

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**Department of General Services Purchasing Division**

Request for Proposal

BID DISTRIBUTION - Important Notice - The County of Rockland officially distributes bidding documents from the Bonfire Portal.

Firms wishing to participate in this solicitation can download all of the RFP documents from the link provided below:

<https://rocklandgov.bonfirehub.com/portal>

Where applicable, see RFP Document for Scheduled Pre-Proposal Meeting and Deadline for Receipt of questions.

Closing date for the Request for Proposal is 3:00 pm, local time, on October 3, 2024.

PRE-PROPOSAL MEETING

A virtual pre-proposal meeting will be held via Microsoft Teams as detailed below. Attendance may or may not be mandatory. A transcript of the questions and answers will be distributed, to all attendees and proposers who have returned the Receipt Confirmation Form. Verbal questions will be allowed at the meeting. However, questions of a complex nature, or questions where the proposer requires anonymity, should be forwarded in writing to the County prior to the meeting.

To attend the virtual pre-proposal meeting please select the link below on the date and time scheduled.

LINK: [CLICK HERE TO JOIN MEETING](#)

Date: September 19, 2024 Time: 10:00am

Location: Virtual – Microsoft Teams

Meeting ID: 276
720 391 538
Passcode:
XNbj4z

QUESTIONS

All inquiries related to this Request for Proposal are to be in writing to the attention via email to purchasing@co.rockland.ny.us. The Solicitation number and title noted above must appear in the subject line of the email communication.

Paul J. Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing
Department of General Services – Purchasing Division
50 Sanatorium Road, Building A, 6th floor
Pomona, NY 10970
Telephone: 845-364-3820

Deadline for submission of questions is **September 25, 2024 @ 3:00pm**. Answers will be given via addenda issued in response to the questions received.

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The County encourages submission of Proposals by certified Minority- and/or Women-Owned Business Enterprises (MWBE) and/or Disadvantaged Business Enterprises (DBE).

The County of Rockland is committed to full compliance with the Americans with Disabilities Act. To that end, the County is committed to creating an accessible environment for all. To request accommodations that you may require, please call (845) 364-3820. Please request these accommodations four (4) business days in advance so that we can seek to meet your needs.

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**Required forms to be completed and uploaded with the proposal****STATEMENT OF REQUIRED
DISCLOSURES, REPRESENTATIONS, CERTIFICATIONS****PAST AND PRESENT PERFORMANCE****ADD ANY ADDITIONAL INFORMATION REQUIRED**

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**Receipt Confirmation Form****PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM WITHIN 5 WORKING DAYS OF RECEIVING SOLICITATION PACKAGE TO:**

EMAIL : purchasing@co.rockland.ny.us

Failure to return this form may result in no further communication or addenda regarding this RFP.

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ EXT: _____ Fax Number: _____

Email: _____

I have received a copy of the above noted RFP.

_____ We will be submitting a RFP

_____ We will NOT be submitting a RFP – **(please indicate reason)**

Signature: _____

Title: _____

If a bidders meeting has been arranged for this Bid, please indicate if you plan to attend: Yes / No

rectconf.frm

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
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The purpose of this request for proposal is to solicit competitive sealed, fixed price proposals from qualified firms / bidders to provide and maintain a web-based Software as a Service (SaaS) solution for a Grant Management functionality for the Rockland County Office of Community Development (RCOCD). This software will maintain and increase efficiencies in the RCOCD procurement process, in accordance with the terms of this Request for Proposal (RFP). RCOCD is seeking to contract with a firm with the ability to provide a grant management software solution and associated implementation services required for improved grant making efficiencies for members of the public, recipients of funds, and staff.

The County requires a Grants Management Software Solution (“Solution”) that will drive greater process efficiencies throughout the County’s grant management process by:

- Eliminating redundant software applications currently in use.
- Reducing manual, paper-based processes and process cycle times.
- Improve Agency and Department/Grantee interactions with use of the Solution.

The County expects the Grants Management Solution to be an end-to-end solution that will allow the County to benefit from efficiencies at every stage of the Grants Management process.

The successful Proposer will perform and oversee the design, configuration, testing and post implementation support of the system. The successful Proposer will be asked to make recommendations on the development of functionality to meet the needs of RCOCD.

In addition to employees who will administer and oversee the grant programs, we anticipate there will be approximately 40 annual users in the community who will be using the grants management system to apply for funds and manage their projects. We are looking for a “software as a service” Grants Management system to help us administer and manage the grants/loans the County receives and/or distributes. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

The Rockland County Office of Community Development (RCOCD) is seeking proposals for a grant/loan management software for its federal, state, and local grants and loans. The County receives approximately \$3.7 million in HUD funds annually, via the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs. RCOCD also administers HUD’s HOME-ARP program, NYS Homes and Community Renewal’s (HCR) Pilot in Lead Prevention program, and the County’s \$13.5 million affordable housing loan fund.

The requirement is an application/grant management/loan management software for the following programs:

- Community Development Block Grant (CDBG)
2 step application process – we average approximately 30 external applicants annually

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- Part I – Letter of Intent and assessment of basic eligibility
- Part II – Substantive Application
- Applications open in January, generally close in March
- HOME Investments Partnerships (HOME)
Approximately 1-2 applications annually, allowed on a rolling basis
- Emergency Solutions Grant (ESG)
Applications average 1-3 annually, allowed on a rolling basis
- HOME-ARP
Program has not been launched, anticipate 1-4 applications over the entire grant period until 2030
- County Loan Program
 - Applications have already been received, anticipate managing awarded loans through this software
- Other federal/state grant programs may be added if funds are awarded.

Our current software system is not maximizing the efficiency and effectiveness in the processing and monitoring of services. Some of the biggest challenges with the current processes include:

- Lack of ability to change the applications/edit the process without the involvement of tech support.
- Unresponsiveness of the team.
- The systems created are not intuitive, including their landing page and dashboard.

REFERENCES

Unless otherwise stated, proposal must include a minimum of three (3) current projects and two (2) past projects.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The County of Rockland's Department of General Services – Purchasing Division is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Rockland County Office of Community Development. The reference number for the transaction is **Solicitation # RFP-RC-2024-041**. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of two (2) years with the option to renew for three (3) one year terms.

The County of Rockland reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

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RFP-RC-2024-041**SCOPE OF WORK**

The Rockland County Office of Community Development (RCOCD) is seeking proposals from qualified vendors to provide a complete grant management software; from grant application, tracking and submission assistance to grant management and agency reporting. The Grants Management Software functionality should include, but not necessarily be limited to the following:

**Minimum Requirements
System**

- Cloud based grant management system software will be a complete software as a service product with customization as needed.
- Accept input from external users (e.g., grant recipients, applicants, or subcontractors)
- Data fields may be added, deleted, and/or modified by Rockland County Office of Community Development (RCOCD).
- Direct interoperability with sam.gov and Integrated Disbursement and Information System (IDIS).
- Keep PII and other data secure.
- Provide full lifecycle tracking of grants.
- Ability to link documents and budgets to applicant profiles for multiple grant applications.
- Ability to drag and drop documents.
- Provide a dashboard view – see all pertinent information for each grant at a glance – for the public, current applicants, and internal grant management staff for internal workflows.

Service**Customer Support:**

- Provide technical support for both RCOCD users from 8am-5pm at minimum, and public access end-user support:
 - Support services must include administrator and end-user training, technical assistance, issue resolution and overall responsiveness throughout the term of the contract.
 - Comprehensive training on system administration and basic systems functions must be provided to staff members in the Rockland County Information Technology Systems Dept. (RCITS) as well as the staff members of the RCOCD.
 - Telephone and online support must be provided for user-level questions on how to use the Software.
 - The County requires a dedicated customer support technician during normal business hours Monday through Friday between the hours of 8:00am and 5:00pm. The inclusion or exclusion of a dedicated customer support technician in a proposal will be evaluated in accordance with the criteria set forth in this RFP.

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- A list detailing the customer support offered by the vendor for this software must be included in your response.
- Troubleshooting capability must be made available to users.
- The vendor shall provide detailed training guides and user manuals or other relevant documentation outlining all system functions.

- **Ongoing Support Services**

Upon completion of implementation the Contractor will provide support services to the County. All proposals shall provide a complete description of its standard support offerings for Vendors, end users and technical staff including help desk, application and technical support.

IT Communication:

- Provision of guidance, troubleshooting and correspondence to RCOCD and the Rockland County Information Technology Systems (RCITS) staff to help with supporting the configuration of the software.

Hardware, Network and Security Tips:

- Provision of technical-level guidance to RCOCD/RCITS staff to assist with hardware and network and security specifications.

Account Management:

- Provision of a dedicated Account Manager who monitors issues, coordinates regular service release installation, and tracks our business process cycles to help RCOCD provide consistent and reliable services.
- An Account Manager shall be available for periodic reviews on the status of open issues and future goals.

Agency-Specific Process Training:

- Provision to RCOCD employees training on the use of the software to perform specific business processes.
- Develop or provides a User Manual outlining all system functions

Possible Activities:

Down Payment Assistance

Providing grant funding to county residents to assist them with purchasing a home. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Public Service Grants - Community Development Block Grant (CDBG), (CDBG-CV)

Providing grant funding to nonprofit organizations for programs serving low-moderate income county residents.

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Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Homeless Solution Grants - Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA)

Providing grant funding to organizations serving populations that are homeless or at risk of homelessness. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Affordable Housing Development

Providing loans to real estate developers for the creation and preservation of affordable housing. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters

Asset Management (Housing)

Tenant Based Rental Assistance – Provides rental assistance to low- and moderate-income tenants to allow them to maintain safe and affordable housing. Activities include processing recertifications and disbursing funds to landlords.

Home Accessibility Modifications

Provides financial assistance for modifications to a home to create a more accessible environment for elderly/disabled individuals. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Emergency Home Repairs

Provides financial assistance for emergency repairs for elderly homeowners. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Weatherization Assistance (WAP)

Provides financial assistance for weatherization for homeowners. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Lead Hazard Remediation

Provides financial assistance to homeowners and landlords for the remediation of lead hazards in housing units built prior to 1978. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Property Acquisition & Demolition

Provides financial assistance to developers for the acquisition and demolition of property to create and preserve affordable housing. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters

Public Infrastructure

Providing grant funding to municipalities for improvements to public facilities such as roads, sidewalks, curbs, parks, community centers, etc. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

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RFP-RC-2024-041**Community Land Trust**

Develops rural and urban agriculture projects, commercial spaces to serve local communities, affordable rental and cooperative housing projects, conserve land or urban green spaces, and create homes that remain permanently affordable.

Community Land Banks

Holds abandoned, vacant, and tax-delinquent properties for future development.

Commercial Facade Improvements

Provides funding for the improvement of commercial facades. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters

Economic Development

Provides funding for activities that create jobs that will be made available to low-moderate income individuals or will provide job training to low-moderate income individuals. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Micro-Enterprise Grants/Loans

Provides small loans to small businesses. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Housing Rehabilitation

Provides funding to rehabilitate deteriorated housing units to be utilized by low-moderate income individuals. Activities include accepting applications, scoring applications, tracking applications, tracking funding disbursements, and sending award letters.

Suggested Modules:**Grant Management**

- Accept, review, and score grant applications for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), & Emergency Solutions Grant (ESG)
- Allocate and track sub-recipient grant funding.
- Submit invoices, accomplishment reports, and Section 3 reports, which is a means by which HUD fosters local economic development, neighborhood economic improvement, and individual self-sufficiency.
- Track program income.
- Generate Consolidated Annual Performance and Evaluation Reports.
- Manage all necessary subrecipient agreement backup material requests.

Loan Processing

- Manage loan applications and approval workflow.
- Qualify beneficiaries based on local Housing and Urban Development income/asset limits.
- Generate all loan documentation.
- Originate and administer amortized, deferred, and forgivable loans.
- Provide invoicing, payoff information, amortization tables, etc
- Monitor compliance during the beneficiary period of affordability.

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- Create property work write-ups and bid specifications.
- Enable online contractor notifications and bids.
- Allocate project funding based on one or multiple funding sources.
- Manage contractor draw requests and change orders.
- Accept and manage applications

Reports & Analytics

- Produce standard Housing and Urban Development (HUD) and Consolidated Annual Performance and Evaluation Report (CAPER) reports.
- Create & save ad-hoc reports based on unique queries.
- Display housing, economic & community development activities on a map.

The software should have a simple log in system, that follows standard web best practices and include a way to deal with lost passwords, both at the user level and at the grantor level. There should be a means to differentiate access levels for different users.

Data from a grantee profile or prior report should be able to be automatically transferred to a current application or progress report by the system.

Data should also travel from one part of a report or application to another - for example from a Budget Proposal to a Finance Report.

The system should also allow applicants/grantees to cut and paste information into an online form (application or progress report) from other electronic files, such as Microsoft Word and Excel.

Applicants/grantees should be able to submit and revise budget proposals on forms that automatically calculate certain fields; approved budget numbers should automatically populate financial reporting forms for budget to actual comparisons; forms should be able to handle multiple columns for multiple funding sources.

The system should provide a method for electronic signature or certification of submitted documents.

The system should also make the process of uploading a file (in a variety of formats: pdf, Word, Excel) simple for the grantee and provide confirmation that a file was successfully uploaded.

Once submitted, the system should be able to prevent further modifications to an application or other submission, unless approved by an administrator. All activities and revisions must be date stamped.

The system should provide confirmation/acknowledgement that an application or report was received or successfully submitted.

The system must be easy for RCOCD staff to customize, without intervention from a vendor or technical staff, in the following ways:

- a. Modify or create new fields for data capture.
- b. Modify or create new online forms.

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- c. Modify or create new reports.
- d. Add/remove/modify users at each permission level.

The system should have significant financial and budgeting capacity.

- a. Staff should be able to review, modify, and approve submitted budget information and return budget forms to applicant/grantees when appropriate for revision.
- b. Budget forms should allow for multiple funding sources.
- c. Approved budget numbers should automatically populate financial reporting forms for budget to actual comparisons.
- d. Staff should have the ability to create self-calculating formulas that cannot be altered by Grantees.
- e. The system must allow for grantee budget carry-overs and for ongoing budget revision after the grant award.

Ideally, the system should note exceptions or generate error messages to staff, such as if parts of the form are improperly completed or if budget to actual numbers do not fall within established parameters.

The system should have a robust mail merge capacity to allow for "blast" correspondence between the RCOCD and multiple recipients, including primary and secondary grant contacts, and also be sortable between different classes of grant recipients, including:

- a. the capacity to create electronic correspondence between RCOCD and grantees regarding upcoming deadlines.
- b. the capacity to identify and automatically generate email notices/letters to grantees about missing documents.

The system should include a "alert" system to notify both applicant/grantees and staff of upcoming deadlines and requirements.

The system should have the ability to generate reports on "missing" documents (grantee has failed to submit) for a given time period.

The online data needs to be available to a number of constituencies, as listed below. The system should allow for authorized users to log in to view and/or input and edit documents within the system, to which they have been approved to have access.

- a. Applicants/grantees themselves should be able to review and modify (where appropriate and until locked) their applications, reports, profiles, and other documents;
- b. Auditors, Onsite Reviewers and other third parties engaged in work with applicants/grantees and the funder should be allowed to review grantee information online;

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- c. Program staff should have identified levels of access, including the ability to modify, and cut and paste from documents.

All grantee supplied information in the system must be "editable" as in the ability to cut and paste information out of the online system is critical.

Historical data must be migrated to the new system for historical reporting. The vendor should automate this data conversion to the extent practical.

The software must be in place for the January application cycle for the Community Development Block Grant (CDBG).

Timeline:

An overview of the timeline for implementation, training and system go-live should be included in the detailed response.

Demonstration:

The vendor will be requested to provide on-site or virtual demonstration of the proposed system at a time and date provided by the County.

Detailed requirements related to these key features and other functionality elements are provided in Exhibit A - Functionality Matrix Questionnaire.

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Five years' experience providing Grant Management software solutions to municipalities or other government agencies. Proposals shall include a brief description of the Proposer's qualifications and previous experience on similar or related projects. Provide descriptions of pertinent project experience with other public municipalities.

Proposals will be evaluated considering the offeror's technical and managerial experience, qualifications, and the availability of personnel who are proposed to work on the project and prior experience in managing projects similar in type, technology, size and complexity. Include any license(s) or certification information for lead firm principal(s), project managers(s) or individual(s) that would be assigned to current project. Personnel qualifications and experience should be detailed as part of the Technical Proposal. Include resumes for all personnel to be assigned to this project.

Relevant and Past Experience: General – Each Offeror shall submit a past and present performance section with its proposal, containing past performance information in accordance with the format contained in The Past and Present Performance Information Form. Offerors are cautioned that the County will use data provided by each Offeror in this Section and data obtained from other sources in the evaluation of past and present performance.

Vendor must provide a dedicated Account Manager to monitor, issue, coordinates regular service release, installation, and tracks our business process cycles to help RCOCD provide consistent and reliable services.

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RFP-RC-2024-041**PROPOSAL EVALUATION CRITERIA**

An Evaluation Committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

WEIGHT EVALUATION CRITERIA

- | | |
|------------|---|
| 250 Points | Ability - Demonstrated ability to meet the scope of work providing implementation and integration of a SaaS system that incorporates the requirements set forth by RCOCD. Vendor's Proposed Solution and ability to meet the County's Functional and Non-Functional Requirements. (Includes narrative proposal and completed Exhibit A - Functionality Matrix Questionnaire. |
| 250 Points | Capability - Demonstrated technical capability proven track record. Demonstrated success in performing / meeting previous contract requirements. Proposed customer service technician. |
| 200 Points | Qualification - Proposals will be evaluated considering the offeror's technical qualifications, and the availability of personnel who are proposed to work on the project; and prior experience in managing projects similar in type, technology, size, and complexity.
Professional Implementation Services: Project Management, Training, and Technical Services.
Expertise of staff proposed for this project. |
| 100 Points | Past & Present Performance references for similar projects. Assessment of the offeror's past and present performance will be one means of evaluating the credibility of the offeror's proposal and the relative capability to meet performance requirements. |
| 200 Points | Cost. – Inclusive of software solution, implementation, training, technical support and maintenance |

All proposals in response to this RFP will be evaluated in a manner consistent with the Rockland County Procurement Policy, rules, policies and the evaluation criteria established in the RFP.

DEMONSTRATION

An in-person or virtual demonstration by the Vendor may be required by the County, of all short-listed proposals, if it will help the County's evaluation process. The County will factor information presented during demonstrations into the evaluation. Vendors will be responsible for all costs associated with providing the demonstration. The County reserves the right to only conduct demonstrations and question and answer conferences with Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process. The demonstration should be constructed to clarify both the functional capabilities and the offeror's response. All arrangements and scheduling regarding the demonstration and question and answer conference's date, time, and location shall be coordinated by the Rockland County Purchasing Division. In the event demonstrations and question and answer conferences are conducted, the following shall apply:

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- The demonstration and question and answer conference shall be conducted at no cost to the County; therefore, no compensation shall be made to the bidder regarding participation in the demonstration and question and answer conference. The bidder shall have the right to decline to participate in the demonstration and question and answer conference; however, information gained during the demonstration and question and answer conference will be considered in the evaluation.
- The bidder should demonstrate the functionality and features of the proposed solution per the demonstration script provided by the County.
- The County may, at its option, request that a bidder demonstrate any function, product, or solution capability included in the bidder's proposal.
- The dates for the demonstrations and question and answer conference will be determined by the County.
- If requested and conducted, the demonstration and question and answer conference may be limited to three hours. It is the obligation of the bidder to effectively manage their demonstration and question and answer conference time.
- The County reserves the right to use information attained from the bidder's demonstration and question and answer conference in the evaluation of Experience of Organization and Expertise of Personnel, and Functional/Technical Capabilities and Method of Performance, depending upon the applicability of the information attained.

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
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The County of Rockland intends to complete a separate cost evaluation which will be used to determine the proposal offering the best value to the County. The bidder must provide firm, fixed pricing to meet the specifications and requirements of the RFP. The following outline is the minimum information to be provided with each cost proposal. Bidder's can expand on the information requested below.

Description	Cost YR 1	Cost YR 2	Cost YR 3	Cost YR 4	Cost YR 5
Software Licensing for all functionality proposed and in accordance with the RFP Requirements					
Annual Maintenance Costs (if any)					
Implementation Costs (If any)					
Training Costs (if not included in the costs above)					
Database migration into the new solution					
Optional Costs					
Totals					

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: [Proposal Submittal Procedures](#) for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

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Please follow these instructions to submit via our Public Portal.

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:**Requested Information**

Name	Type	# Files	Requirement
Does your proposal include exceptions to the County's Appendix B, Terms & Conditions?	Data Type: Yes/No	N/A	Required
Cost Proposal	File Type: PDF (.pdf)	1	Required
Redacted Technical Proposal if Applicable	File Type: PDF (.pdf)	1	Optional
Exceptions to Appendix B, Terms & Conditions	File Type: PDF (.pdf)	1	Optional
Technical Proposal	File Type: PDF (.pdf)	1	Required
Past and Present Performance	File Type: PDF (.pdf)	1	Required
Statement of Required Disclosures, Representations and	File Type: PDF (.pdf)	1	Required

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Name	Type	# Files	Requirement
Certifications			
Valid NYS Wkm's Compensation and NYS Disability Certificates or Attestation of Exemption	File Type: PDF (.pdf)	1	Optional
Valid Certificate Of Liability (see sample certificate for coverage and limits required as well as sample language to name the County of Rockland as additionally insured)	File Type: PDF (.pdf)	1	Optional

Commodity Codes

Commodity Set	Commodity Code	Title	Description
NIGP	20810	Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc., Microcomputer	
NIGP	20821	Business Intelligence Software, Microcomputer	
NIGP	20845	Expert System Software,	

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Commodity Set	Commodity Code	Title	Description
		Microcomputer	
NIGP	20853	Integrated Software, Microcomputer	
NIGP	20854	Internet, Web Site and Mobile Application Development Software, Microcomputer	
NIGP	20868	Project Management Software, Microcomputer	
NIGP	91829	Computer Software Consulting	

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the [Bonfire Help Center](#).

2. Upload your submission at:

<https://rocklandgov.bonfirehub.com/opportunities/148535>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Oct 03, 2024 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

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RFP-RC-2024-041**Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Rockland County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**SUBMITTING YOUR PROPOSAL**

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the Director of Purchasing prior to the closing date and time for submission of the proposal.

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Proposals must be submitted electronically through the County's Bonfire Request for Proposal Portal. Please refer to the instructions titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically.

When submitting (uploading) a proposal electronically through the County's Bonfire Portal, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

PROPOSAL RESPONSE FORMAT

All proposals must include:

- Section I: Executive Summary
- Section II: Detailed Response
- Section III: Value-Added Considerations
- Section IV: Protected Information (if any)
- Section V: Cost Proposal (Upload as separate attachment)
- Section VI: Exceptions to the RFP or Terms and Conditions
 - Upload Exceptions as a separate attachment
 - The County of Rockland Appendix B – Standard Terms and Conditions for Service Contracts must be downloaded and reviewed prior to submitting your proposal
- Section VII: Redacted Proposal if applicable (Upload as a separate attachment)
- Required Forms: Uploaded Separately on BonFire.

1. **Executive Summary.** The one or two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary.

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2. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
- A. A complete narrative of the offeror's assessment of the work to be performed, the offerors' ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - B. A specific point-by-point response, in the order listed to each requirement in the RFP.
 - C. Statement of Work (SOW) – A Statement of Objectives (SOO) is provided in the RFP. This Statement of Objectives represents the County's minimum objectives for this project. The Offeror shall use the Statement of Objectives to propose a Statement of Work, which expands upon these minimum objectives to the extent necessary to conduct this acquisition. The proposed Statement of Work shall define the tasks required for the successful completion of the County's goals and objectives ensuring all minimum requirements are met as detailed in the County's SOO.

The proposed SOW shall consist of tasking statements. Each tasking statement shall reference the deliverables, which will be provided by that task. The proposed SOW shall not contain informational notes, as the Technical Response subsection provides ample opportunity for discussion and description of the offeror's approach. The tasking statements in the SOW shall use a common numbering system. The proposed SOW, when accepted by the County, will be included in the final contract.

- D. Work Breakdown Structure (WBS) – The Offeror shall develop a Work Breakdown Structure, which reflects their view of the proposed contract effort. The WBS shall serve as a framework for organizing the proposed effort to include in-house, inter-divisional, subcontractor, and associate contractor activities. The WBS shall be developed to a depth (level) and breadth sufficient to accurately describe each participant's role and responsibilities in the project. The Offeror's proposed WBS shall be included with their Statement of Work and will be incorporated as part of the final contract.
- E. Master Schedule (MS) – The intent of this section is to obtain a functionally integrated understanding of the proposal in a way that provides the County confidence that the proposal is structured to be executable for the resources indicated. The Master Schedule is a detailed task and timing of the work effort in the SOW and is used as the primary tracking tool for technical and schedule status. The MS identifies all SOW events, accomplishments, criteria and the expected dates of each. These dates are based on a calendar date of **October 1, 2024** as the starting point and the logical flow of dates provided by calculating the duration of all tasks using typical schedule networking tools. The MS tasks will be directly traceable to the SOW and the WBS.

The Offeror shall provide a top level Master Schedule as part of the proposal submittal. The more detailed levels of the MS, as well as updates, will be submitted after contract award. The MS is intended as a tool for day-to-day tracking of the program/project. All tasks/activities in the MS should be logically linked together showing predecessor/successor relationships. The activities and tasks will be sufficient to account for the total proposed solution.

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3. **Exhibit A – Completed Functionality Matrix Questionnaire.** Offer must include a completed Functionality Matrix Questionnaire which requires an Answer and Comment to each functionality listed.
4. **Value-Added Considerations.** Offeror may include any relevant services or products that will be provided to the County which are not specifically priced in their proposal; but which enhance the Offeror's proposal.
5. **Protected Information.** All protected information must be included in this section of proposal response. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing reader to the specific area of this Protected Information section. .

If applicable, a redacted version of your proposal eliminating trade secrets/confidential information is to be uploaded with your submission. The redacted response will be the one given for any Freedom of Information requests. If you do not provide a redacted response, the response you provided will be sent for any FOIL requests.

5. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form. Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non- responsive.
6. **Exceptions to Terms and Conditions.** Exceptions to the RFP Terms and Conditions, and/or the Standard Terms and Conditions for Professional Service Contracts (Appendix B) must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.
7. **Required Forms.** The Statement of Required Disclosures, Representations and Certifications shall be completed and uploaded as separate pdf. file on the Bonfire Portal and includes:
 - a. Affidavit of Non Collusion
 - b. Affidavit of Disclosure of Political Contributions
 - c. Certification Regarding Affirmative Action Plan
 - d. Business Dealings in Northern Ireland
 - e. Past and Present Performance Information Form for a minimum of three references
 - f. Disclosure of Supplier Responsibility Statement
 - g. Supplier Information Page
 - h. Certification Regarding Boycott, Divest and Sanctions (BDS) activities

Responsible Offeror: Award will be made only to “responsible” offerors possessing the ability, experience, willingness, and integrity to perform successfully under the terms and conditions of the contract. Responsibility is a procurement issue that is determined by the recipient after receiving bids or proposals and before making contract award in ascertaining whether or not a bidder is responsible, information may be requested from bidder to discuss and assist in determining responsibility.

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**AWARD OF CONTRACT**

Award shall be made to the offeror whose proposal is the most advantageous to the County taking into consideration price and the other evaluation factors set forth in this request for proposals.

The County reserves the right to award the contract(s) to a higher technically qualified offeror(s) in the event the total scoring (technical + Cost) offer is determined to not be the best value offered to the County, based on a cost benefit analysis.

The County reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose offer conforming to the Request for Proposal will be most advantageous to the County as set forth in the Evaluation Criteria.

When award Occurs: Award of contract occurs when a formal contract has been finalized or other evidence of acceptance by the County is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

CONTRACT TERM – RENEWAL

In addition to any stated renewal periods in the Contract, any contract or unit portion thereof let by the Director of Purchasing may be extended by the Director of Purchasing for an additional period(s) of up to one year (cumulatively) with the written concurrence of the Contractor.

PRICE GUARANTEE PERIOD

The proposed price and/or hourly rates must remain firm through the first contract period with no adjustments allowed. If the County exercises any of the option years of the contract, the Offeror may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment(s) must be submitted thirty (30) days in advance of the anniversary date; in writing to the Director of Purchasing. Any and all price adjustments will be limited to the percentage increase in applicable CPI Index for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.

STANDARD TERMS AND CONDITIONS OF THIS RFP

Any contract resulting from this RFP will include the County's Standard Terms and Conditions for Professional Service Contracts included in the RFP and Appendix B. Exceptions and or additions to the County's Standard Terms and Conditions are strongly discouraged.

Exceptions to the RFP Standard Terms and Conditions, of this RFP and/or the Standard Terms and Conditions for Professional Service Contracts as provided Appendix B must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.

The County retains the right to refuse to negotiate on exceptions should the exceptions be excessive and not in the best interest of the County. Offeror must provide all documents in Microsoft WORD format for redline editing. Offeror must provide the name, contact information, and access of the person(s) that will be directly involved in legal negotiations.

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**PROTEST PROCEDURES**

Protests Prior to RFP Opening: Protests regarding any aspect of the RFP document, attached materials and COUNTY award procedures must be submitted in writing prior to the RFP opening date and time (via e-mail, mail, or FAX) to:

Hon. Edwin J. Day
County Executive
11 New Hempstead Road
New City, NY 10956

The County Executive or his designee will respond to these protests within ten (10) business days.

Protests After Bid Opening/Notice of Intent to Award: Protests regarding the County's proposed selection of a Offeror after RFP opening and notice of intent to award announcement must be submitted in writing (via mail, FAX) to the Hon. Edwin J. Day, County Executive, 11 New Hempstead Road, New City, NY, 10956 (FAX: 845-638-5856). The protest must be submitted within three calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. The County Executive or his designee will respond to these protests within ten (10) business days.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the County. However, the County may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors expense. The County is not required to provide the opportunity for oral presentations to all offerors that submitted a proposal.

CONFIDENTIAL / TRADE SECRET INFORMATION

Offerors should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier.

The County of Rockland is subject to New York State's Freedom of Information law (FOIL). Should your submission, to this RFP, contain "trade secrets", or other information that the disclosure of which could reasonably be expected to be harmful to business interests, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as Confidential Third Party Information. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the County or its customers obtained by the proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from the County.

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**STANDARD TERMS AND CONDITIONS OF THIS RFP**

The term “County” shall mean the County of Rockland.

The term “Offeror” shall mean a person or entity who makes a specific proposal to another (the County) to enter into a contract.

ACCEPTANCE OF PROPOSALS

This RFP is not and should not be construed as a contract to purchase goods or services. The County is not bound to accept the lowest price or any proposal of those submitted.

ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be accepted by the Offeror and incorporated in its proposal except those conditions and provisions that are expressly excluded by the Offeror’s proposal.

AMENDMENTS TO REQUEST FOR PROPOSAL

Any verbal information obtained from or statements made by the Director of Purchasing or his designee at the time of pre-proposal meetings or site visits shall not be construed as, in any way, amending the RFP documents. Only such corrections or addenda as are issued by the Director of Purchasing in writing shall become a part of the Contract. Any addendum issued during the RFP process shall be included in proposals and become a part of the Contract Agreement.

BUSINESS CORPORATION LAW

The Offeror shall be licensed to do business in the State of New York and is fully qualified under the Business Corporation Law, Article 13 - Section 1304.

CHANGES TO PROPOSAL WORDING

No changes to wording of the proposal will be accepted after submission unless requested by the County.

CONTRACT ADMINISTRATOR

A County contract administrator will be assigned to oversee the contract awarded to the successful Offeror. In addition, the successful Offeror will be expected to name a counterpart contract administrator. The Offeror’s contract administrator will be responsible for providing scheduled status reports to the County’s contract administrator or his designee.

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**COMPLIANCE WITH LAWS**

The Offeror shall comply with all the provisions of laws in the County of Rockland, the State of New York and of the United States of America which affect municipalities and municipal contracts, and provide at his expense, any and all permits, licenses and registrations required for the fulfillment of this agreement, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulation, the General Municipal Law, the Workers' Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Laws, Rules and Regulation, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

FINANCIAL STABILITY

The successful Offeror shall demonstrate financial stability and the County reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

FIRM PRICING

Prices quoted in the proposals shall be firm for a period of at least 120 days after the submission deadline.

HIPAA

Offeror agrees and acknowledges that the nature of the services pursuant to this RFP may require the Offeror comply with the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, and any regulations adopted there under. A Business Associate Agreement may be made a part the resulting Agreement. Offeror warrants and represents that its practices, policies and procedures for patient/medical record confidentiality are in full compliance with the "Standards for Privacy of Individually Identifiable Health Information" set forth in 45 CFR 160 et seq. as amended, if applicable.

INDEPENDENT CONSULTANT

Offeror, as an independent contractor, covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an agent, servant or employee of County, and that it, its agents, servants and/or employees will not make a claim, demand or application to or for any right or privilege applicable to an officer or employee of County including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, Social Security coverage or retirement membership or credit.

LABOR DISRUPTIONS

Any contract resulting from this Request for Proposal process is subject to the right of the County to postpone acceptance of delivery and payment by the County in the event of any form of labor disruption.

LIABILITY OF ERRORS

While the County has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective offerors are urged to conduct their own investigations into the material facts and the County shall not be held liable or accountable for any error or omission in any part of this RFP.

LOCAL LAWS AND RESOLUTIONS

Offeror shall comply with all local laws and resolutions of the Legislature of Rockland County, including, but not limited to, the filing of Disclosure Statements and Affirmative Action Plans, if required by law or resolution.

Edwin J. Day, County Executive**TITLE: Grant Management System Software (SaaS)****RFP NUMBER:**
RFP-RC-2024-041**NEGOTIATION DELAY**

If any contract cannot be negotiated within thirty (30) days of notification to the designated offeror, the County may terminate negotiations with that offeror and negotiate a contract agreement with another offeror of its choice.

QUOTES FROM THE MARKETPLACE

The County reserves the right to consider quotes from the marketplace from suppliers other than those invited to respond to this solicitation.

REQUEST FOR PROPOSAL DATES

All dates referenced in the specifications relative to the solicitation timeline are tentative and can be changed in the best interest of the County. The County reserves the right to modify the timeline of the RFP at any time in its sole discretion.

SHORTLIST

Unless there is a successful offeror based on the responses, the evaluation procedure will be to develop a shortlist based on the stated criteria. The shortlist of offerors may be asked to prepare a presentation and/or provide additional information prior to the final selection.

SOCIAL SECURITY TAXES

The Offeror for the agreed consideration promises and agrees to pay the taxes measured by the wages of their employees required by the Federal Social Security Act and all amendments thereto, and to accept the exclusive liability for said taxes. The Offeror further promises and agrees to indemnify and hold the owner harmless on account of any tax measured by the wages aforesaid of employees of the contractor assessed against the owner under authority of said law.



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TITLE: Grant Management System Software (SaaS)

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INSURANCE REQUIREMENTS: THE RFP NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES

COUNTY INSURANCE REQUIREMENTS:

GENERAL LIABILITY: Prior to commencing work, the CONTRACTOR or CONSULTANT must, at its/his/her own cost and expense, procure and maintain insurance to cover his/her/its work, services, employees, agents and servants under the terms of the contract or purchase order which must include, but not be limited to the coverage that is selected on the attached matrix. Insurance must be obtained from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better. Upon failure to furnish, deliver and maintain such insurance, the agreement, contract award or purchase order may be declared suspended, discontinued or terminated or canceled. If at any time any of the policies required herein must be or become unsatisfactory to the County, as to form or substance, or if a company issuing any such policy must be or become unsatisfactory to the County, the CONTRACTOR OR CONSULTANT must upon notice to that effect from the County, promptly obtain a new policy and submit same with a certificate for approval by the County.

Forced Placed Insurance. If CONTRACTOR OR CONSULTANT does NOT provide the County of Rockland with evidence of the insurance coverage required by this Agreement, the County may purchase insurance (at Contractor's or Consultant's sole expense) to protect the County's interests. This insurance may, but need not, protect Contractor's or Consultant's interest. If the County purchases insurance under this Section, Contractor or Consultant will be responsible for the cost of that insurance, including interest and any other charges the County may impose in connection with the placement of the insurance, until the effective date of the cancellation or expiration of the insurance. The cost of insurance under this Section may be more than the cost of insurance that Contractor or Consultant may be able to obtain on its own.

In relation to purchases that are not a result of a County Bid, RFP or Contract; Vendors who cannot provide the coverage limits on the attached matrix may provide the County with an ACORD Certificate detailing the coverage limits they currently have in place and the County will review such certificates on a case-by-case basis to determine if sufficient coverage is in place in relation to the perceived risks associated with the proposed purchase.

COVERAGES – (SEE ATTACHED MATRIX)

An ACORD Certificate of Insurance will confirm that the required policies have been issued to the named insured; for the policy period indicated. The ACORD Certificate is to be provided to the County of Rockland within five (5) business days of notice of contract award or of notice of intent to issue a Purchase Order. Please NOTE: the Certificate of Insurance must be updated to give the County of Rockland immediate notice of the following:

1. Dilution of the limits of insurance shown on the Certificate of Insurance by more than 20% as a result of the payment of claims or expenses;
2. The downgrading of any insurer listed on the Certificate of Insurance by AM Best to less than an "A" rating;
3. The receipt, from any listed insurer, of a notice of cancellation before the expiration date thereof or non-renewal will be delivered in accordance with the policy provisions;
4. The receipt, from any listed insurer, of any failure of the named insured to comply with an insurance policy term or condition.

All Certificates of Insurance must be updated at least annually to remain valid.

The ACORD Certificate of Insurance must contain a Description of Operations and include any exclusions or special provisions added by endorsement that in any way restrict coverage. The Contract Number and/or Purchase Order Number and the name of the department requiring the insurance should be stated under the description. The

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description must also contain a statement to the effect that “The following are named as Additional Insured’s under General Liability and (if required) Automobile Liability, Excess Umbrella Liability, and Professional Liability (if applicable) on a primary basis, and on the broadest form available through the listed insurers with respect to this Contract or Purchase Order: ***The County of Rockland, its employees, elected officials and affiliated municipal entities.*** The signing authorized representative warrants that the insurance carrier(s) have been informed of and accepted the County of Rockland as an additional insured.

WORKERS COMPENSATION REQUIREMENTS UNDER WORKERS’ COMPENSATION LAW §57: The Vendor must procure, pay for, and maintain during the entire term of the contract such insurance as will protect both the owner and the vendor from claims under worker’s compensation acts and amendments thereto and from any other claims for property damage and for personal injury including death, which may arise from operations under this contract, whether such operations by the Vendor or by any other party directly or indirectly employed by the Vendor. Vendors must provide copies of the required certificate to the County of Rockland within five (5) business days of notice of contract award or of notice of intent to issue a Purchase Order.

To comply with coverage provisions of the Workers’ Compensation Law (“WCL”), businesses must:

- A. Be legally exempt from obtaining workers’ compensation insurance coverage; or
- B. Obtain such coverage from insurance carriers; or
- C. Be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

The Contractor must prove that they are in compliance with §57 of the Workers Compensation Law (WCL) by providing ONE of the following forms indicating that they are:

- **Insured Form C-105.2 or U-26.3** – *(All private insurance carriers and their licensed insurance agents are authorized to use the Form C-105.2 as their Certificate of NYS Worker’s Comp Insurance. The State Insurance Fund uses the U-26.3 form as its Certificate of Workers Compensation Insurance).* Upon obtaining a permit, license or contract from a government agency Employers must obtain this form from their private insurance carrier. Carriers and their licensed agents may contact the Board’s [Bureau of Compliance](#) to obtain this form.
- **Self-Insured Form SI-12** – Certificate of Worker’s Compensation Self-Insurance or Form GSI-105.2 Certificate of Participation in Worker’s Compensation Group Self-Insurance). Upon obtaining a permit, license or contract from a government agency. Board-approved self-insurers must obtain this form from Board’s Self-Insurance Office.
- **Exempt Form CE-200** – Certificate of Attestation of Exemption From NYS Worker’s Compensation Insurance) (Effective 12/1/08) Applicants for permits, licenses or contracts from State, county or municipal agencies in New York State that are not required to carry NYS workers’ compensation and/or disability benefits insurance coverage. These exemption forms can ONLY be used to attest to a government entity that an applicant requesting a permit, license or contract from that government entity is not required to carry NYS workers’ compensation and/or disability benefits insurance.

The Vendor will send the appropriate forms to the Purchasing Division within five (5) business days of notification of contract award. All correspondence must contain the Solicitation Number and Title.

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RFP-RC-2024-041***DISABILITY BENEFITS REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §220(8):***

To comply with coverage provisions of the WCL regarding disability benefits, businesses may:

- A. Be legally exempt from obtaining disability benefits insurance coverage; or
- B. Obtain such coverage from insurance carriers; or
- C. Be a Board-approved self-insured employer.

The Vendor must prove that they are in compliance with Section 220(8) of the Workers Compensation Law (WCL) by providing ONE of the following forms indicating that they are:

- **Insured Form DB-120.1** – Certificate of Disability Benefits Insurance (the businesses insurance carrier will send this form to the County upon request).
- **Self-Insured Form DB-155** – Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).
- **Exempt Form CE-200** – Certificate of Attestation of Exemption from NYS Worker's Compensation and/or Disability Benefits Coverage.

The Vendor will send the appropriate forms to the Purchasing Division within five (5) business days of notification of contract award. All correspondence must contain the Solicitation Number and Title.

Please note that ACORD forms are NOT acceptable proof of New York State Workers Compensation or Disability benefits insurance coverage.

NY State Department of Labor requirements for Workmen's Compensation and Disability forms. Online address: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

EMPLOYERS LIABILITY with minimum statutory requirements

COMMERCIAL GENERAL LIABILITY INSURANCE with a minimum limit of liability per occurrence of \$1,000,000/\$2,000,000 aggregate for bodily injury and \$100,000 for property damage or a combined single limit of \$1,000,000 (c.s.1), naming the County of Rockland as an additional insured. This insurance must include the following coverages:

- (i) Premises - Operations.
- (ii) Broad Form Contractual.
- (iii) Independent Contractor and Sub-Contractor.
- (iv) Products and Completed Operations.

AUTOMOBILE LIABILITY INSURANCE with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance must include for bodily injury and property damage the following coverages:

- (i) Owned automobiles.
- (ii) Hired automobiles.

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(iii) Non-owned automobiles.

PROFESSIONAL LIABILITY The Consultant must provide proof of such insurance. (Limits of \$1,000,000 per occurrence/\$3,000,000 aggregate).

All policies of the Contractor or Consultant must be endorsed to contain the following clauses:

(a) Insurers must have no right to recovery or subrogation against the County of Rockland (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so affected must protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the County of Rockland is named as an insured, must not apply to the County of Rockland.

All contractual insurance requirements in any contract between the Contractor or Consultant and the County must contain the following clauses:

(a) The insurance companies issuing the policy or policies must have no recourse against the County of Rockland (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(b) Any and all deductibles in the above described insurance policies must be assumed by and be for the account of, and at the sole risk of, the Contractor or Consultant.

(1) The per occurrence and Aggregate limits for specified coverage should apply on a per location or per project basis.

(2) Automobile Liability Coverage is required IF an automobile is used in the execution of their contract. A vendor using a third party for shipment or transport does not require Automobile Liability Insurance.

(3) An ACORD form is NOT acceptable proof of NYS Workers Compensation (WC) or Disability Benefits (DBL) Insurance coverage. For WC, secure form C-105.2 or U-26.3. For DBL, secure form DB.120.

Workers Compensation/Employers Liability, and NYS Disability are not required of: a) a business that is owned by one individual, is not a corporation, and does not have any other employees, b) a self-employed individual, c) an out of state employer with no NYS employees. IN EACH CASE, the employer must file Form CE-200, Certificate of Attestation of Exemption, with the NYS Workers Compensation Board certifying that they are not required to obtain NYS specific Workers Compensation Insurance or NYS statutory Disability Benefits.

(4) A consultant is someone who gives expert or professional advice. Consultants are ordinarily hired on an independent contractor basis. Therefore, the County is not liable to others for the acts or omissions of the consultant. A consultant is an individual who possesses special knowledge or skills and provides that expertise the County for a fee. Consultants help find and implement solutions to a wide variety of problems, including those related to business, marketing, manufacturing, strategy, organization structure, environmental compliance, health and safety, technology, and communications. Some consultants are self-employed, independent contractors who offer specialized skills in a certain field; other consultants work for large consulting firms, that offer expertise in a wide range of business areas; and still other consultants hail from academia. Specialists in various professional fields that work with the general public and have greater than average expertise in particular areas, for example lawyers, doctors, pharmacists and insurance agents, require additional coverage for someone who is injured as a result of their negligent acts or omissions. Therefore, Professional Liability Insurance is required if commercially available for your profession.

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SAMPLE ACORD CERTIFICATES: Sample ACORD Certificates detailing the required insurance coverage are included in each Invitation to Bid or Request for Proposal. These are provided as for informational purposes only to County Vendors and their Insurance Brokers to assist you in obtaining the correct insurance required for County contracts. Please note that the attached certificates reflect the standard types and limits of insurance the County requires most often. The requirements of each proposal may differ in which case the proposal's specific requirements must prevail. Please review the insurance requirements of your proposal carefully with your broker.

Exceptions: The limits shown in the matrix and samples will generally be required for service providers involved in low-risk activities. Higher limits may be required for service providers performing potentially high-risk activities.

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Cont'd on next page

	VENDOR CLASSIFICATION CHECK APPROPRIATE BOX	Garage Operations <input type="checkbox"/>	Technology Computer Consultants <input type="checkbox"/>	Cloud Based Data Storage and Software Programs <input type="checkbox"/>	Children Services no transport or housing <input type="checkbox"/>	Children Services with transport or housing <input type="checkbox"/>
	Type of Insurance					
A	Commercial General Liability (CGL) Each Occurrence					
	General Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Personal & Adv Injury	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Med. Expense Any One Person	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Damage to Rented Premises	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
	Products-Comp / Op Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
B	Auto Liability – Incl BI and PD (AL)	(2)	(2)	(2)	(2)	(2)
	Combined Single Limit per accident					
	Any Auto	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Or					
	All Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	All Hired	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	All Non-Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
C	Excess / Umbrella Liability					
	Each Occurrence	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$10,000,000
	Aggregate	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$10,000,000
D	Workers Compensation and Employers Liability	(3)	(3)	(3)	(3)	(3)
	E.L. Each Accident	Statutory	Statutory	Statutory	Statutory	Statutory
	E.L. Each Disease-EA Employee	Statutory	Statutory	Statutory	Statutory	Statutory
	E.L. Disease-Policy Limit					
E	Disability Benefits	(3)	(3)	(3)	(3)	(3)
	Each Employee	Statutory	Statutory	Statutory	Statutory	Statutory
F	Other-Professional Liability or errors and Omissions or Malpractice			(4)	(4)	(4)
	Per Claim		\$1,000,000	\$1,000,000	\$1,000,000 (Sexual Abuse)	\$1,000,000 (Sexual Abuse)
	Garage Keepers Comprehensive and Collision	Primary & Direct				
	Per Vehicle	Based Specific Contract				
	Aggregate	Based Specific Contract				
	Data Breach and Privacy/Cyber Liability Higher Limits are recommended when Personal Identifying Information is part of the contract		\$ 2,000,000	\$2,000,000		
*	All Other Insurance as Required by Law					
	Rockland County to be named as Additional Insured on these coverage's	GL-AL- EXCESS	GL-AL- EXCESS	GL-AL	GL-AL-PROFESSIONAL	GL-AL- EXCESS- PROFESSIONAL



CERTIFICATE OF LIABILITY INSURANCE

The Certificate Date of issuance must be within 6 months of Request

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Ducey Agency, Inc 43 South Liberty Drive Stony Point, NY 10980	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	Required Required Required	FAX (A/C, No):
INSURED CLOUD BASED DATA STORAGE AND SOFTWARE PROGRAMS 123 MAIN STREET NEW CITY, NY 10956		INSURER(S) AFFORDING COVERAGE INSURER A : Rating as Required by Contract or Solicitation INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
Submit a Valid Certificate of Liability Insurance with the coverage and limits provided on this sample-Name of Insured must be that of contract Holder		NAIC #	

COVERAGES

CERTIFICATE NUMBER: Required

REVISION NUMBER: Required if applicable

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Required	Required	Required	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	NYS Wokrs' Comp. Certificate Provide Form c-105.2 or u-26.3 - NYS Disability Certificate - Provide Form DB 120.1 Or Attestation of Exemption			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Professional Liability DATA BREACH AND PRIVACY/CYBER LIABILITY	<input checked="" type="checkbox"/>					Per Claim \$1,000,000 \$2,000,000

Description of Operations/Locations/Vehicles (ACORD 101, Additional Remarks Schedule, may be attached if needed)

Language Required naming County of Rockland as additionally insured.

The County of Rockland including its employees, its officials,volunteers and Rockland County Sewer District #1 are named as additionally Insured.

CERTIFICATE HOLDER

CANCELLATION

County of Rockland 50 Sanatorium Road, Bldg. A Pomona, NY 10970	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature is Required
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