Policy, Research, Development and Expansion
Albany Law Enforcement Assisted Diversion
r.ward@ta-cr.org
518-795-0737
albanylead.org

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RESOLUTION NO. 143

AUTHORIZING VARIOUS AGREEMENTS REGARDING THE NEW YORK STATE LEGISLATIVE INITIATIVE FUNDING AND AMENDING THE 2023 ALBANY COUNTY BUDGET

Introduced: 4/10/23

By Audit and Finance Committee and Miller:

WHEREAS, The Commissioner of the Department of Management and Budget has requested authorization to enter into agreements with Catholic Charities and the Public Defender's Association regarding case management services to Law Enforcement assistance Diversion (LEAD) clients in Albany County pursuant to existing Memorandums of Understandings (MOUs) and to provide oversight of project management in the amount of \$113,794 and \$102,116 respectively, and for a term commencing January 1, 2023 and ending December 31, 2025, and

WHEREAS, The Commissioner has indicated that the aforementioned agreements will be financed through the New York State Legislative Initiative Fund, and that a budget amendment to the 2023 Albany County Budget is necessary to accept said funds, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreements with Catholic Charities, Albany, NY 12202 and Public Defender Association, Seattle, WA 98104, regarding case management services to (LEAD) clients in Albany County pursuant to existing MOUs and to provide oversight of project management in the amount of \$113,794 and \$102,116 respectively, and for a term commencing January 1, 2023 and ending December 31, 2025, and, be it further

RESOLVED, That the 2023 Albany County Budget is hereby amended as follows:

Increase Revenue Account A4322 0 3398 LIF22 L.E.A.D. Funding – NYS by \$300,000

Increase Appropriation Account A4322.4 by \$300,000 by increasing Line Item A4322 4 4092 LIF22 L.E.A.D. Funding – NYS by \$300,000

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the to the appropriate County Officials.

Adopted by unanimous vote – 4/10/23

Albany County Request for Contract Approval

Contract #	2023-1413
Contract Type	B) CAB Contract
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A6119 - Children, Youth & Families
Date Submitted	Monday, October 30, 2023
Contact Person	McNelis, Scott
Contact Phone	() -518
Vendor Info	Equinox, Inc 500 Central Avenue, Albany, NY 12206
Estimated Amount	\$32,500.00
Estimated Term	1/1/2023 to 9/30/2024
Scope of Services	2023 Youth Bureau Program intended to support youth development programs and runaway and homeless youth services. Funds are intended to be distributed to community-based organizations within Albany County for the purpose of reimbursement of expenses directly related to program operation and service delivery.
Budget Line Item	AA6119 - 44406 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
DIVISION FOR CHILDREN WITH SPECIAL NEEDS
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-4820 - FAX (518) 447-5686

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
DEPUTY COMMISSIONER

MEMORANDUM

TO: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

FROM: Scott McNelis
Contract Administrator

RE: Contract Request ID# 1413 for Equinox Inc.

DATE: November 3, 2023

The Albany County Department for Children, Youth and Families respectfully requests approval of the referenced contract for Equinox Inc. to provide a Transitional Independent Living Program for homeless youth ages 16-20. The requested contract term is for January 1, 2023 – September 30, 2023, for the amount not to exceed \$32,500.

Please call me at 447-7306 if you have any questions.

Enclosure

The Department for Children, Youth and Families
Justification for Contract Authorization for the provision of
Services to Runaway and Homeless Youths (RHYA).

Dear Messrs. McCoy, Joyce, Hidley:

The Department respectfully requests approval of contracts for the provision of either short or long-term shelter, or services to runaway and homeless youth.

New York State has designated Albany County DCYF- Youth Bureau as the local youth bureau with responsibility for “planning, coordinating and supplementing the activities of public, private or religious organizations devoted in whole or part to the well-being and protection of youth”.

In keeping with the federal Runaway and Homeless Youth Act (RHYA) of 1978 and current New York State RHYA regulations, Albany County DCYF-Youth Bureau funds programs that are designed to protect runaway and homeless youth and, whenever possible, reunite them with their families. In cases where reunification is not possible, these programs are designed to help youth progress from crisis and transitional care to independent living. Program activities and experiences are designed to assist youth in becoming, healthy, caring, and responsible adults.

Programs are operated by NYS OCFS certified community based organizations who provide these types of services to runaway and homeless youth. These programs are as follows:

1.) Equinox Transitional Living - \$32,500.00

Independent living program - 100% state aid (NYS OCFS RHYA) to support independent living program for homeless youth ages 16-20

2.) St. Anne's Institute / Hubbard Hall Youth Shelter - \$33,447.00

Independent living program - 100% state aid (NYS OCFS RHYA) to support independent living program for homeless youth ages 16-20



**Office of Children
and Family Services**

KATHY HOCHUL
Governor

SUZANNE MILES-GUSTAVE, ESQ.
Acting Commissioner

October 5, 2023

Daniel P. McCoy
Albany County Executive
112 State Street
Albany, NY 12207

Dear Mr. Daniel P. McCoy:

The Office of Children and Family Services (OCFS) has received Albany County's Resource Allocation Plan (RAP) and Youth Bureau Narrative(s) for 2023. The RAP, submitted through the Quality Youth Development System (QYDS), includes applications requesting State aid in the amount of \$355,943.00.

While your Narrative(s) and RAP have been approved, internal reviews, fiscal audits and adjustments to State aid may ultimately result in a change in the approved State aid amount. Should that occur, the County will be notified in writing of the specific adjustment, the reason therefore, and the revised State aid amount.

If there is a balance in State aid, the County may submit amendments to the RAP during the year. Any request for an amendment for a new program, or for expansion of an existing program, must be submitted to OCFS staff for review at ocfs.sm.YouthBureau@ocfs.ny.gov and approval must be granted prior to any expenditure pursuant to the proposed agreement.

Upon receipt of acceptable claims, the County will be reimbursed for each program listed in the program summary, subject to the terms of the RAP. All submitted claim documents must include the QYDS ID number, which replaces the Program Code used previously.

Please be aware relevant appropriation language requires that OCFS must receive **Youth Development Program (YDP)** claims no later than twelve (12) months after the end of the calendar **year** during which the expenditures were made.

Runaway and Homeless Youth (RHYA) claims must be submitted no later than twelve (12) months after the end of the calendar **quarter** in which the claimed services were delivered.

Youth Sports Education Opportunity Funding (YSEF)- Funding will be for programs operating from January 1, 2023, through September 30, 2023. Claims for this period are due by March 31, 2024.

If you have questions, please connect with Cynthia L. Alvarez by email at Cynthia.Alvarez@ocfs.ny.gov or by phone at (212) 383-1824.

Sincerely,

Nina Aledort, Ph.D.
Deputy Commissioner

CC: Valerie Johnson, Executive Director

Albany County Request for Contract Approval

Contract #	2023-1414
Contract Type	B) CAB Contract
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A6119 - Children, Youth & Families
Date Submitted	Monday, October 30, 2023
Contact Person	McNelis, Scott
Contact Phone	() -518
Vendor Info	St Anne Institute 60 No. Main Avenue, Albany, NY 12206
Estimated Amount	\$33,447.00
Estimated Term	1/1/2023 to 9/30/2023
Scope of Services	2023 Youth Bureau Program intended to support youth development programs and runaway and homeless youth services. Funds are intended to be distributed to community-based organizations within Albany County for the purpose of reimbursement of expenses directly related to program operation and service delivery.
Budget Line Item	AA6119 - 44406 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
DIVISION FOR CHILDREN WITH SPECIAL NEEDS
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-4820 - FAX (518) 447-5686

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
DEPUTY COMMISSIONER

MEMORANDUM

TO: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

FROM: Scott McNelis
Contract Administrator

RE: Contract Request ID# 1414 for St. Anne Institute

DATE: November 3, 2023

The Albany County Department for Children, Youth and Families respectfully requests approval of the referenced contract for St. Anne Institute to provide a Transitional Independent Living Program for homeless youth ages 16-20. The requested contract term is for January 1, 2023 – September 30, 2023, for the amount not to exceed \$33,447.

Please call me at 447-7306 if you have any questions.

Enclosure

**The Department for Children, Youth and Families
Justification for Contract Authorization for the provision of
Services to Runaway and Homeless Youths (RHYA).**

Dear Messrs. McCoy, Joyce, Hidley:

The Department respectfully requests approval of contracts for the provision of either short or long-term shelter, or services to runaway and homeless youth.

New York State has designated Albany County DCYF- Youth Bureau as the local youth bureau with responsibility for “planning, coordinating and supplementing the activities of public, private or religious organizations devoted in whole or part to the well-being and protection of youth”.

In keeping with the federal Runaway and Homeless Youth Act (RHYA) of 1978 and current New York State RHYA regulations, Albany County DCYF-Youth Bureau funds programs that are designed to protect runaway and homeless youth and, whenever possible, reunite them with their families. In cases where reunification is not possible, these programs are designed to help youth progress from crisis and transitional care to independent living. Program activities and experiences are designed to assist youth in becoming, healthy, caring, and responsible adults.

Programs are operated by NYS OCFS certified community based organizations who provide these types of services to runaway and homeless youth. These programs are as follows:

1.) Equinox Transitional Living - \$32,500.00

Independent living program - 100% state aid (NYS OCFS RHYA) to support independent living program for homeless youth ages 16-20

2.) St. Anne's Institute / Hubbard Hall Youth Shelter - \$33,447.00

Independent living program - 100% state aid (NYS OCFS RHYA) to support independent living program for homeless youth ages 16-20



Office of Children and Family Services

KATHY HOCHUL
Governor

SUZANNE MILES-GUSTAVE, ESQ.
Acting Commissioner

October 5, 2023

Daniel P. McCoy
Albany County Executive
112 State Street
Albany, NY 12207

Dear Mr. Daniel P. McCoy:

The Office of Children and Family Services (OCFS) has received Albany County's Resource Allocation Plan (RAP) and Youth Bureau Narrative(s) for 2023. The RAP, submitted through the Quality Youth Development System (QYDS), includes applications requesting State aid in the amount of \$355,943.00.

While your Narrative(s) and RAP have been approved, internal reviews, fiscal audits and adjustments to State aid may ultimately result in a change in the approved State aid amount. Should that occur, the County will be notified in writing of the specific adjustment, the reason therefore, and the revised State aid amount.

If there is a balance in State aid, the County may submit amendments to the RAP during the year. Any request for an amendment for a new program, or for expansion of an existing program, must be submitted to OCFS staff for review at ocfs.sm.YouthBureau@ocfs.ny.gov and approval must be granted prior to any expenditure pursuant to the proposed agreement.

Upon receipt of acceptable claims, the County will be reimbursed for each program listed in the program summary, subject to the terms of the RAP. All submitted claim documents must include the QYDS ID number, which replaces the Program Code used previously.

Please be aware relevant appropriation language requires that OCFS must receive **Youth Development Program (YDP)** claims no later than twelve (12) months after the end of the calendar year during which the expenditures were made.

Runaway and Homeless Youth (RHYA) claims must be submitted no later than twelve (12) months after the end of the calendar quarter in which the claimed services were delivered.

Youth Sports Education Opportunity Funding (YSEF)- Funding will be for programs operating from January 1, 2023, through September 30, 2023. Claims for this period are due by March 31, 2024.

If you have questions, please connect with Cynthia L. Alvarez by email at Cynthia.Alvarez@ocfs.ny.gov or by phone at (212) 383-1824.

Sincerely,

Nina Aledort, Ph.D.
Deputy Commissioner

CC: Valerie Johnson, Executive Director

Albany County Request for Contract Approval

Contract #	2023-1415
Contract Type	B) CAB Contract
Contract Action	B) Amendment
Contract Action Type	N) None
Department	A6119 - Children, Youth & Families
Date Submitted	Tuesday, October 31, 2023
Contact Person	McNelis, Scott
Contact Phone	() -518
Vendor Info	Trinity Alliance of the Capital Region 15 Trinity Place , Albany, NY 12202
Estimated Amount	\$20,075.00
Estimated Term	1/1/2023 to 9/30/2023
Scope of Services	2023 Youth Bureau Program intended to support youth development programs and runaway and homeless youth services. Funds are intended to be distributed to community-based organizations within Albany County for the purpose of reimbursement of expenses directly related to program operation and service delivery.
Budget Line Item	AA6119 - 44406 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
DIVISION FOR CHILDREN WITH SPECIAL NEEDS
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-4820 - FAX (518) 447-5686

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
DEPUTY COMMISSIONER

MEMORANDUM

TO: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

FROM: Scott McNelis
Contract Administrator

RE: Contract Request ID# 1415 for Trinity Alliance of the Capital Region

DATE: November 3, 2023

The Albany County Department for Children, Youth and Families respectfully requests approval of the referenced contract for Trinity Alliance of the Capital Region to provide a services for homeless youth ages 16-20. The requested contract term is for January 1, 2023 – September 30, 2023, for the amount not to exceed \$20,075.

Please call me at 447-7306 if you have any questions.

Enclosure

The Department for Children, Youth and Families
Justification for Contract Authorization with Trinity Alliance of the
Capital Region, Inc. for the provision of
Youth Bureau Services.

Dear Messrs. McCoy, Joyce, Hidley:

New York State has designated Albany County DCYF- Youth Bureau as the local youth bureau with responsibility for “planning, coordinating and supplementing the activities of public, private or religious organizations devoted in whole or part to the well-being and protection of youth”.

Funding from the New York State Office of Children and Family Services to Albany County DCYF Youth Bureau are intended to support youth development programs and runaway and homeless youth services. Funds are distributed to community-based organizations within Albany County for the purpose of reimbursement of expenses directly related to program operation and service delivery.

Programs funded by ACDCYF at Trinity Alliance include:

Trinity & Arbor Hill C.A.R.E.	\$ 12,125.00
Trinity Alliance Jail Transition	\$ 5,125.00
Trinity Alliance Target Anger Management	<u>\$ 2,825.00</u>
	\$ 20,075.00

The Department respectfully requests approval of a contract with Trinity Alliance of the Capital Region, Inc. for the provision of these Youth Bureau Services.



Office of Children and Family Services

KATHY HOCHUL
Governor

SUZANNE MILES-GUSTAVE, ESQ.
Acting Commissioner

October 5, 2023

Daniel P. McCoy
Albany County Executive
112 State Street
Albany, NY 12207

Dear Mr. Daniel P. McCoy:

The Office of Children and Family Services (OCFS) has received Albany County's Resource Allocation Plan (RAP) and Youth Bureau Narrative(s) for 2023. The RAP, submitted through the Quality Youth Development System (QYDS), includes applications requesting State aid in the amount of \$355,943.00.

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Please be aware relevant appropriation language requires that OCFS must receive **Youth Development Program (YDP)** claims no later than twelve (12) months after the end of the calendar **year** during which the expenditures were made.

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Youth Sports Education Opportunity Funding (YSEF)- Funding will be for programs operating from January 1, 2023, through September 30, 2023. Claims for this period are due by March 31, 2024.

If you have questions, please connect with Cynthia L. Alvarez by email at Cynthia.Alvarez@ocfs.ny.gov or by phone at (212) 383-1824.

Sincerely,

Nina Aledort, Ph.D.
Deputy Commissioner

CC: Valerie Johnson, Executive Director

Albany County Request for Contract Approval

Contract #	2023-1416
Contract Type	B) CAB Contract
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A6071 - Preventative Assistance Program (Title XX)
Date Submitted	Tuesday, October 31, 2023
Contact Person	McNelis, Scott
Contact Phone	() -518
Vendor Info	Cayuga Center 101 Hamilton Ave., Auburn, NY 13021
Estimated Amount	\$75,000.00
Estimated Term	1/1/2024 to 12/31/2024
Scope of Services	Parent Partner services with a focus on reducing reliance on Persons in Need of Supervision (PINS) petitions to address family conflicts.
Budget Line Item	AA6071 - 44046 - - -
Fiscal Impact	County: 38.00% State: 62.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET # SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

MEMORANDUM

TO: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

FROM: Scott McNelis
Contract Administrator

RE: Contract Request for Cayuga Centers / Parent Partner Services

DATE: November 3, 2023

The Department for Children, Youth and Families respectfully requests Legislative authorization to enter into a contractual agreement with Cayuga Centers for the provision of Parent Partner Services. The total contractual amount is for \$75,000 for the period of January 1, 2024 – December 31, 2024.

Please call me at 447-7306 if you have any questions.

Enclosure

Department for Children, Youth and Families

Request for Authorization to enter into Contractual Renewal Agreement with Cayuga Centers for the Provision of Parent Partner Services

The Department for Children, Youth and Families respectfully requests Legislative authorization to enter into a contractual agreement with Cayuga Centers for the provision of Parent Partner Services. The total contractual amount is for \$75,000,00 for the period of January 1, 2024 – December 31, 2024. The Department desires to exercise its first of two (2) options under the contract, to renew the agreement.

In order to implement the Parent Partner services, the Department, in collaboration with the Department of Probation, issued a Request for Proposals for Parent Partner Services—*RFP-2022-115*—on September 15, 2022 seeking proposals to provide Parent Partner services with a focus on reducing reliance on Persons in Need of Supervision (PINS) petitions to address family conflicts.

As of January 1, 2020, the new PINS legislation became effective. At this time, there is no longer be the ability to remand PINS youth to detention. Additionally, there are significant changes to PINS placement, including PINS-Truancy. In Albany County, PINS-Runaways and Truancy are a driving factor in the number of PINS youth placed. The goal is to significantly reduce and eventually eliminate all PINS placements as they are 100% local costs as of 1-1-20. Albany County believes the Parent Partner Service is a proactive strategy to address these concerns and be responsive to the changes in PINS legislation.

Parent Partners are typically individuals who have gained a unique set of skills and knowledge based on their personal experience in advocating for their own child(ren) who have been involved in one or more formal service systems. Effective Parent Partners assist families by engaging them and offering empathy, support, encouragement, information and advocacy as to what they should expect from service providers within the system of care. Having a Parent Partner available can be of tremendous support to families as they learn the complexities and challenges presented within Child Welfare and Probation (juvenile justice) services.