

Request for Proposals (RFP) 2026-15
Suffolk County Office of Central Procurement on behalf of
the Department of Health Services is Seeking Proposals For
Transportation Management Services for Children with Special Needs

Timeline

Advertised/Issue Date:	August 20, 2026
Proposer's Conference: (Non-mandatory)	September 9, 2026 at 10:00 AM Via video conferencing; Pre-Registration required to receive link
Technical Questions Due:	September 10, 2026 by 3:30 PM
Proposal Due Date:	September 29, 2026 by 3:30 PM
Anticipated Term of Contract:	Three Years (January 1, 2027 through December 31, 2029) with Two 1-Year Options (2030 and 2031)

Contact/Help Information

Need Help? Please contact Bonfire directly at Support@GoBonfire.com for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Uploading your submission

- Upload your submission at: <https://suffolkcountyny.bonfirehub.com/portal/>
- Logging in and/or uploading your file(s) does not mean your response is submitted. Proposers must successfully upload all the file(s) and MUST click the SUBMIT button before the closing time.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. This will confirm that you have successfully submitted your proposal.
- Each submitted item of requested information will only be visible to Suffolk County after the closing time.
- If the file you are submitting is required by this RFP, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- 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.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

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Section I
Administrative Information

1. Purpose of RFP

The County of Suffolk ("County"), on behalf of the Suffolk County Department ("Department") set forth on page one, invites proposals ("Proposal(s)") from qualified companies ("Proposer") to provide services ("Services"), as described in Section III, entitled "Technical Requirements."

The term Contractor ("Contractor") shall mean the successful Proposer who may be awarded a contract pursuant to this RFP.

2. Coordinating Departments

a. Prior to Award of Contract

The Suffolk County Office of Central Procurement is responsible for coordinating with the Department regarding the issuance of this RFP:

Suffolk County Office of Central Procurement
335 Yaphank Avenue, Room 103
Yaphank, NY 11980
Tel: (631) 852-5463
Contact: Thomas Malanga, Associate Chief Procurement Officer
Email: thomas.malanga@suffolkcountyny.gov

b. After Award of Contract

- i. The Department is responsible for coordinating with the Suffolk County Attorney's Office and the Contractor regarding the negotiation and execution of the contract.
- ii. The County will execute a contract with the Contractor, based on the Model Contract included in this RFP. Note that the Model Contract is subject to negotiation and revision, based on the Department's needs and the approval of the County Attorney's Office.
- iii. The Proposal submitted by the Proposer in response to this RFP, as may be negotiated by the Department, will become the basis for the contract.

c. After Execution of Contract

The Department is responsible for administration of the contract.

3. Background Information

- a. Suffolk County, with a population of 1.5 million, is Long Island's eastern-most county, and covers an area of approximately 900 square miles, 20 miles at its widest part and approximately 86 miles in length.
- b. The County of Suffolk is a municipal corporation of the State of New York with an annual operating budget of approximately \$3.9 billion. The County employs approximately 9,000

employees, with main offices located in Hauppauge, Yaphank, Riverhead, and several smaller locations.

4. Evaluation Committee and Award of Contract

The award of any contract will be made in the best interest of the County, taking into consideration cost as well as technical or other non-cost factors. The Suffolk County Department of Law acts as counsel to the RFP Evaluation Committee, but does not vote in the selection process.

The RFP Evaluation Committee shall include the following:

- a.** Suffolk County Legislature Presiding Officer, or their designee; and
- b.** Suffolk County Executive, or their designee; and
- c.** A second duly authorized representative of the Suffolk County Executive (Budget or Management); and
- d.** The Department Head, or their designee, of the Department requesting the RFP.

5. Questions and Comments

a. Administrative Questions

Administrative questions (e.g., procedural questions on how to respond to this RFP) may be submitted by telephone or in writing (email acceptable) to the Office of Central Procurement staff member listed in paragraph 2 (a) of this section.

b. Technical Questions

Technical questions (questions which are specific to the service requested in this RFP) must be submitted on or before the date set forth on page one of this RFP. Responses to such technical questions will be developed by the requesting Department and issued by the Office of Central Procurement in the form of an Addendum to this RFP.

To contact the Suffolk County Office of Central Procurement or ask questions in relation to this RFP, respondents must register with the Office's Procurement Portal at <https://suffolkcountyny.bonfirehub.com/portal> (the "Portal") and initiate the communication electronically through the "Messages" tab in the left column on Bonfire, then click "Vendor Discussions" to enter your question(s). The County will not accept any respondent's communications by any other means, except as specifically stated in this RFP.

Need Help? Please contact Bonfire directly at Support@GoBonfire.com for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

c. No Direct Contact

No questions or comments should be directed to any County employee or its contractors or any firm currently in contract with the County regarding this RFP during the RFP process, except as set forth in sub-paragraphs 5.a and 5.b above or as may be requested or permitted by the Suffolk County Office of Central Procurement and/or the Suffolk County Department of Law. Failure to comply may result in immediate disqualification.

6. Proposer's Conference

A Proposer's Conference (non-mandatory) will be held via video conference on the date set forth on page one of this RFP.

To register and receive the video conferencing link, please submit your request in the "Vendor Discussions" tab under "Messages" in Bonfire with the subject line "Registering for RFP 2026-15."

7. Due Date for Proposals

Proposals must be submitted by 3:30 p.m. on the date set forth on page one of this RFP.

In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an Addendum to this RFP and applicable to all Proposers.

8. Submission of Proposals

Suffolk County no longer will accept hard copies of RFP responses. All submissions must be done online at <https://suffolkcountyny.bonfirehub.com/portal/>.

9. RFP Policies and Procedures

- a.** It is the County's intent to select the Proposer that provides the best solution for the County's needs. In order for the County to conduct a uniform review process of all Proposals, Proposals must be submitted in the format set forth below in the paragraph entitled "Proposal Format." Failure to follow this format may be cause for rejection of a Proposal because adherence to this format is critical for the County's evaluation process.
- b.** The contract will be in the general format set forth in Section V entitled "Model Contract," but will be subject to final contract negotiations.
- c.** This RFP is not intended, and shall not be construed, to commit the County to pay any costs incurred in connection with any Proposal or to procure or contract for any services.
- d.** As a preliminary step, each Proposal will be examined to determine whether it is responsive to the requirements of this RFP. After such preliminary review, all responsive Proposals will be evaluated.
- e.** The decision to award a contract shall be based on the ability of the Proposer to provide quality and needed services and products and to comply with all applicable laws, rules, and regulations, including without limitation the local preference and other Suffolk County local laws referenced in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

- f. While the County is under no obligation to contact Proposers for clarifications, it reserves the right to do so. Depending on the number and quality of the Proposals submitted, the County, at the sole discretion of the RFP Evaluation Committee, may elect to interview all or some of the Proposers during the selection process and to request presentations.
- g. After evaluating the Proposals, the County may enter into negotiations with one Proposer or multiple Proposers. The primary purpose of negotiations is to maximize the County's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one Proposer or multiple Proposers. Negotiations will be structured by the County to safeguard information and ensure that all Proposers are treated fairly.
- h. The County may invite one or more Proposers to submit a best and final offer ("BAFO"). Such invitation will establish the time and place for submission of the BAFO. Any BAFO that is not equal to or lower in price than the pricing offered in the Proposer's original Proposal will be rejected as non-responsive and the County will revert to consideration and evaluation of the Proposer's original pricing.
- i. If required, after review of the BAFO(s), clarification may be sought from the Proposer(s). The County may conduct more than one round of negotiations and/or BAFO submissions in order to attain the best value for the County.
- j. The County will not necessarily choose the Proposer(s) with the lowest rates for Services. Based on the evaluation criteria, a competitive range consisting of those Proposals which are acceptable to the County, or which could be made acceptable following written or oral presentations, will be determined.
- k. The award of any contract will be made as judged to be in the best interest of the County.
- l. **Protest Procedures:** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Chief Procurement Officer ("CPO") who is head of the Office of Central Procurement for Suffolk County. A protest with respect to an invitation for bids or a request for proposals shall be submitted to the CPO in writing and signed by the aggrieved party prior to the opening of bids or the closing date for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. In that case the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an award from a bid or a request for proposals shall be submitted in writing and signed by the aggrieved party within ten (10) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.

10. RFP Posted on Bonfire Portal

This RFP is available on-line at: <https://suffolkcountyny.bonfirehub.com/portal/>. By downloading documents for this RFP, you will be notified of all future addendums.

11. Reservation of Rights

The County expressly reserves the right to:

- a. Reject or cancel any or all Proposals or any part thereof submitted in response to this RFP;
- b. Withdraw the RFP at any time, at the County's sole discretion;
- c. Disqualify any Proposer whose conduct and/or Proposal fails to conform to the requirements of the RFP;
- d. Use Proposal information obtained through site visits, management interviews, and the County's investigation of a Proposer's qualifications, experience, ability or financial standing, and any material or information submitted by the Proposer in response to the County request for clarifying information in the course of evaluation and/or selection under this RFP;
- e. Prior to Bid opening, amend the RFP specifications to correct errors, or oversights, or to supply additional information as shall become available;
- f. Prior to Bid opening, direct Proposers to submit Proposal modifications addressing subsequent RFP amendments;
- g. Change any of the dates concerning the RFP award schedule;
- h. Eliminate any mandatory, not-material specification that cannot be complied with by all of the prospective Proposers;
- i. Waive any requirements that are not material;
- j. Award negotiated contracts to one or more Proposers;
- k. Negotiate with the successful Proposer(s) within the scope of the RFP, in the best interest of the County;
- l. Conduct contract negotiations with the next responsible Proposer should the County be unsuccessful in negotiations with the selected Proposer;
- m. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Proposal and/or to determine a Proposer's compliance with the requirements of the RFP.

12. Proposal Format

The following materials are required to be received by the County, by the Proposal Due Date set forth on the first page of this RFP. The topics listed under these general headings are minimum standards and should not be viewed as limitations to the information provided by the Proposer in response to this RFP.

a. Transmittal Letter (PDF file uploaded to appropriate section of the Bonfire portal)

A transmittal letter is a letter on the Proposer's stationery. A corporate officer or an authorized agent of the Proposer must sign the transmittal letter. The transmittal letter must state the

contact person who will be responsible for answering all questions of the RFP Evaluation Committee. Include the telephone number and e-mail address for such contact person.

b. Compliance Forms

i. Disqualification of Non-responsible Bidders (LL 52-2012 Form) (2 pages)

LL 52-2012 Form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

ii. Suffolk County Form 22 -- Contractor's/Vendor's Public Disclosure Statement (2 pages)

SCEX Form 22 is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

A corporate officer, or an authorized agent of the Proposer, must sign one (1) original of form and have it notarized.

Please note that any Proposers who are not-for-profit corporations are not required to complete this form.

iii. Non-Collusive Offer Certification (FTS Form) (1 page)

FTS Form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

iv. Lawful Hiring Form (LHE-1/2 Form) (1 page)

This form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

The Labor Department's Lawful Hiring of Employees Unit may be reached at (631) 853-6600 for specific questions.

v. Living Wage Form (LW1/38 Form) (1 page)

This form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

If the Living Wage Law applies and Section I is checked, the chart must be completed.

The Labor Department's Living Wage Unit may be reached at (631) 853-6600 for specific questions.

vi. Suffolk County Union Organizing Certification/Declaration (LO1 Form) (2 pages)

LO1 Form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

(Note: this Form will be required only from the Apparent Successful Proposer)

vii. Lobbying Certification Form

This form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

viii. Contractor's Statement of Applicability of Local Preference Law – Section A4-13 of the Suffolk County Administrative Code (Local Preference Law)

Local Preference Law - Section A4-13 of the Suffolk County Administrative Code establishes a preference program for Suffolk County consulting contracts. This preference program requires all contracts for professional consulting services (engineering, architectural, planning, legal, and accounting, etc.) to be awarded to firms located and doing business within Suffolk or Nassau County, except where no local consultant has the necessary expertise or credentials to provide the needed service, or where the local consultant's response to a Request for Proposals (RFP) exceeds the otherwise lowest response by more than 10%. The local law contains specific definitions and language relative to application of this law which interested parties should review. The laws of Suffolk County are available free of charge at <https://www.ecode360.com/SU0867>.

If applicable, include a statement with the Proposal asserting the applicability of the Local Preference Law. The statement must include the reasons for assertion of the applicability of the Local Preference Law.

c. Proposer Profile/Response to Questions set forth in the RFP Section entitled "Proposer Profile" (Section II)

Proposers' responses will be used in the County's evaluation of the Proposers' general qualifications.

d. Proposer's Proposed Technical Services/Response to items set forth in the RFP Section entitled "Technical Requirements" (Section III)

This Section will be used in the County's evaluation of the Proposer's proposed technical services.

e. List of Subcontractors (if applicable)

Identify all subcontractors the Proposer plans to use and the function for which such subcontractors will be responsible. Provide qualifications, including prior relevant experience, for all subcontractors anticipated to be used (Reference Section II).

Subcontractors must complete all County forms listed above in paragraph 12(b).

Subcontractors must respond to all questions set forth in the RFP Section entitled "Proposer Profile." This includes financial statements.

Subcontractors must respond to all requirements, to the extent such requirements are applicable to the services they will be providing, set forth in the RFP Section entitled "Technical Requirements."

Failure to include this information in the Proposal may be grounds for disqualification.

f. Conflict of Interest

Proposers must disclose to the County the existence of any conflicts of interests, whether existing or potential. If none exist, state so. Proposals shall disclose:

- i. Any material financial relationships that the Proposer or any employee of the Proposer has that may create a conflict of interest in acting as a Contractor for Suffolk County.
- ii. Any family relationship that the Proposer or any employee of the Proposer has with any County employee that may create a conflict of interest or the appearance of a conflict of interest acting as a Contractor for Suffolk County.
- iii. Any other matter that the Proposer believes may create a conflict of interest or the appearance of a conflict of interest acting as a Contractor for Suffolk County.

g. Proposer's Cost Proposal/Fee Schedule - Response to items set forth in the RFP Section entitled "Cost Proposal/Fee Schedule" (Section IV)

This Section will be used in the County's evaluation of the Proposer's proposed Cost Proposal/Fee Schedule.

- h.** Proposals shall be prepared avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation. Each response in a Proposal shall clearly identify the section and paragraph number from the RFP to which it responds.

13. Evaluation Criteria

- | | |
|--|-------------------|
| a. General Qualifications: | 35 points |
| Proposer's history, expertise, experience, reliability, financial viability, and references. See RFP Section II, entitled "Proposer's Profile" for specific requirements. | |
| b. Proposed Technical Services/Products: | 35 points |
| Strategies, methodologies, services offered by Proposer. See RFP Section III, entitled "Technical Requirements" for specific requirements. | |
| c. Cost Proposal/Fee Schedule | 30 points |
| Separate PDF file containing your cost proposal uploaded to the appropriate section of the Bonfire portal. See Section IV, entitled "Cost Proposal/Fee Schedule Proposal" for specific requirements. | |
| Total | 100 points |

14. Contract Terms and Conditions

- a.** Reference is made to the Model Contract set forth in Section V entitled "Model Contract." The Model Contract is included to illustrate general terms and conditions, including indemnification and insurance, which will be included in the contract when executed.

- b. If the Proposer has a concern or question regarding any of the terms and conditions included in the Model Contract, the Proposer must:
 - i. note such concerns or questions in the Proposal;
 - ii. submit exceptions to the Model Contract in the Proposal; and/or
 - iii. identify any items relating to the Model Contract that the Proposer requests be negotiated.
- c. The Model Contract is subject to revision arising out of the terms and conditions imposed by law and/or deemed appropriate by the County Attorney's Office.
- d. Portions of the Proposal, as may be subsequently modified in negotiations with the County, may be included as exhibits in any contracts that the County may execute with the Proposer.
- e. The County will execute a contract with principal contractors only. Any arrangements, including fee arrangements, partnerships, or collaborations between the principal contractor and subcontractors that provide services as part of the Proposal, must be fully disclosed in the Proposal.
- f. The Proposer should not return the Model Contract with the Proposal.

15. Use of County Resources to Interfere with Collective Bargaining Activities
Local Law No. 26-2003

Proposers are advised that the efficient, timely, and nondisruptive provision of goods and services is a paramount financial interest of the County and, as such, the County requires the potential Contractor to protect the County's financial interest by adopting non-confrontational procedures for the orderly resolution of labor disputes, including but not limited to, neutrality agreements, majority authorization card agreements, binding arbitration agreements, fair communication agreements, nonintimidation agreements, and reasonable access agreements.

16. Non-Responsible Bidder

It shall be the duty of the Proposer to read, become familiar with, and comply with the requirements of Article II of Chapter 189 of the Suffolk County Code.

The Proposer certifies that it has complied with the disclosure requirements under section 189-7 of the Suffolk County Code, it is in compliance with all applicable licensing laws, and that it either has not engaged in a prohibited act covered under section 189-5 of the Suffolk County Code or is otherwise exempt from the provisions of Article II of Chapter 189 of the Suffolk County Code under section 189-9.

This certification is required at the time of proposal submission and shall be set forth on the LL52-2012 Form "Disqualification of Non-Responsible Bidder."

17. Effective Period of Proposals

All Proposals must state the period for which the Proposal shall remain in effect (i.e., how much time the County has to accept or reject the Proposal under the terms proposed). Such period shall not be less than 180 days from the Proposal due date.

18. NYS Freedom of Information Law (FOIL)

All submissions for the County's consideration will be held in confidence, until final execution of the contract(s) unless disclosure is required by law or judicial order. Upon execution of the contract, all documents submitted by proposers during the RFP process and the fully executed contract are subject to disclosure pursuant to the New York State Freedom of Information Law (FOIL), codified at Public Officers Law Article 6. Therefore, if a Proposer believes that any information in its submission constitutes a trade secret or is otherwise information which, if disclosed would cause substantial injury to the competitive position of the Proposer's enterprise, and the Proposer wishes such information to be withheld if requested pursuant to FOIL, the Proposer shall segregate such information from its Proposal and submit with its Proposal a separate letter addressed to the primary contact referenced in this RFP, specifically identifying such information, explaining in detail why such information is a trade secret or is information which if disclosed would cause substantial injury to the competitive position of the Proposer's enterprise, and formally requesting that such information be kept confidential. Failure by a Proposer to submit such a letter with its submission will constitute a waiver by the Proposer of any interest in seeking exemption of this information under Article 6 of the Public Officers Law relating to protection of trade secrets. The proprietary nature of the information designated confidential by the Proposer may be subject to disclosure if it is requested and the County deems it subject to disclosure or if ordered by a court of competent jurisdiction. A request that an entire Proposal be kept confidential may not be considered reasonable since a submission cannot reasonably consist of all data exempt from FOIL.

End of Text for Section I

Section II Proposer Profile

1. General Information/Proposer's History

- a. Company name and address.
- b. Year company was founded and history.
- c. Total number of employees in company, and the number of employees at servicing office(s).
- d. Location(s) from which services will be performed.
- e. Describe the nature of your organization (e.g. business corporation, not-for-profit corporation, proprietorship, etc.).
- f. Contact person and title.

2. Qualifications and Experience of Personnel

- a. Provide resumes or detailed descriptions of the account manager and other key staff who will be assigned to this account.
- b. For each professional listed above, describe his/her qualifications and provide information regarding:
 - i. Education;
 - ii. Professional licenses and other affiliations (copies of which shall be submitted with Proposals);
 - iii. Number of years engaged in services relating to the services requested in this RFP;
 - iv. Other relevant work experience or qualifications;
 - v. The role each identified person would play.
- c. Describe other accounts involving similar services. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
- d. If temporary staff is involved, include details of their supervision and training.
- e. In addition, the County may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) business 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.

3. Financial Viability

a. Financial Statements – Mandatory for Nongovernmental Agencies

Requirement specifications:

- i. Current financial statement (if current year not available previous calendar year acceptable) prepared and certified by an Independent Certified Public Accountant (CPA) to include:
 - o Balance Sheet
 - o Income Statement
 - o Statement of Cash Flows
 - o Opinion Letter
- ii. If independently audited financial statement is not available, the most current in-house Company statement to include
 - o Balance Sheet
 - o Income Statement
 - o Statement of Cash Flows
 - o Financial Statement to be signed by one of the following attesting to the accuracy of the statement:
 - Chief Executive Officer (CEO)/Chief Financial Officer (CFO)/Chief Operating Officer (COO)
- iii. Failure to submit complete, comprehensive documents may result in disqualification for consideration of an award.

b. Indebtedness to County, Liens, and Litigation

Submit a statement as to indebtedness, if any, to the County; and a listing of all outstanding liens, if any, against the Proposer. Submit a summary of all litigation, if any, against the Proposer and disposition or outcome of same.

c. Statement Regarding Bankruptcy

Include a statement disclosing any bankruptcy(ies) filed within the last seven (7) years. The statement must include the date the bankruptcy was originally filed, the current status, and, if applicable, the date the bankruptcy was discharged.

4. Client History

Provide a list of all clients for whom you have provided similar services within the last three (3) years. For each client, provide the following:

- a. Client name; and
- b. Client address; and
- c. Contact name, title, and telephone number; and

- d. Description of services provided and time period.

5. References

- a. From the list provided in response to paragraph 4, entitled "Client History," provide three client references for which you have provided services (current governmental or quasi-governmental agencies preferred). Provide name of the organization, services, contact name, telephone number, and email address.
- b. Provide a list of all contracts with the County of Suffolk within the last five (5) years (regardless of type of service), the time period for those services and your primary County contact.

6. Conflicts of Interest and/or Potential Conflicts of Interest

a. Relationships with Third Parties

The Contractor is charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any companies or individuals with whom the County of Suffolk does business with respect to the services required by this RFP. This duty continues for so long as the Contractor is retained on behalf of the County or its employees.

b. Relationships with County Departments/Agencies/Employees

The Contractor is charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any County department, agency or employee. This duty continues for so long as the Contractor is retained on behalf of the County or its employees.

7. Subcontractors

If you intend to use the services of a subcontractor, please provide all of the above information in this Section for each such subcontractor.

Note that the County must pre-approve the use of any subcontractors.

End of Text for Section II

Section III Technical Requirements

1. Background and Overview of Desired Services

a. Department of Health Services (“Department”)

- i. The mission of the Department is to promote wellness and protect the public’s health and environment.
- ii. b. The Department has a main office located at 3500 Sunrise Highway, Suite 124, Great River, New York 11739, and is comprised of the following divisions and offices: Public Health, Patient Care Services, Community Mental Hygiene Services, Environmental Quality, Preventive Medicine, Emergency Medical Services, Services for Children with Special Needs and the Office of Minority Health. The Department operates a number of bureaus within this structure including, but not limited to, the Bureau of Public Health Protection and the Bureau of Public Health Nursing, as well as Administration support services.
- iii. The Department delivers the following services among others: programs to eliminate health disparities among racial and ethnic minorities in Suffolk County; programs to promote access to primary care services including jail medical/behavioral healthcare; public health protection and disease prevention programs; public health emergency preparedness; comprehensive programs to protect and preserve the natural resources of Suffolk County and to protect County residents against adverse environmental factors; treatment for individuals with mental illness, developmental disabilities, and chemical dependency; Early Intervention, Pre-school Education, and Children with Special Needs programs; health education programs, tobacco cessation classes, and community-based projects promoting nutrition, physical activity and wellness; and oversight for the County’s emergency medical response system.
- iv. The Department has a 2026 Operating Budget of over \$446 million.

b. Department’s Division of Services for Children with Special Needs (“DSCSN”)

- i. The Division of Services for Children with Special Needs (“DSCSN”) provides educational and therapeutic services for disabled children (“children” and/or “child”) from birth until entry into school and provides medical services for children with covered conditions from birth to twenty-one (21) years of age. The DSCSN participates in the Early Intervention (“EI”) Program, the Preschool (“Preschool”) Program, and the Children with Special Health Care Needs (“CSHCN”) Program. The EI Program is mandated by Title II-A of Article 25 of the New York State Public Health Law and serves Children with disabilities ages birth through two (2) years and eleven (11) months. The Preschool Program is mandated by Section 4410 of the New York State Education Law and serves children with disabilities ages three (3) years through five (5) years.
- ii. The DSCSN’s offices are located at 50 Laser Court, Hauppauge, NY 11788.

c. Background of Transportation Services for the DSCSN

- i. The DSCSN requires a qualified provider (“Contractor”) to provide Transportation

Management Services ("Services") for transportation services ("Transportation") provided to children with disabilities, ages birth through five (5) years, for the EI and Preschool Programs.

- ii. Transportation is provided to eligible children in both the EI and Preschool Programs and is authorized by the DSCSN and school districts respectively. Authorized transportation is provided via:

- A. Vehicle Transportation**

- A child and occasionally a nurse or a parent/guardian accompanying a child, is transported by van or wheelchair lift vehicle from a child's home or childcare location to a special education and/or therapeutic service facility and back.

- B. Parental Mileage Reimbursement**

- As an alternative to vehicle transportation, a parent/guardian may elect to transport his/her child to and from a destination facility. The parent/guardian is generally reimbursed at a per mile rate based on the distance between the home/childcare location and the destination facility.

- ii. Generally, children are transported in accordance with school calendars during a ten-month winter session ("Winter Session"), which is September through June and a six-week summer session ("Summer Session"), which is July and August. A small percentage of children receive educational and/or therapeutic services throughout the entire School Year, which is from July through June ("School Year"). Winter sessions and/or summer sessions may be referred to as session ("Session").
- iii. All children receiving EI and Preschool services through the DSCSN are residents of Suffolk County; however, transportation sites may be located in either Suffolk or Nassau County. Under the current structure, the transportation service area is divided into four (4) zones ("Zone"), with each Zone assigned to a specific transporter ("Transporter"). Zones are not delineated by geographic boundaries but are determined by the location of destination facility sites. Potential Proposers should refer to Attachment A of this RFP for the breakdown of zones.
- iv. Potential Proposers should be aware that the Contractor for services may not concurrently contract for children served under EI or Preschool Programs or with providers of such transportation.

d. Statistics of Services:

- i. The DSCSN currently provides transportation for approximately 2000 children daily using approximately 200 vehicles and 300 children are transported via parent/guardian.
- ii. Transportation is provided for the days children receive services authorized in their Individualized Education Program ("IEP") or Individualized Family Services Plan ("IFSP").
 - A. This information is based on historical performance of the transportation as currently rendered to the County.
 - B. This information and/or estimates are not intended and should not be relied upon as accurate representations of future results.
 - C. This information is provided for reference only and the amount of Transportation provided in future years may vary.

2. Minimum Requirements for Technical Services Proposals

- a. Understanding of the Project**

The Proposal must include a statement of work that describes the Proposer's understanding of the Project. The Proposer is expected to discuss its understanding of the proposed "Scope of Work."

- i. The complexity, challenges and problems involved in performing the work.
- ii. Approach and philosophy for dealing with problems.
- iii. Experience dealing with key issues.
- iv. Any additional issues or matters relating to the "Scope of Work" which the Proposer wishes to address.

b. Key Personnel and Staffing

Key personnel identified in the Proposal will be expected to remain assigned to the project for the term of the contract. Requests for a change in key personnel assignments during the term of the contract must be approved in advance, in writing, by the County. The Proposal should also include a discussion that outlines staffing levels/man-hour requirements that should be expected on the County level to support the implementation and day-to-day operation of the project. This information will be a recommendation only for discussion purposes. The Proposer should describe other potential burdens that may be placed on the County with respect to the servicing of the account.

c. Subcontractors

Services that are to be subcontracted must be clearly defined in the Proposal. The Contractor retains responsibility for all acts and omissions of the subcontractor. The Contractor must obtain the prior approval from the Department for all subcontracts.

Subcontractors must respond to all requirements set forth above in this Section, to the extent such requirements are applicable to the services they will be providing.

The County may require that subcontracted activities be provided under the terms of a three-party contract between the Contractor, the County and the subcontractor.

3. Technical Services Specifications (Detailed Scope of Services)

a . Overview

The County of Suffolk ("County") acting through the Suffolk County Department of Health Services ("Department"), invites proposals from qualified companies ("Proposers") interested in providing Transportation Management Services ("Services").

b . Minimum Requirements for Technical Services Proposals

- i. Understanding of the Project the Proposal must include a statement of work that describes the Proposer's understanding of the Project. The Proposer is expected to discuss its understanding of the proposed "Scope of Work."
- A. The complexity, challenges and problems involved in performing the work.
- B. Approach and philosophy for dealing with problems.
- C. Experience dealing with key issues.

- D. Any additional issues or matters relating to the "Scope of Work" which the Proposer wishes to address.

c. Definitions

- i. "Destination Facility" or "Destination Location" means the school, agency, office, library or any other location at which a child receives service(s) under the EI or Preschool Programs and to which a child, and in some instances a child's parent(s), guardian(s), nurse, sibling(s), or other authorized person must be transported.
- A. "Driver" means any person who operates a vehicle used for transportation and shall include a regularly scheduled driver, a substitute driver or a spare driver unless otherwise specified.
- B. "Driver Assistant" means a person assigned to a vehicle used for transportation to assist a child and/or driver and shall include a regularly scheduled driver assistant, a substitute driver assistant or a spare driver assistant unless otherwise specified.
- C. "Route" means the path from the location at which the first child to be transported on that path is scheduled to be picked up to the location at which the last child to be transported on that path is scheduled to be dropped off. Routes may be structured to require the pickup and drop off at more than one (1) destination facility location during the day, and there may be time intervals between segments of a route. Route segments ("Runs") may, if authorized by the DSCSN or Contractor, be serviced by different vehicles. Final determination regarding routes and the number of children assigned to each route shall be made by the DSCSN.
- D. "Transportation" means utilization of vans, wheelchair vans and/or allowable alternate vehicles to transport children, and in some cases children's parent(s), guardian(s), nurse, sibling(s) or other authorized persons, to and from their homes or childcare locations to Destination Facility locations.
- E. "Transportation Zone" or "Zone" means a transportation service area defined by the locations of a group of primary destination facilities; zones are not delineated by geographic boundaries.
- F. "Transporter" means the contractor providing transportation.
- G. "Vehicle(s)" means all vans, wheelchair vans and/or allowable alternate vehicles, including spare or replacement vehicles, used for transportation.

d. Office Location and Hours of Operation Proposers must confirm and describe in detail their ability to:

- i. Staff at a local office within Suffolk County from 6:30 a.m. to 6:00 p.m. and in accordance with destination facility calendars and session times. Said office shall be of sufficient size and equipped to effectively provide services.
- ii. Keep said office open until it has been assured by transporters that all children have been safely delivered to their designated or alternate drop-off points. The Contractor must develop and implement an "All Clear" procedure, which is subject to review and approval by the DSCSN prior to implementation.
- iii. Have an answering service in place seven (7) days per week when staff are not available.
- iv. Confer with the DSCSN regarding mutually agreed upon hours of operation during the summer months, if reduced schedules by destination facilities are in effect.
- v. Provide adequate workspace for the DSCSN's transportation coordinator to periodically review records and meet with the Contractor's staff.
- vi. Provide multi-lingual communications. The Contractor must provide a Spanish-speaking employee to communicate with and interpret for Spanish-speaking parents. If required by the DSCSN, the Contractor must provide a method of communicating with other non-English

speaking parents. Proposers must describe the procedures they will implement to communicate with parents in languages other than English or Spanish as well as parents who are hearing impaired.

e. Administrative responsibilities Proposers shall confirm their ability to and describe how they shall:

- i. Review and process monthly transporter vouchers/invoices and supporting documentation in accordance with County requirements, prior to submission to the
- ii. DSNSN for payment. The Contractor shall certify that such documents are correct before submission to the DSCSN for processing/payment. All vouchers, invoices and supporting documentation must be provided in a standardized format as directed by the DSCSN
- iii. Review and process parental mileage reimbursement claims and supporting documentation in accordance with County requirements, prior to submission to the DSNSN for processing/payment. The Contractor shall record/track all payments made for a period of eighteen (18) months for accounting purposes and maintain a database of all parents authorized to receive parental mileage reimbursement.
- iv. At the direction of the DSCSN, assist drafting Request for Proposal specifications for transportation and may further assist the DSCSN in conferences, evaluating proposals received, and making recommendations with regard to awarding contracts to the most qualified responsible proposers.
- v. Review and reconfigure transportation routes, at the request of and subject to the approval of the DSCSN in order to provide transportation in a timely and cost efficient manner.
- vi. Work in cooperation with the DSCSN in implementing cost containment and cost reduction measures without compromising the delivery of safe and reliable transportation.
- vii. Process transportation changes with respect to individual transportation needs in the manner established by DSCSN policy. Changes shall occur as children enter or are discharged from EI and Preschool Programs. There is no set schedule for these events; changes shall occur on an "as needed" basis. At a minimum, EI Program changes may be at six (6) month intervals and Preschool Program changes may be annually.
- viii. Maintain adequate staffing. All such staff time and responsibilities are to be dedicated solely to DSCSN's EI and Preschool transportation. Proposers shall provide a list of dedicated staffing indicating title and duties.
- ix. Maintain the qualifications of its staff. This includes ensuring that all employees assigned to overseeing Services possess the required education, knowledge, experience, and character necessary to qualify them individually for the particular duties they perform.
- x. Cooperate with the DSCSN and the current transportation management contractor prior to the first contract year and without additional compensation, to ensure a smooth transition in transportation management functions and to ensure an efficient start- up of transportation, including but not limited to, transportation routing activities and request for proposal activities. A minimum of two (2) weeks will be required for said activities.
- xi. Prior to winter and summer session start-ups: Conduct run reviews & route authorizations with transporters and DSCSN.
- xii. Prior to winter and summer session start-ups: Conduct driver dry run verifications to verify drivers have gone to all locations on their routes to meet parents and to identify themselves before transportation services begin.

- xiii. Prior to winter and summer session start-ups: Conduct driver assistant verifications to verify driver assistants have gone to all locations on their routes to meet parents and to identify themselves before transportation services begin.
- xiv. Provide photo identification badges for all employees providing services pursuant to this RFP.

4. Computer Capabilities

- i. Proposers shall describe in detail their computer capabilities and database management system(s) pertaining to accounting, billing, invoicing, parental mileage reimbursement claims, record keeping and reporting.
- ii. Proposers shall describe in detail their computerized routing and database management system(s), which are subject to approval by the DSCSN. Proposers must describe their ability to perform the following:

5. Route Scheduling

- i. Develop proposed routes utilizing an automated routing program to compare to transporters' proposed routes for each winter and/or summer session. Routes must be structured to ensure that children arrive at their destination facilities at their assigned start times and are picked-up from their destination facilities at their assigned dismissal times.
- ii. Ensure that a route can be completed in less than a ninety (90) minute period, unless otherwise permitted and directed by the DSCSN.
- iii. Verify with destination facilities that all enrolled children who are authorized for transportation are placed on a route prior to the start of summer or winter sessions.
- iv. Ensure that specific route information is maintained daily. The Contractor shall be responsible for a daily pick-up of log change manifests from DSCSN's office in accordance with DSCSN procedures

6. Route Optimization

- i. Maintain efficiencies throughout the year, which shall be realized by monitoring vehicle routes, load factors and the transportation needs of children, including assessing the tolerance of children to the clustering of rides for efficiencies.
- ii. Reduce or eliminate low occupancy vehicles whenever possible. Routes with less than three (3) children will be reported on a monthly basis to the DSCSN and eliminated wherever possible, subject to approval by the DSCSN.
- iii. Continually pursue efficiencies through the study of bell time changes, inter-county agreements etc.

7. Record Retention

- i. Produce and transfer to the DSCSN computerized files of all routes, billing records and other information in its possession needed to conduct a fully functional transportation management operation, in the event that a new contractor is selected pursuant to a new RFP in the future. Said files shall be available no later than three (3) weeks prior to the transfer and contain all current routing.
- ii. The DSCSN shall have access both remotely and at the Contractor's site to all transportation management databases, files, payment information/vouchers, relative to transportation and parental mileage reimbursement. The DSCSN shall be allowed unfettered real-

time remote access to all systems pertinent with contract. Proposers must confirm they shall train up to three (3) DSCSN designees on software usage.

8. Records and Report Requirements

Proposers shall confirm their ability to and describe how they shall:

- i. Maintain files of reports on drivers and driver assistants for each transporter under
- ii. County contract. These reports shall contain materials including, but not limited to, driver and driver assistant training, accident and incident reports etc.
- iii. Maintain a record of all inquiries and complaints and resolution of said inquiries and complaints and forward a report to the DSCSN's transportation coordinator biweekly.
- iv. Assist and monitor each transporter to ensure a record of photo identification of drivers and driver assistants employed in the performance of transportation is on file.
- v. Maintain a file on each child transported and compile a report that includes information as required by the DSCSN, including but not limited to authorization(s) by the DSCSN and/or school districts, attendance, transportation changes, and any special transportation needs. The Contractor is required to retain all records for children for a period of seven (7) years after the last date of transportation.
- vi. Maintain transportation authorizations and transporter attendance records and logs and ensure that they contain complete information regarding cumulative and total trip logs and the number of one-way trips provided, in compliance with Medicaid guidelines and in a reporting manner and format established by the DSCSN. The Contractor shall forward to DSCSN individual attendance logs from each transporter no later than 30 days after the end of a calendar month. In addition, the Contractor shall provide a spreadsheet of all children authorized to be placed on a transportation route, no more than three (3) business days following the transportation authorization form submission cut-off date, for both summer and winter sessions.
- vii. Verify and report consecutive transportation absences of five (5), ten (10) and fifteen (15) days to the DSCSN in accordance with DSCSN procedures.
- viii. Adhere to and implement all transportation record keeping and retention requirements in accordance with regulations set forth by the New York State Commissioner of Education and any other applicable governing bodies related to the method of retaining information in a computer system.
- ix. Make all records and reports available to the DSCSN upon request, including but not limited to, records and reports related to transportation, finance, routing, training, safety, drivers/driver assistants, incidents, accidents and complaints.
- x. Work with the DSCSN, which has the right to review and make modifications to the reporting system. If such changes occur, the Contractor shall ensure that previous computerized files coincide with the any reporting system requirements.
- xi. Submit an annual transportation report by September 30th of each Contract year, which shall include, but not be limited to, statistics regarding services including overviews of numbers of routes, parental mileage reimbursement participation, authorized children, riders per vehicle, comparisons to prior years and future goals and benchmarks.
- xii. The report shall include an overview of the current routing protocol used to determine vehicle routes and any industry trends, both positive and negative, that may be developing. Said report shall also include an overview of emergency accident procedures, with details of all incidents and or accidents

that have occurred during the school year. Proposers shall include in their proposals samples of reports that will assist the DSCSN in the management of transportation.

- xiii. Track and maintain call logs for all incoming phone calls regarding services provided pursuant to this RFP. All log reports shall be available to DSCSN for review.

9. Parent Transportation Booklet

Proposers shall confirm their ability to update, print and distribute the Parent Transportation Booklet ("Booklet") in both English and Spanish, in accordance with DSCSN policy, procedures, and requirements, as directed by the DSCSN. Updates to this booklet must include new policies, parent responsibilities, safety issues, weather and snow emergency information, key telephone contact numbers, etc.

10. Safety and Site Inspection Requirements

Proposers shall confirm their ability to and describe how they shall:

- i. Provide vehicles equipped with fully operational two-way communications for transportation-related communications and field site visits, including, but not limited to, all destination facility locations, meeting destinations, vehicle depots, accident/incident locations & pick-up/drop-off sites.
- ii. Conduct site inspections to observe children being loaded onto transporters' vehicles once every sixty (60) days at each location to ensure that each transporter is in compliance with its contract with the County.
- iii. Conduct safety inspections including but not limited to overview of records pertaining to New York State Department of Transportation ("DOT") inspections, vehicle safety equipment compliance, driver and driver assistant practices, vehicle safety drills and loading & unloading procedures.
- iv. Maintain a log of said inspections and issue timely reports to the DSCSN following said inspections. The specifics and details of the report shall be in accordance with DSCSN requirements and individual transporter's contracts.

11. Confidentiality Requirements

Proposers shall confirm their ability to and describe how they shall:

- i. Preserve the confidentiality of all data and information received from the DSCSN.
- ii. Not use any data or information obtained during the course of the Contract for personal benefit.
- iii. Bear the sole responsibility for ensuring that its staff is instructed in regard to their obligation to keep data and information in confidence.
- iv. Comply with all Health Information Portability and Accountability Act ("HIPAA") regulations as may be amended from time to time, to ensure the confidentiality of data and information. This includes working with DSCSN staff for HIPAA compliance to ensure that any database(s) provided to the DSCSN meet HIPAA requirements at all times. proposers should refer to RFP Section VI, entitled Model Contract, for HIPPA regulations.

12. Training Requirements

- i. Proposers shall confirm their ability to and describe how they shall:
 - a. Conduct regular meetings with transporters to reinforce effective safety strategies and participate in transporter safety training workshops. Transporters are required to hold safety training workshops two (2) times per year. The Contractor must attend at least one (1) said workshop per transporter per year.

- ### 13. Federal/State/Local Law Requirements

- Rev. 05/14/2026

Justice Services for driver assistants. This includes qualifying for and complying with Commissioner of Education Regulation 156.3, Department of Transportation and Motor Vehicle 19A regulations, and Chapter 133 of the Suffolk County Local Law No. I-1994 pertaining to fingerprinting of all driver assistants.

d. Ensure that all transporters' vehicles used in the provision of transportation are on the New York State Department of Transportation's approved list and are in full compliance with all current rules and regulations of the U.S Department of Transportation and New York State Department of Transportation.

e. Check all of their employees and subcontractors at a minimum on a monthly basis against the General Services Administration's Federal Excluded Party List System or any successor system; and The United States Department of Health and Human Service's Office of the Inspector General's Lists of Excluded Individuals and Entities or any successor list; and The New York State Department of Health's Office of the Medicaid Inspector General's list of Restricted, Terminated or Excluded Individuals or Entities.

ii. Proposers must also confirm that neither they, nor their employees or contractors, are excluded from participation, and are not otherwise ineligible to participate in a "federal health care program" as defined in 42 U.S.C. § 1320a-7b(f) or in any other government payment program. Proposers must further confirm that failure to comply with said requirements shall be considered an Event of Default.

14. Protocol for Assessing Liquidated Damages

Proposers shall confirm their ability to and describe how they shall:

- i. Develop protocols in response to contract violations by transporters. Liquidated damages shall be imposed in accordance with County policies and procedures.
- ii. Maintain records of violations and be responsible for subsequent corrective actions taken to eliminate future infractions.

15. Anticipated Award and Contract Timetable

The anticipated commencement date of Services shall be January 1, 2022. Services shall continue through December 31, 2024, with two (2) additional one-year options to renew at the County's discretion on the same terms and conditions

Provider Name	Site Name	County Description
ACDS.INC	Zhanna Mullokandova	Zone 1
ADULTS CHILD LEARN DEVEL DISABILITIS	Bay Shore UPK Center	Zone 2
ADULTS CHILD LEARN DEVEL DISABILITIS	Kramer Learning Center	Zone 2
ADULTS CHILD LEARN DEVEL DISABILITIS	Spiegel Children's Center	Zone 2
ALTERNATIVES FOR CHILDREN	Aquebogue	Zone 4
ALTERNATIVES FOR CHILDREN	Clinton Ave	Zone 3
ALTERNATIVES FOR CHILDREN	Dix Hills	Zone 1
ALTERNATIVES FOR CHILDREN	East Setauket	Zone 3
ALTERNATIVES FOR CHILDREN	Southampton	Zone 4
BLUE CUB KIDS LLC dba Bright Minds Learning Services	Bright Minds Learning Services	Zone 2
BRENTWOOD UFSD	Brentwood EIP	Zone 2
BROOKVILLE CENTER FOR CHILDRES SER	440 Round Hill Road	Zone 1
BROOKVILLE CENTER FOR CHILDRES SER	550 Post Avenue	Zone 1
BROOKVILLE CENTER FOR CHILDRES SER	Barbara Wilson	Zone 1
BROOKVILLE CENTER FOR CHILDRES SER	Ed. Center	Zone 1
BROOKVILLE CENTER FOR CHILDRES SER	New Hyde Park	Zone 1

BROOKVILLE CENTER FOR CHILDRES SER	SUNY Old Westbury	Zone 1
BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	550 Post Avenue	Zone 1
BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	Barbara Wilson	Zone 1
BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	Ed. Center	Zone 1
BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	New Hyde Park	Zone 1
BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	SUNY Old Westbury	Zone 1
BUILDING BLOCKS PRE-SCHOOL	Building Blocks	Zone 1
BUILDING BLOCKS PRE-SCHOOL	Woodpark Elementary School	Zone 1
CONNETQUOT CSD	Edward J. Bosti School	Zone 2
DVLPMNTL DISABILITIES INST	Huntington	Zone 1
DVLPMNTL DISABILITIES INST	Medford	Zone 3
DVLPMNTL DISABILITIES INST	Ronkonkoma	Zone 2
JUST KIDS (24-25 School Year BEDS Code Old)	Barton Elementary	Zone 3
JUST KIDS (24-25 School Year BEDS Code Old)	Cutchogue East Elementary	Zone 4
JUST KIDS (24-25 School Year BEDS Code Old)	Edward W. Bower Elementary	Zone 1
JUST KIDS (24-25 School Year BEDS Code Old)	Hampton Bays	Zone 4
JUST KIDS (24-25 School Year BEDS Code Old)	Kellum Early Childhood Center	Zone 1
JUST KIDS (24-25 School Year BEDS Code Old)	Laurel	Zone 4
JUST KIDS (24-25 School Year BEDS Code Old)	Middle Country	Zone 3
JUST KIDS (24-25 School Year BEDS Code Old)	Middle Island	Zone 3
JUST KIDS (24-25 School Year BEDS Code Old)	Riley Ave Elementary	Zone 4
JUST KIDS (24-25 School Year BEDS Code Old)	Springs School	Zone 4
JUST KIDS (24-25 School Year BEDS Code Old)	West Middle Intermediate	Zone 3
JUST KIDS (24-25 School Year BEDS Code Old)	West Middle Primary	Zone 3
JUST KIDS (24-25 School Year BEDS Code Old)	Wm. Floyd	Zone 3
JUST KIDS (CAM-HELD)	Barton Elementary	Zone 3
JUST KIDS (CAM-HELD)	Cutchogue East Elementary	Zone 4
JUST KIDS (CAM-HELD)	Edward W. Bower Elementary	Zone 1
JUST KIDS (CAM-HELD)	Hampton Bays	Zone 4
JUST KIDS (CAM-HELD)	Kellum Early Childhood Center	Zone 1
JUST KIDS (CAM-HELD)	Laurel	Zone 4
JUST KIDS (CAM-HELD)	Middle Country	Zone 3
JUST KIDS (CAM-HELD)	Middle Island	Zone 3
JUST KIDS (CAM-HELD)	Riley Ave Elementary	Zone 3
JUST KIDS (CAM-HELD)	Springs School	Zone 4
JUST KIDS (CAM-HELD)	West Middle Intermediate	Zone 3
JUST KIDS (CAM-HELD)	West Middle Primary	Zone 3
JUST KIDS (CAM-HELD)	Wm. Floyd	Zone 3
KIDS IN ACTION	South Shore	Zone 2

Kidtastic Kids, INC	Kidtastic Consulting Services	Zone 2
LEEWAY SCHOOL	Leeway School	Zone 2
LITTLE ANGELS CENTER, INC.	Chippewa Elementary School	Zone 3
LITTLE ANGELS CENTER, INC.	EW Bower Elementary	Zone 1
LITTLE ANGELS CENTER, INC.	Grundy Avenue Elementary School	Zone 2
LITTLE ANGELS CENTER, INC.	Little Angels	Zone 2
LITTLE VILLAGE SCHOOL	Little Village School	Zone 1
LITTLE VILLAGE SCHOOL	The Hagedorn Little Village School	Zone 1
NEW INTERDISCIPLINARY SCHOOL	Eagle, Medford	Zone 3
NEW INTERDISCIPLINARY SCHOOL	Merrimac Elementary	Zone 3
NEW INTERDISCIPLINARY SCHOOL	Seneca, Holbrook	Zone 3
NEW INTERDISCIPLINARY SCHOOL	South Shore Childrens Center	Zone 2
NEW INTERDISCIPLINARY SCHOOL	Yaphank	Zone 3
NYS ARC, INC.-SUFFOLK CHAPTER	NYSARC Inc. Suffolk Chapter	Zone 2
OPPORTUNITY PRESCHOOL	Opportunity Preschool	Zone 2
South Huntington UFSD	Countrywood Primary Center	Zone 1
South Huntington UFSD	Oakwood Primary Center	Zone 1
Tiegerman School	Tiegerman School	Zone 1
UCP - ASSOC GREATER SUFFOLK INC	Commack	Zone 1
VARIETY CHILD LEARNING CENTER	Bellerose School	Zone 1
VARIETY CHILD LEARNING CENTER	Gallow School	Zone 1
VARIETY CHILD LEARNING CENTER	Karopczyc School	Zone 1
VARIETY CHILD LEARNING CENTER	Oyster Babies Huntington	Zone 1
VARIETY CHILD LEARNING CENTER	Oyster Babies Oyster Bay	Zone 1
VARIETY CHILD LEARNING CENTER	Syosset	Zone 1

End of Text for Section III

Section IV Cost Proposal/Fee Schedule

1. Separate File

Do not include cost information in the body of your Proposal response. Create a separate PDF file containing your Cost Proposal and upload it to appropriate section on the Bonfire portal. Include the name of your company on each page of your Cost Proposal/Fee Schedule.

2. Cost Proposal/Fee Schedule is One of Several Evaluation Criteria

Based on the evaluation criteria set forth in Section I entitled "Administrative Information," paragraph 13 ("Evaluation Criteria"), please note that the County will not necessarily choose the Proposer with the lowest rates for services.

If the Cost Proposal/Fee Schedule involves revenue in any form to the County, please also note that the County will not necessarily choose the Proposer with the highest rates for revenue to the County.

3. Additional Information

The Proposer should provide any additional information it deems necessary to explain or clarify its Cost Proposal/Fee Schedule.

4. Alternative Proposals

The Proposer may submit alternative Technical Proposals and alternative Cost Proposal/Fee Schedules, if there is more than one viable approach to performing the services.

Proposers must supply Cost Proposal/Fee Schedules in the format set forth below. Cost Proposal/Fee Schedules in alternative formats will be reviewed and may be accepted. However, all Proposers, at a minimum, must provide a Cost Proposal/Fee Schedule in the format set forth below. Proposers are requested to submit any additional information, charts, data and descriptions as the Proposer deems necessary for evaluation.

5. Format for Cost Proposal/Fee Schedule

Proposers shall provide a detailed list of anticipated charges it will impose for items that shall or may apply to the Services requested under this RFP. Failure to include a charge or schedule of charges may preclude the Contractor from billing the County for such non-specified items.

All schedules submitted must include the name of the Proposer and must be paginated.

The anticipated term of the Contract is:

For purposes of this RFP, Contract and Option Years shall be defined as follows:

- Contract Year One: January 1, 2027 through December 31, 2027
- Contract Year Two: January 1, 2028 through December 31, 2028
- Contract Year Three: January 1, 2029 through December 31, 2029
- Option Year One: January 1, 2030 through December 31, 2030
- Option Year Two: January 1, 2031 through December 31, 2031

Proposers shall provide a detailed list of anticipated charges it will impose for items that shall or may apply to the Services requested under this RFP. Failure to include a charge or schedule of charges may preclude the Contractor from billing the County for such non-specified items.

All fee schedules submitted must include the name of the Proposer and must be paginated.

End of Text for Section IV

Section V Model Contract

Please find the Model Contract in the “Files” section in the Bonfire portal.

The Model Contract is included to illustrate general terms and conditions, including indemnification and insurance, which will be included in the contract when executed.

Section VI

Suffolk County Required Compliance Forms In Accordance with County Laws

The following forms will be required from the apparent successful Proposer only upon request. Please note that while the forms can be uploaded to the Suffolk County Bonfire portal, the apparent successful Proposer will be required to submit original, signed forms:

- LL52-2012 – Disqualification of Non-responsible Bidders
- Suffolk County Form 22 – Contractor's/Vendor's Public Disclosure Statement
- FTS Form – Non-Collusive Offer Certification
- LHE-1/2 Form – Lawful Hiring
- LW 1/38 Form – Suffolk County Living Wage
- DOL-L01- Suffolk County Union Organizing Certification/Declaration
- Lobbying Certification Form